



**PROPOSED AGENDA
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL
MONDAY, MAY 17, 2021 - 7:00 P.M.**

PER MICHIGAN PA 254 OF 2020 AND THE MICHIGAN OPEN MEETINGS ACT, THIS MEETING
WILL BE HELD ELECTRONICALLY

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. 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.

V. Minutes: To approve the following Village Council meeting minutes:

- (a) Minutes from the Regular Council Meeting on April 19, 2021

VI. Bills:

- a) Approve bills equal to or less than \$3,000.00 each from 4/1//2021 to 4/30/2021
- b) Approve bills in excess of \$3,000.00 each, including:
 - i. Mercantile Bank -- \$105,715.00 – 2016 Refunding Bond Payment (Paid)
 - ii. High Pointe Tree Service LLC -- \$5,600.00 – Village Tree Removals (Paid)
 - iii. GEI Consultants -- \$5,519.93 – Engineering for Water Improvement Project and Water Rate Study (Paid)

VII. 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 – April 2021 Minutes
- c) Lake Odessa Area Arts Commission – April 2021 Meeting Minutes

VIII. Departmental Reports:

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

IX. Committee Reports

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

X. Presentations/ Legislative Update

- a) None

XI. Discussion Items

- a) Lake Odessa Village Council Vacancy
- b) Village Council Meeting forum
- c) New Village Website

XII. Public Hearing

- a) None

XIII. Unfinished Business

- a) None

XIV. New Business:

- a) Proposed Resolution 2021-25: Approving the Submittal of a Grant Application to the Michigan Council for Arts and Cultural Affairs from the Lake Odessa Area Arts Commission
- b) Proposed Resolution 2021-26: Approving the Village of Lake Odessa's Commitment to continue with the Michigan Economic Development Corporation's "Redevelopment Ready Communities (RRC)" Program
- c) Proposed Resolution 2021-27: Approving the Naming of Village Treasurer Kathy Forman to Various Village Accounts
- d) Proposed Resolution 2021-28: Approving, Authorizing, and Directing the Village President to Sign a Fireworks Permit for the Lake Odessa Fair for June 26, 2021
- e) Proposed Resolution 2021-29: Approving the Submittal of a Special Event Liquor License to The Michigan Department of Regulatory Affairs (LARA) for the August 7, 2021 "Art In The Park" Event
- f) Proposed Resolution 2021-30: Approving the Purchase of New Garage Doors for the DPW Building on Jordan Lake Street

XV. Miscellaneous Correspondence:

- a) None

XVI. Trustee Comments

XVII. Public Comment

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.

XVIII. Adjournment

ZOOM Login Information for this meeting

Connect to Zoom from your computer, tablet, or smartphone

Website: <https://zoom.us/join>

Meeting ID: 896 1497 1531

Passcode: 659448

Or

Call in by telephone:

Phone number: (312) 626-6799

Meeting ID: 896 1497 1531

Passcode: 659448

**The Village of Lake Odessa Council
Page Building
839 Fourth Avenue
Lake Odessa, Michigan 48849**

Phone: 616-374-7110 Fax: 616-374-0040

Website where meeting notices are posted:

www.lakeodessa.org/public-notices.html

MEETING NOTICE

**Village of Lake Odessa
Village Council
Monday, May 17, 2021
7:00 pm**

PER PA 254 OF 2020 AND THE MICHIGAN OPEN MEETINGS ACT, THIS MEETING WILL BE HELD ELECTRONICALLY

The Council for the Village of Lake Odessa will hold their regular monthly Council meeting on Monday, May 17, 2021 at 7:00 pm. This meeting will be held electronically pursuant to Michigan PA 254 of 2020 and the Michigan Open Meetings Act.

The public may participate in the meeting electronically and may make public comment through either of the following methods:

Connect to Zoom from your computer, tablet, or smartphone

Website: <https://zoom.us/join>

Meeting ID: 896 1497 1531

Passcode: 659448

Or

Call in by telephone:

Phone number: (312) 626-6799

Meeting ID: 896 1497 1531

Passcode: 659448

Remote public comment is available for the Village Council Meeting by emailing: manager@lakeodessa.org no later than 4:30 pm on Monday, May 17, 2021. Comment may also be made during the electronic public comment portion listed on the agenda.

It is the policy of the Village of Lake Odessa that all village-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in this meeting or event due to a disability as defined under the ADA, please call the village office at (616) 374-7110 or e-mail treasurer@lakeodessa.org at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

This notice was posted by Patrick Reagan, Village Manager/ Clerk, to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265) at 11:15 a.m., May 14, 2021, on the Page Building Village Notice Bulletin Board, located at 839 Fourth Avenue, Lake Odessa, Michigan and also posted on the Village's website – www.lakeodessa.org -- at least 18 hours prior to the start of the meeting.

Minutes

VILLAGE OF LAKE ODESSA

MINUTES

REGULAR COUNCIL MEETING

APRIL 19, 2021

PER PA 254 of 2020, THIS MEETING WAS HELD ELECTRONICALLY

Meeting called to order at 7:02 pm by Village President Banks.

Council present: President Karen Banks (remote from Lake Odessa), Trustee/President Pro Tempore Mel McCloud (remote from Lake Odessa), Trustee Michael Brighton (remote from Lake Odessa), Trustee Carrie Johnson (remote from Lake Odessa), Trustee Terri Cappon (remote from Lake Odessa), Trustee Robert Young (remote from Middlesboro, KY),

Absent: None

Staff present: Patrick Reagan, Jesse Trout, Kendra Backing, Mark Stoor (GEI Consultants, Inc)

Visitors present: Sean Bradley, Lakewood News, Beth Barrone, Pattie Caudell, Travis Alden, Luke Froncheck, Sue Dahms

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment.

MINUTES

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

- a) Minutes from the regular Council meeting on March 15, 2021
- b) Minutes from the special Council meeting on April 8, 2021

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

BILLS

Motion by Johnson, supported by Brighton, to approve expenditures equal to or less than \$3,000.00 for the period 3/1/2021 thru 3/31/2021. Motion carried unanimously by voice vote of members present, 6-0.

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

CONSENT AGENDA

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

- a) Lake Odessa Zoning Administrator Monthly Report

- b) Lakewood Recreational Authority – March 2021 Minutes
- c) Lake Odessa Area Arts Commission – March 2021 Meeting Minutes
- d) Lake Odessa Downtown Development Authority – March 2021 Minutes

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

DEPARTMENTAL REPORTS

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

DPW: Report submitted. There was no update.

Police: Report submitted. There was no update

Finance: Report submitted. There was no update.

COMMITTEE REPORTS:

Personnel/Finance Committee: No report.

Recreation/ Special Projects Committee: No report.

PRESENTATIONS/ LEGISLATIVE UPDATE

Luke Froncheck, from Representative Julie Calley's office, presented to the Council a legislative update.

Travis Alden, from the ICEA/ The Right Place, reported on the results of the strategic planning sessions with Village Council and staff from earlier in the year. Alden and Dahms also presented on metrics from ICEA/ The Right Place.

PUBLIC HEARINGS

There were no public hearings.

DISCUSSION ITEMS

Proposed Downtown Four Way Stop – Reagan informed the Council that the DDA had recommended to the Council that a four-way stop be implemented, as a temporary (90 day), pilot project, at the intersection of Fourth Avenue and Second Street. Reagan stated that he had discussed this with the Chief of Police and the DPW Supervisor. The reason for this recommendation is that the DDA believes that people are traveling at high rates of speed down Fourth Avenue; that the design of the stop bars on Second Street prohibit a driver from getting a good view of the oncoming traffic; and there is a safety issue for motorists and pedestrians. Trout stated that the only issue that he sees is that the road on Fourth Avenue is narrow, due to the bump-outs, and could cause an issue with turning. Reagan noted that it could be argued that the bump outs are working as designed, in that it forces a turning motorist from Second Street to use caution when entering the intersection.

Discussion took place by the Council. Brighton asked about metrics to be used to quantify the four-way stop. Young asked about using a stoplight in the intersection. Other ideas were presented and discussed.

Motion by Young, supported by Johnson, to install two new stop signs on Fourth Avenue, as well as stop ahead signs, for a 90-day project to gauge the acceptance and need for a four-way

stop at the intersection of Fourth Avenue and Second Street. Motion carried unanimously by members present, 6-0.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Proposed Resolution 2021-19: Approving, Authorizing, and Directing the Village Manager to Sign the Notice of Award for the Pearl, Pleasant, Ionia, and Emerson Water Reconstruction Project

Motion by McCloud, supported by Young, to approve Proposed Resolution 2021-19. Roll call vote. Yes: McCloud, Brighton, Young, Johnson, Cappon, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously.

Proposed Resolution 2021-20: Approval to Accept the Bid from Stowell Builders for the Proposed Additions/ Improvements to the DPW Garage

Motion by Cappon, supported by Young, to approve Proposed Resolution 2021-20. Roll call vote. Yes: Cappon, Young, Brighton, McCloud, Johnson, Banks; No: None; Absent; None; Abstain: None. Motion passed unanimously.

Proposed Resolution 2021-21: Approval to Hold a Tree Planting Ceremony on Thursday, April 29, 201 at 10:00 am at the Veteran's Memorial Chapel in Recognition of Arbor Day

Motion by McCloud, supported by Cappon, to approve Proposed Resolution 2021-21. Roll call vote. Yes: McCloud, Cappon, Brighton, Young, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously.

Proposed Resolution 2021-22: Approval to Accept the MERS Addendum as Submitted

Motion by Johnson, supported by Cappon, to adopt Proposed Resolution 2021-22. Roll call vote. Yes: Johnson, Cappon, McCloud, Brighton, Young, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously.

Proposed Resolution 2021-23: Approval to Accept the Letter of Resignation from Trustee Kay Hartzler

Motion by Brighton, supported by Johnson, to adopt Proposed Resolution 2021-23. Roll call vote. Yes: Brighton, Johnson, Cappon, McCloud, Young, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously.

Motion by Brighton, supported by Cappon, to advertise that the Council is seeking qualified individuals to fill this seat and will accept letters of interest and resumes for this position until Friday, May 14, 2021 at 4:30 pm. Motion carried unanimously by members present, 6-0.

Proposed Resolution 2021-24: Approval to Purchase a Water Valve Exerciser Kit from

Ferguson Waterworks for the Sum of \$4,812.50

Motion by Brighton, supported by Young, to adopt Proposed Resolution 2021-24. Roll call vote. Yes: Brighton, Young, Johnson, Cappon, McCloud, Banks; No: None; Abstain: None; Absent: None. Motion passed unanimously.

MISCELLANEOUS CORRESPONDENCE

None

TRUSTEE COMMENTS

McCloud – None

Brighton – Appreciated serving with Kay Hartzler.

Johnson – No Comment.

Cappon – No Comment.

Young – No Comment.

Hartzler – No Comment.

Banks – No Comment..

PUBLIC COMMENT

Beth Barrone: 1338 Johnson Street. Barrone stated that the water at her residence was found to be scaly and of poor quality. Barrone also asked about the status of the dog park proposed years ago. Barrone also stated that she found the four-way stop downtown to be silly and has never been an issue.

ADJOURNMENT

Motion by Young, supported by Cappon, to adjourn the meeting at 8:59 pm. Motion carried by voice vote of members present, 6-0.

Meeting adjourned at 8:59 pm.

Respectfully submitted,

Patrick T. Reagan
Village Manager/ Village Clerk

Bills Over
\$3,000



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

Account Number	Statement Date
xxxxxx6857	04/16/2021

MGLNLOAN 210419-02552-0002



REMITTANCE SUMMARY				
LOAN NUMBER	PRINCIPAL BALANCE	PRINCIPAL DUE	INTEREST DUE	TOTAL DUE
xxxxxx6857	635,000.00	100,000.00	5,710.25	105,710.25
TOTAL	635,000.00	100,000.00	5,710.25	105,710.25
TOTAL AMOUNT DUE BY 05/01/21:			\$ 5,715.00	\$ 105,715.00

204-446-990.986 65,000.00
 204-446-995.986 3,555.00
 204-446-990.987 8,400.00
 204-446-995.987 518.40
 591-536-994.000 26,600.00
 591-536-995.000 1,641.60

See attached
 Debt Service Schedule
 Breakdown
 Verified with Dan Mitchell
 Mercantile Bank
 Jonia Branch (616) 527-775



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

LOAN STATEMENT

Account Number	Statement Date
xxxxxx6857	04/16/2021

dan Mitchell (616) 527-7754

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



002552 0.5720 AB 0.428 TR00009
 VILLAGE OF LAKE ODESSA
 839 4TH AVE
 LAKE ODESSA, MI 48849-1001

MGLNLOAN 210419-02552-0001



To11 Free: 800-453-8700

=====

COMM TAX EXEMPT LOAN xxxxxx6857

=====

DATE	DESCRIPTION	-----PAYMENT SPLIT-----		TRANSACTION AMOUNT	PRINCIPAL BALANCE
		PRINCIPAL	INTEREST		
10/19/20	BALANCE LAST STATEMENT				635,000.00
11/12/20	Interest Payment	.00	5,715.00	5,715.00	
04/16/21	BALANCE THIS STATEMENT				635,000.00

LOAN SUMMARY

CREDIT LIMIT:	990,000.00	INTEREST ACCRUED FROM:	11/01/20
AVAILABLE CREDIT:		INTEREST ACCRUED THRU:	04/30/21
MATURITY DATE:	05/01/26	PRINCIPAL DUE:	100,000.00
- - - - ACTIVITY THIS PERIOD	- - - -	INTEREST DUE:	5,710.25
INTEREST PAID:	5,715.00	TOTAL PAYMENT DUE:	105,710.25
		PRINCIPAL DUE DATE:	05/01/21
		INTEREST DUE DATE:	05/01/21

INTEREST PAID 2020: 12,285.00

Village of Lake Odessa

Debt Service Schedule Breakdown - 2016 Refunding Bonds

Payment Date	2006 MTF and Refunding			2006 LTGO Capital Improvement Bonds and Refunding			Highway Portion			Water Portion			Combined		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
5/1/2016	\$45,000.00	\$990.00	\$45,990.00	\$22,800.00	\$527.25	\$23,327.25	\$7,200.00	\$166.50	\$7,366.50	\$30,000.00	\$693.75	\$30,693.75	\$30,000.00	\$693.75	\$30,693.75
11/1/2016		6,488.25	6,488.25		3,006.75	3,006.75		949.50	949.50		3,956.25	3,956.25		3,956.25	3,956.25
5/1/2017	50,000.00	5,535.00	55,535.00	22,800.00	2,565.00	25,365.00	7,200.00	810.00	8,010.00	30,000.00	3,375.00	33,375.00	30,000.00	3,375.00	33,375.00
11/1/2017		5,081.00	5,081.00		2,355.80	2,355.80		741.20	741.20		3,097.00	3,097.00		3,097.00	3,097.00
5/1/2018	55,000.00	5,085.00	60,085.00	26,600.00	2,359.80	28,959.80	8,400.00	745.20	9,145.20	35,000.00	3,105.00	38,105.00	35,000.00	3,105.00	38,105.00
11/1/2018		4,590.00	4,590.00		2,120.40	2,120.40		669.60	669.60		2,790.00	2,790.00		2,790.00	2,790.00
5/1/2019	55,000.00	4,590.00	59,590.00	26,600.00	2,120.40	28,720.40	8,400.00	669.60	9,069.60	35,000.00	2,790.00	37,790.00	35,000.00	2,790.00	37,790.00
11/1/2019		4,095.00	4,095.00		1,881.00	1,881.00		594.00	594.00		2,475.00	2,475.00		2,475.00	2,475.00
5/1/2020	60,000.00	4,095.00	64,095.00	26,600.00	1,881.00	28,481.00	8,400.00	594.00	8,994.00	35,000.00	2,475.00	37,475.00	35,000.00	2,475.00	37,475.00
11/1/2020		3,555.00	3,555.00		1,641.60	1,641.60		518.40	518.40		2,160.00	2,160.00		2,160.00	2,160.00
5/1/2021	65,000.00	3,555.00	68,555.00	26,600.00	1,641.60	28,241.60	8,400.00	518.40	8,918.40	35,000.00	2,160.00	37,160.00	35,000.00	2,160.00	37,160.00
11/1/2021		2,970.00	2,970.00		1,402.20	1,402.20		442.80	442.80		1,845.00	1,845.00		1,845.00	1,845.00
5/1/2022	65,000.00	2,970.00	67,970.00	26,600.00	1,402.20	28,002.20	8,400.00	442.80	8,842.80	35,000.00	1,845.00	36,845.00	35,000.00	1,845.00	36,845.00
11/1/2022		2,385.00	2,385.00		1,162.80	1,162.80		367.20	367.20		1,530.00	1,530.00		1,530.00	1,530.00
5/1/2023	65,000.00	2,385.00	67,385.00	30,400.00	1,162.80	31,562.80	9,600.00	367.20	9,967.20	40,000.00	1,530.00	41,530.00	40,000.00	1,530.00	41,530.00
11/1/2023		1,800.00	1,800.00		889.20	889.20		280.80	280.80		1,170.00	1,170.00		1,170.00	1,170.00
5/1/2024	65,000.00	1,800.00	66,800.00	30,400.00	889.20	31,289.20	9,600.00	280.80	9,880.80	40,000.00	1,170.00	41,170.00	40,000.00	1,170.00	41,170.00
11/1/2024		1,215.00	1,215.00		615.60	615.60		194.40	194.40		810.00	810.00		810.00	810.00
5/1/2025	65,000.00	1,215.00	66,215.00	34,200.00	615.60	34,815.60	10,800.00	194.40	10,994.40	45,000.00	810.00	45,810.00	45,000.00	810.00	45,810.00
11/1/2025		630.00	630.00		307.80	307.80		97.20	97.20		405.00	405.00		405.00	405.00
5/1/2026	70,000.00	630.00	70,630.00	34,200.00	307.80	34,507.80	10,800.00	97.20	10,897.20	45,000.00	405.00	45,405.00	45,000.00	405.00	45,405.00
Total	\$660,000.00	\$65,659.25	\$725,659.25	\$307,800.00	\$30,855.80	\$338,655.80	\$97,200.00	\$9,741.20	\$106,941.20	\$405,000.00	\$40,597.00	\$445,597.00	\$405,000.00	\$40,597.00	\$445,597.00

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

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

68,555.00
+ 37,160.00
\$105,715.00

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

INVOICE

Village Of Lake Odessa
 839 4th Ave lake Odessa , MI 48849

Invoice # 0000003

Invoice Date 04/14/2021

Due Date 04/14/2021

Item	Description	Unit Price	Quantity	Amount
	1138 6th Ave cut down and chip brush	650.00	1.00	650.00
	817 6th Ave cut down and chip brush	500.00	1.00	500.00
	809 6th Ave cut down and chip brush	500.00	1.00	500.00
	765 5th Ave cut down and chip brush	600.00	1.00	600.00
	904 5th Ave cut down and chip brush	900.00	1.00	900.00
-	6 Park cut down and chip brush	200.00	6.00	1,200.00
	734 2nd Ave cut down and chip brush	350.00	1.00	350.00
	1112 2nd Ave cut down and chip brush	350.00	1.00	350.00
	1317 Ionia cut down and chip brush	200.00	1.00	200.00
	1330 Ionia cut down and chip brush	350.00	1.00	350.00
Subtotal				5,600.00
Total				5,600.00
Amount Paid				0.00
Balance Due				\$5,600.00

NOTES: ATT: Dave Gutchess



101-751-931-003 - \$1,200
 202-449-801 - \$900
 203-449-801 - \$3,500

Tree Board
 approved removal
 of hazard trees - ST
 - 15 total -



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

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

Invoice: 5012091
 Invoice Date: 4/8/2021
 Due Date: 5/8/2021
 Project: 1904446
 Project Name: Ionia, Pearl, Pleasant, Emerson
 Improvements

For Professional Services Rendered For 2/27/2021 Through 3/26/2021

	Fee	Available	Billings		
			To Date	Previous	Current
1904446 - Ionia, Pearl, Pleasant, Emerson Improvements					
1 - Engineering Services	158,500.00	86,605.89	77,414.04	71,894.11	5,519.93
Rate Labor	5,451.25				
Expenses	68.68				

Current Billings 5,519.93
 Amount Due This Bill 5,519.93

*OK to pay - PTK
 4-8-21*

Total Fee: 158,500.00
 To Date Billings: 77,414.04
 Total Remaining: 81,085.96

*15% Local - 203-444-867.000 ✓ 827.99
 20% Maj - 202-449-867.000 ✓ 1103.99
 15% Gen Hghy - 204-446-867.000 ✓ 827.98
 60% - Water - 591-000-158.001 ✓ 2759.97
5519.93*

Mark F. Stoor



1 - Design

Rate Labor

Class / Employee

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Professional - Grade 6			
Mark F. Stoor	30.50	167.000	5,093.50
Word Processor			
Patricia L. Ward	1.00	69.000	69.00
Total Rate Labor			5,162.50

Total Bill Task: 1 - Design

5,162.50

2 - Construction

Rate Labor

Class / Employee

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Project Professional - Grade 3			
Christopher A Harrington	2.75	105.000	288.75
Total Rate Labor			288.75

Expenses

Account / Vendor

	<i>Cost</i>	<i>Multiplier</i>	<i>Amount</i>
Materials & Rentals			
Mark F. Stoor	59.72	1.1500	68.68
Total Expenses			68.68

Total Bill Task: 2 - Construction

357.43

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

5,519.93





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

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

Invoice : 5012089
Invoice Date : 4/8/2021
Due Date : 5/8/2021
Project : 2005301
Project Name : Water System Rate Study

For Professional Services Rendered For 2/27/2021 Through 3/26/2021

	Fee	Available	Billings		
			To Date	Previous	Current
2005301 - Water System Rate Study					
1 - Engineering Services	2,900.00	277.50	2,900.00	2,622.50	374.00
<i>Less Fee Exceeded</i>					-96.50
Rate Labor		374.00			
				Current Billings	<u>277.50</u>
				Amount Due This Bill	<u>277.50</u>

**Max Fee Exceeded*

Ok to pay PTR 4-8-21 591-536-963.000

Total Fee : 2,900.00
To Date Billings : 2,900.00
Total Remaining : 0.00

Mark F. Stoor

Outstanding Receivables	Invoice Number	Date	Amount	Balance Due
	VOID LB 3-22-21	3/22/2021	0.00	<u>0.00</u>
				0.00



1 - Model Creation, Review, & Report

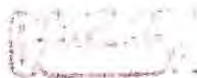
Rate Labor

Class / Employee

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Consultant - Grade 8			
Michael J. Gatzow	0.50	247.000	123.50
Senior Professional - Grade 6			
Mark F. Stoor	1.50	167.000	250.50
Total Rate Labor			374.00
Total Bill Task: 1 - Model Creation, Review, & Report			374.00

Total Project: 2005301 - Water System Rate Study

374.00



Consent Agenda

Lake Odessa Village
Zoning Administrator Report
April 2021

Permits:

On 4-14-21 I approved a zoning permit to William Rogers to construct a second story deck of 13' by 19' with 4' by 6' transition from the existing stairs to be built above a single story part of the building at 1002 Fourth Ave.

On 4-22-21 I approved a zoning permit to Erma Thomas for a replacement fence of 3' high in back yard of 1322 Ionia St.

On 4-22-21 I approved a zoning permit to Diane Smith for a new porch deck type of 6' by 13' with a roof cover of 4' by 13' plus a handicap landing and ramp of 4' wide from the porch to the driveway of 703 Fifth Ave.

On 4-28-21 I approved a zoning permit to Jerry and Janette Casarez for 12' by 16' pavilion roof to be constructed over an existing deck located at 903 Fifth Ave.

Supplemental:

Miscellaneous

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

The Planning Commission is working on several ordinance amendments and discussed those at the March meeting. Work will continue at the next meeting.

MEETING OF THE LAKEWOOD RECREATIONAL AUTHORITY WAS HELD ON 04/05/2021

Meeting called to order by Chairperson Patrick Reagan at 1:00 pm

Roll call by Recording Secretary Lisa K Williams - Present: Bulling, Rohrbacher, Farrell, Mayhew, Cappon. Absent: Mandy Nurenberg

Visitors: Chari Burd, Bruce Estes, Heidi Reed and Von Goodemoot

Pledge of Allegiance

Motion by Reagan, supported by Bulling to move agenda item 5 before agenda item 4. Motion carried

Reappointment of At-Large Members - Motion by Reagan, supported by Bulling to reappoint Edith Farrell and Mandy Nurenberg as the At-Large members. Roll call vote: yes - Reagan, Bulling, Rohrbacher, Farrell, Cappon and Mayhew. Nays- none. Absent: Nurenberg. Motion carried.

Nomination and Election of Officers - Motion by Reagan, support by Bulling to appoint Carolyn Mayhew as Chairperson. Roll call vote: yes - Reagan, Bulling, Rohrbacher, Farrell, Cappon and Mayhew. Nays- none. Absent: Nurenberg. Motion carried.

Motion by Mayhew, support by Farrell to appoint Dave Bulling as the Vice Chairperson. Roll call vote: yes - Reagan, Bulling, Rohrbacher, Farrell, Cappon and Mayhew. Nays- none. Absent: Nurenberg. Motion carried.

Motion by Mayhew, support by Cappon to appoint Edith Farrell as Secretary. Roll call vote: yes - Reagan, Bulling, Rohrbacher, Farrell, Cappon and Mayhew. Nays- none. Absent: Nurenberg. Motion carried.

Motion by Bulling, support by Mayhew to appoint Sharon Rohrbacher as Treasurer. Roll call vote: yes - Reagan, Bulling, Rohrbacher, Farrell, Cappon and Mayhew. Nays- none. Absent: Nurenberg. Motion carried.

Approval of Agenda

Secretary, Edith Farrell took over recording meeting minutes

Citizen Comment on Agenda Items

Heidi Reed commented on agenda item 10a. She feels that there should be individual meetings with property owners as opposed to one large public meeting. There is only one property owner issue with a dock and a second for grading.

Minutes - Motion by Reagan, support by Cappon to approve the March 1, 2021 regular meeting minutes. Motion carried unanimously by voice vote of members present.

Bills - no bills at this time.

Presentations/Reports

- a. Jordan Lake Trail Board Update - Mayhew provided updates from engineer Mark Stoor
 1. The extension for the DNR grant and amendment that removes the boardwalk will need to be submitted by Bulling.

2. Current issues - property owners: temporary grading permit, docks and rock ledges. Property owners' docks will be allowed to attach to the newly restored shoreline.
3. Bulling is coordinating meetings with the 2 property owners that are impacted
4. April 23, 2021 is the April deadline for Stoor to submit the plans to MDOT. Next deadline will be late May.
5. All tree cutting is completed

Discussion Items

- a. Reagan suggested creating a subcommittee with three members of the LRA board and Stoor to hold a workshop or open house with the impacted property owners to discuss their concerns. The subcommittee would then report back to the full LRA board.
 - 1) In light of COVID concerns with meetings, could be held at the Lake Odessa park
 - 2) Stoor will be available after April 21, 2021
 - 3) Bulling will discuss at the Odessa Township meeting on April 5, 2021

!

Rohrbacher has concerns with not having a public meeting with minutes recorded. She stated that it should be open to the public and not just impacted homeowners. Bulling stated that MDOT often uses open houses to discuss projects.

Reagan motioned to hold workshops with a subcommittee of Bulling, Mayhew and Rohrbacher with the impacted homeowners. Support by Cappon. Motion carried unanimously by voice vote of members present.

Reagan stated that the speed limit at the M50 crossing is still a concern. He does not advise a traffic study. Enforcement will be the answer as MDOT will not pay for blinking lights.

!

- b. Copy of the Tupper Creek Bridge Access, Crossing and Use Agreement included in the meeting packet is not the most recent. Changes needed include: LRA is to be LRA/Jordan Lake Trail and payment has to go to the Jordan Lake Trail.
 - 1) Reagan did not sign on behalf of the Village - has to be updated and presented to the Village Council
 - 2) Bulling needs the updated Agreement this afternoon so it can be presented to the Odessa Township Board that evening for approval.
 - 3) Mayhew questioned wording under #1 and it was determined to be correct

Bulling motioned to accept the Agreement pending corrections in three places to state LRA/Jordan Lake Trail and payment to Jordan Lake Trail. Support by Reagan. Motion carried unanimously by voice vote of members present.

Public Hearing

At 1:51, Reagan motioned to move into Public Hearing and Bulling supported. Motion carried unanimously by voice vote of members present.

a. Budget

1) Public Comment

Reed questioned if the previous year's balance carries over

Rohrbacher replied that yes, it does carry over. There is a minimum \$500 balance for the account.

At 1:53, motion by Reagan to close the public meeting. Support by Cappon. Motion carried unanimously by voice vote of members present.

Unfinished Business - none

New Business

a. Adoption of the Investment and Depository Resolution

Tabled for next meeting - currently stated that two signatures are required. This is to be changed to one with the Township Clerk and Treasurer as authorized signers.

b. Cappon motioned to approve the budget, support by Farrell. Motion carried unanimously by voice vote of members present. Roll call vote: yes - Reagan, Bulling, Rohrbacher, Farrell, Cappon and Mayhew. Nays- none. Absent: Nurenberg. Motion carried.

c. Agreed to drop the not needed January 17, 2022 meeting.

Motion by Rohrbacher to approve the upcoming year meeting dates, supported by Reagan.

Roll call vote: yes - Reagan, Bulling, Rohrbacher, Farrell, Cappon and Mayhew. Nays- none. Absent: Nurenberg. Motion carried.

d. Tupper Creek Use Agreement - see above Discussion Items #b

Miscellaneous Correspondence - none

Member Comments - none

Public Comment

Bruce Estes questioned whether we were going to make the April deadline for MDOT. He commented that the property owner with the grading is the most critical for submission. Bulling and Mayhew agreed to get that meeting scheduled to meet the timeframes.

Adjournment - Meeting was adjourned at 2:02pm

Lake Odessa Area Arts Commission
Regular meeting
April 12, 2021

Meeting called to order 7:00 pm by Chairperson Hickey

Roll Call: Karen Banks (remotely from Lake Odessa), Jennifer Hickey (remotely from Lake Odessa), Margaret Hermes (remotely from Lake Odessa), Patrick Reagan (remotely from Lake Odessa), Carrie Johnson (remotely from Lake Odessa), Nancy Mattson (remotely from Lake Odessa)

Absent: None

Motion made by Reagan, supported by Hermes to approve agenda – motion carried by voice vote of members present, 4-0.

Motion by Banks, supported by Hermes, to approve Minutes of March 8, 2021 meeting – motion carried by voice vote of members present, 6-0.

Public comment – no public comment was heard.

Discussed financial report – Motion by Matteson, supported by Reagan, to approve the financial report as submitted. Motion carried by voice vote of members present, 6-0.

Discussion Items:

A) 2021 Art in the Park

- 1) Artists Applications: Discussion was led by Banks, who reviewed with the group the artist applications received and of those that may be interested in joining in 2021. Banks stated that the list needs to be juried. Discussion continued. Reagan made the motion that the current list of interested vendors should be approved as submitted at this time, with the inclusion of applications from Robin Schaeffer and Jane Feulz. Motion approved by voice vote of members present, 6-0.
- 2) Entertainment: Banks discussed entertainment lineup proposed for the event in 2021. A motion was made by Hermes, supported by Matteson, to hold an art trivia contest at this year's event. Motion passed by voice vote of members present, 5-0.
Banks discussed how she has been in contact with a group, known as "The B-Side Growlers" who are interested in playing. Discussion was had. Motion by Reagan, supported by Matteson, to approve adding "the B-Side Growlers" to the lineup for the sum of \$400.00. Motion approved by voice vote of members present, 6-0.
- 3) Discussion was had about the concessionaires for this year's event. Maria's Tacos, Lakewood Lions Club, Silver Star Kettle Corn, Upper Room Ministries, Dog Central, and Hardens Concessions have been contacted and are willing to take part in this year's event.

Due to a technical difficulty, Hickey left the meeting and Banks was nominated and named acting Chair. Banks assumed the Chair's role at 7:30 pm.

- 3) Wine Tasting: discussion took place on Wine Tasting activity at this year's event. Reagan stated that he received a quote on liability insurance for the Wine Tasting activity, from Grider-Portland Insurance Agency. Motion by Matteson, supported by Johnson, to purchase the liability insurance from Grider-Portland for \$354.00. Motion approved by voice vote of members present, 5-0.
- 4) Porta-Potties: Matteson reported that she had received quotes for porta-potties at the event, with the lowest coming from Hall's. Motion by Banks, supported by Reagan, to approve accepting the quote for porta potties as submitted, for a price not to exceed \$600.00. Motion approved by a voice vote of members present, 5-0.
- 5) First Aid: the Lake Odessa Fire Department will be providing first aid as needed at the event. Room on Third Avenue, where it dead-ends into the park, should be made available for an ambulance.
- 6) Art in the Park Guide: discussion was had about the 2021 guidebook for Art in the Park. It was discussed whether to use the Art in the Park logo or pictures from around the community.
- 4) Children's Area: Discussion took place as to whom would run a Children's Area at this year's event. The Jordan Lake Trail group was discussed as a possible leader of this event. Johnson will look into it and get back with the group.
- 5) Sponsorship level – Banks discussed how she had received two commitments for the top sponsorship level for this year's event – the first was from ReClending and the other was from Gary and Nancy Matteson. While the ReClending sponsorship was accompanied by paperwork and a check, the Matteson's have been very involved in the community for some time. Reagan stated that the Matteson's have been fine stewards of this event and that deference should be given. Motion by Reagan, supported by Banks, to give the top sponsorship level to the Matteson's. The motion was passed 5-0 by a voice vote of members present.

B) Arts Commission Cell Phone – Banks stated that she spoke with former members in order to locate the Arts Commission cellphone. However, it cannot be located. Reagan stated that he, as the Village Manager, will be speaking to Verizon this week about cellphones for Village staff and will inquire about a new phone for the Arts Commission. Motion by Hickey, supported by Banks, to purchase a new cellphone for the Arts Commission. Voice vote. Approved by members present, 4-0.

D) Next meeting May 10, 2021 at 7:00 pm

Meeting adjourned: 8:37 pm

Respectfully submitted

Patrick Reagan

Village Manager/ Village Clerk

Departmental Reports

REPORT TO THE VILLAGE OF LAKE ODESSA COUNCIL

DATE: Monday, May 17, 2021

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

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.

DISCUSSION ITEMS

Lake Odessa Village Council Vacancy – with the resignation of Kay Hartzler, the Council approved accepting applications from registered electors of the Village. Notice was placed on the website. Two residents have submitted materials for this position: Charles Jaquays and Jennifer Hickey.

Village Council Meeting forum – President Banks has directed that this be placed on the agenda for this meeting. This is for a discussion related to whether or not the Council should continue to meet electronically (as is allowed per Michigan Public Act 254 of 2020, the Michigan Open Meetings Act, and by the declaration of emergency for Ionia County, as passed by the Ionia County Board of Commissioners in April of 2021.

New Village website – I have sent out a “Request for Proposals” and have received four proposals back – from CivicPlus, Municode, TownWeb, and Gregory Em Graphic and Design.

NEW BUSINESS

Proposed Resolution 2021-25: Approving the Submittal of a Grant Application to the Michigan Council for Arts and Cultural Affairs from the Lake Odessa Area Arts Commission:

This resolution is to authorize the signing and submittal of a grant application to

the Michigan Council for Arts and Cultural Affairs. This is a grant for the annual “Art in the Park” event.

Proposed Resolution 2021-26: Approving the Village of Lake Odessa’s Commitment to continue with the Michigan Economic Development Corporation’s “Redevelopment Ready Communities (RRC)” Program:

The MEDC has a program called “Redevelopment Ready Communities” (RRC) which was designed by the MEDC to help spur development in Michigan communities by streamlining various aspects of a municipality so that developers could have an easier time navigating the processes for starting a business from community to community. In 2017, the Village of Lake Odessa “engaged in the process” of the RRC, which allowed the Village to continue to seek grants from the MEDC and the Michigan State Housing Development Authority, as this was made a vital component for grant applications.

The RRC is an interesting process in that it offers various incentives for achieving certification. However, a flaw in the initial program is that it did not really take into account the capacity of a community to achieve certification as all municipalities had to meet the same criteria – communities with a full-fledged Community Development department or a fully-staffed DDA had vastly more resources to work on this certification process than does a small, rural community with ten employee’s total. Subsequently, the MEDC recognized this and rebooted the program – now, communities can still seek certification (which is one track) or they can participate in the “Essentials” track, which pares down the process, which is beneficial for smaller communities such as Lake Odessa.

In your packet, you will see that I included the RRC handbook – I did this so you can judge the expectations of both the “certification” track and the “Essentials” track. As you will see, the essentials track has less benchmarks for the Village to accomplish, while still continuing our engagement with the RRC process.

The MEDC has requested that the Village pass a resolution, re-confirming our commitment to the RRC program. This will allow us access to grants from the MEDC and the MSHDA.

Proposed Resolution 2021-27: Approving the Naming of Village Treasurer Kathy Forman to Various Village Accounts:

As you recall, Kathy was named the Village Treasurer and began working for the Village in March 2021. Kathy has been doing a fantastic job and I cannot speak highly enough of her efforts. One issue that we have run into is that, for each and every account that the Village has at various banks, insurance, and retirement plans that we have found, Kathy is not allowed to access the accounts until Council has passed a resolution showing that she is authorized. As the Council only meets once per month, this has proven to be problematic as she will often have to wait three weeks to make any necessary changes to accounts in her role as the Village Treasurer. This resolution is a blanket one, which demonstrates to the various organizations that Kathy Forman is indeed the Village Treasurer and has been recognized as such by the Council. In short, this resolution will streamline the process and will allow Kathy to perform her job.

Proposed Resolution 2021-28: Approving, Authorizing, and Directing the Village President to Sign a Fireworks Permit for the Lake Odessa Fair for June 26, 2021:

The Lake Odessa Fair would like to once again hold a fireworks display as part of the annual Fair. Their date for this year’s fireworks display is June 26, 2021. The rain date is June 27, 2021. The application has been filled out correctly and the Village has been named as an additional insured on their policy.

Proposed Resolution 2021-29: Approving the Submittal of a Special Event Liquor License to The Michigan Department of Regulatory Affairs (LARA) for the August 7, 2021 “Art in The Park” Event:

As part of the 2021 “Art in the Park” event, the Lake Odessa Area Arts Commission would like to hold a wine tasting event in Village Park, from Noon until 4:00 pm on August 7, 2021. The LOAAC has purchased liability insurance for this activity and would like to submit this application to LARA in order to secure a special event license.

Proposed Resolution 2021-30: Approving the Purchase of New Garage Doors for the DPW Building on Jordan Lake Street:

As we get closer to the construction of the DPW addition (approved by Village Council at last month’s meeting), Jesse has sought quotes for new garage doors –

both for the new addition and to replace the existing doors. Please find that the Village's Purchasing Policy has been followed by Jesse receiving three quotes as directed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Reagan', with a large circular flourish at the beginning and a horizontal line extending to the right.

Patrick Reagan, Village Manager
Village of Lake Odessa



APRIL 2021 COUNCIL REPORT

We wanted to take a moment to express our sincere gratitude to our dispatchers in recognition of National Telecommunicators Week which takes place in the month of April. Our dispatchers play a vital role in assisting us in our daily duties. They multi task Calls For Service all day and are the first point of contact for citizens in need of emergency personnel.

Ionia County Central dispatches for the following police agencies; Belding Police Department, Ionia County Sheriff's Department, Ionia County Animal Control, Ionia Department of Public Safety, Lake Odessa Police Department, Michigan State Police and Portland Police Department.

Fire: Belding Fire Dept, Berlin/Orange FD, Clarksville FD, Freeport FD, Hubbardston FD, Ionia Dept of Public Safety, Lake Odessa FD, Lyons/Muir FD, Orleans FD, Pewamo FD, Portland FD, Ronald FD, Roxeanne FD, Saranac FD, Sunfield FD

EMS: Life EMS, Portland Ambulance

**The Lake Odessa Police Department
would like to thank the dispatchers at**

Ionia County Central Dispatch

**and all dispatchers across the country for their hard
work and dedication to keeping our communities safe**

If you see a dispatcher, make sure to say



Thanks!





According to the Michigan State Police, distracted driving resulted in 18,096 vehicle crashes in Michigan during 2019 and caused 70 fatalities. Michigan law prohibits texting while driving for all drivers of all ages and, under Kelsey's Law, teen drivers with a Level 1 or Level 2 Graduated Driver License are prohibited from initiating, answering, or listening to a call.



April is National Distracted Driving Awareness Month



FIVE SECONDS
is the average time your eyes are off the road while texting.

At 55mph, that's enough time to cover the length of a football field.

NHTSA U.S. DEPARTMENT OF TRANSPORTATION U.S. DRIVE

Source: 2009, VTTI



Public Relations:

-National Take Back Day April 2021

The U.S. Drug Enforcement Administration (DEA) hosts National Prescription Drug Take-Back event twice per year (April and October). Collection sites are set up in local cities throughout the nation for safe disposal of prescription drugs, including opioids. The Page building is a registered drop off facility and we participated in this event once again on April 24th from 10am-12pm. Debbie Thalison from the Ionia County Health Department came to our building to assist with the event and also passed out medication lock boxes and Narcan kits.

MAJOR CASES:

A Preliminary Hearing for the homicide that occurred in August of 2020 took place on April 22nd. As a result, the case was bound over for trial to be held at a future unknown date in Ionia County Circuit Court.

-Daily News Article Quote from Judge Raymond Voet; "I feel the evidence is overwhelming. I feel like the evidence is very strong in support of first-degree murder."



64A District Court

295 subscribers

SUBSCRIBE



Judge Ray Voet's Personal Meeting Room

64A District Court · 12 watching



The Lake Odessa Police Department responded to 126 Calls for Service for the Month of April; 49 Traffic Stops were conducted; 1 Personal Injury Traffic Crash; 1 Property Damage Accident; 0 Use of Force Incidents; Officers continue to conduct their downtown business and residential property checks, locking and securing the park restrooms; 2016 Chevy Tahoe Miles 67012:2020 Ford Miles 6267

Department Staffing: The month of April marks two years of full-time service for Officer Eric Tollefson and four years of full-time service for Officer Bryan Rader. Officer Tollefson is the departments firearms instructor and Officer Rader is the departments Taser Instructor.



Highlighted April Calls for Service:

Violation of Controlled Substance Act:

A report of a reckless driver in the area of Emerson and Pearl Street led to an officer locating the driver who had multiple outstanding warrants and was determined to be in possession of methamphetamine. The matter was forwarded to the Ionia County Prosecuting Attorneys office for charges.

Domestic Assault:

An officer responded to an early morning domestic assault which resulted in an arrest of one of the involved parties. The subject was transported to the Ionia County Sheriffs Office where they were lodged on charges. The victim was provided with resources provided by the Ionia County Prosecutors office.

Outside Assist:

An Officer was requested to assist Barry County Sheriff's Deputies for an unknown situation involving a female subject shouting. The officer responded to the residence and attempted contact with the subject who was acting erratic and refusing to cooperate with the officer's requests. The officer communicated to Central Dispatch smoke was coming from a neighboring residence in close proximity to the female's residence and then the officer observed flames. Additional units from Barry County Sheriff's Office and Michigan State Police arrived on scene. Fire and Rescue personnel also responded. Officers were able to retrieve the female subject safely from her residence and she was eventually taken into custody. Any applicable charges to be authorized by the Barry County Prosecuting Attorneys office.

Violation of Controlled Substance Act:

A traffic stop for speed resulted in several violations including Operating with out Security (No Insurance) Operating without a License and Possession of Heroine and Fentanyl. The matter was turned over to the Ionia County Prosecuting Attorney's Office for review of charges.

Missing Person:

A citizen woke up to find his son was missing and shared concerns about his son's mental state. Officers quickly reached out to community members, school officials, and social media to assist in locating the missing subject. The subject was located after several hours and reunited with his family safely. The family reached out to our department to express their sincere gratitude for our assistance with this matter. We attribute the successful outcome to everyone involved in search efforts which included; Michigan State Police, Lakewood school officials, Odessa Fire Department, Ionia County Central Dispatch, and various community members.



Vandalism:

Noticeable examples of graffiti were observed and reported along our business district upon 4th Avenue. The business owner took care of the graffiti only for their building to be defaced a second time within a week. Additional graffiti was located on the back of the old elementary school and in the grandstands of the fairgrounds.



Custody Exchanges:

We are pleased to report families are utilizing our parking lot designated for Safe Exchanges for child custody pick up and drop off. We are receiving positive responses from subjects regarding this service option.

Department of Public Works
April 15th 2021 to May 13th 2021

Council Report

Parks & Beach

We mulched around all of the trees we have planted over the past few years. Ongoing mowing, spraying and grounds maintenance. We ground several of the many stumps and restored the areas. We planted the Arbor Day tree at the Veterans Chapel. Trees N Scapes from Vermontville donated 4 additional trees that we planted along the parking lot edge in the park behind the DPW garage.

Streets

We ground numerous stumps, replaced the heaved sidewalk around the stumps and restored the greenspace in several locations. We have begun vacuuming the debris from catch basins that are on this year's schedule. I try to clean each basin on a 4-year rotation. Some streets are on a 3-year rotation due to the amount of debris and traffic volume. We installed speed limit signs on the north and south ends of 4th Avenue.

Water

We flushed water mains and inspected all odd numbered hydrants. We will inspect each even numbered hydrant while we perform the fall flushing.

DPW

The second brush collection of the season was completed. The next collection is scheduled to begin on Monday the 17th of May. We are and will be collecting compost bags every Monday as our schedule allows. We removed the old planters from downtown and will place the newly purchased planters when the weather allows. May Clean-Up is ongoing as I write this report. So far, it has been very busy.

Purchase Request

I am requesting authorization to order the overhead garage doors for the new DPW addition and to also replace the overhead doors in the existing DPW building. The existing doors are falling apart and cost us yearly to keep operational. The bottom panels are rotting from the salt, the weather strip does not seal well, the tracks are worn out and lag bolts are pulling from the doors at the hinge points. They have long passed their functional life as a commercial door. I have obtained quotes from 3 separate companies and recommend using INGSTRUP for a total installed cost estimate of \$18,848.79. This estimate includes 5 new commercial doors, 5 new door tracks, 2 new door openers and replacing all of the vinyl weather seal. These prices are increasing frequently and availability is weeks to several months out.

Additional Comments

None at this time.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
04/01/2021	ARTS	3130	KAREN	KAREN BANKS	72.93
04/01/2021	ARTS	3131	MISC	MICHELLE BARBER	20.00
04/01/2021	ARTS	3132	MISC	LISA MINIAT	20.00
04/16/2021	ARTS	3133	MISC	LISA MINIAT	40.00
04/16/2021	ARTS	3134	KAREN	KAREN BANKS	140.00
04/26/2021	ARTS	3135	VERIZON	VERIZON WIRELESS	49.10

ARTS TOTALS:

Total of 6 Checks:	342.03
Less 0 Void Checks:	0.00
Total of 6 Disbursements:	342.03

Bank GEN 1447 GENERAL FUND

04/01/2021	GEN	41468	ARBOR DAY	ARBOR DAY FOUNDATION	20.00
04/01/2021	GEN	41469	KATHY	KATHY'S CLEANING	240.00
04/01/2021	GEN	41470	MAYORS	MICHIGAN ASSOCIATION OF MAYORS	85.00
04/01/2021	GEN	41471	MENARD	MENARDS-IONIA	54.94
04/08/2021	GEN	41472	014	VILLAGE OF LAKE ODESSA	1,091.17
04/08/2021	GEN	41473	AMAZON	AMAZON CAPITAL SERVICES, INC.	84.76
04/08/2021	GEN	41474	KDP	KDP RETIREMENT PLAN SVCS, INC	135.00
04/08/2021	GEN	41475	LES'S	LES'S SANITARY SERVICE	120.00
04/08/2021	GEN	41476	MENARD	MENARDS-IONIA	937.99
04/08/2021	GEN	41477	MSP	MICHIGAN STATE POLICE	90.00
04/08/2021	GEN	41478	TRUCK	TRUCK & TRAILER SPECIALTIES	2,186.64
04/08/2021	GEN	41479	VERIZON	VERIZON WIRELESS	148.30
04/08/2021	GEN	41480	WEX	WEX BANK	843.77
04/08/2021	GEN	41481	CONSUMERS	CONSUMERS ENERGY	2,483.67
04/14/2021	GEN	41482	AMAZON	AMAZON CAPITAL SERVICES, INC.	181.05
04/14/2021	GEN	41483	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	2,283.16
04/14/2021	GEN	41484	BS&A	BS&A	2,550.00
04/14/2021	GEN	41485	CARDMEMBER	CARDMEMBER SERVICE	640.91
04/14/2021	GEN	41486	CONSUMERS	CONSUMERS ENERGY	263.42
04/14/2021	GEN	41487	ICMA	ICMA MEMBERSHIP PAYMENTS	580.00
04/14/2021	GEN	41488	SBAM PLAN	THE SBAM PLAN	501.15
04/15/2021	GEN	41489	CONSUMERS	CONSUMERS ENERGY	479.52
04/15/2021	GEN	41490	FREDRICKSO	FREDRICKSON SUPPLY CO LLC	674.07
04/15/2021	GEN	41491	TRUE	VILLAGE TRUE VALUE LUMBER	33.77
04/15/2021	GEN	41492	WEST MI SA	WEST MICHIGAN SAWMILL	289.00
04/23/2021	GEN	41493	AMAZON	AMAZON CAPITAL SERVICES, INC.	43.98
04/23/2021	GEN	41494	CMP DISTRI	CMP DISTRIBUTORS, INC	217.60
04/23/2021	GEN	41495	HIGH POINT	HIGH POINTE TREE SERVICE	1,200.00
04/23/2021	GEN	41496	LWWA	LAKWOOD WASTEWATER AUTHORITY	58.98
04/23/2021	GEN	41497	RALPH	RALPH THELEN CONSTRUCTION	700.00
04/23/2021	GEN	41498	VERIZON	VERIZON WIRELESS	268.50
04/23/2021	GEN	41499	WOW	WOW! BUSINESS	70.99
04/29/2021	GEN	41500	AMAZON	AMAZON CAPITAL SERVICES, INC.	58.47
04/29/2021	GEN	41501	CONRADS	CONRADS QUICK LUBE	59.86
04/29/2021	GEN	41502	KATHY	KATHY'S CLEANING	300.00
04/29/2021	GEN	41503	KDP	KDP RETIREMENT PLAN SVCS, INC	200.00
04/29/2021	GEN	41504	TREES	TREES 'N' SCAPES, INC.	202.50
04/29/2021	GEN	41505	WOW	WOW! BUSINESS	91.25
04/29/2021	GEN	41506	WOW	WOW! BUSINESS	129.60

GEN TOTALS:

Total of 39 Checks:	20,599.02
Less 0 Void Checks:	0.00
Total of 39 Disbursements:	20,599.02

Bank HBOND 8181 GEN HIGHWAY BOND REDEMPTION

04/26/2021	HBOND	1023	MERCANTILE	MERCANTILE BANK	77,473.40
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HBOND TOTALS:

Total of 1 Checks:	77,473.40
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	77,473.40

Bank HWY 6659 GENERAL HWY

04/08/2021	HWY	2011	GEI	GEI CONSULTANTS	827.98
04/14/2021	HWY	2012	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	95.66
04/14/2021	HWY	2013	SBAM PLAN	THE SBAM PLAN	77.42

Check Date	Bank	Check	Vendor	Vendor Name	Amount
HWY TOTALS:					
Total of 3 Checks:					1,001.06
Less 0 Void Checks:					0.00
Total of 3 Disbursements:					1,001.06
Bank LOC 6646 LOCAL STREETS					
04/08/2021	LOC	2275	GEI	GEI CONSULTANTS	827.99
04/14/2021	LOC	2276	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	27.37
04/14/2021	LOC	2277	SBAM PLAN	THE SBAM PLAN	11.32
04/26/2021	LOC	2278	HIGH POINT	HIGH POINTE TREE SERVICE	3,500.00
04/29/2021	LOC	2279	HSV	HSV REDI-MIX	86.25
LOC TOTALS:					
Total of 5 Checks:					4,452.93
Less 0 Void Checks:					0.00
Total of 5 Disbursements:					4,452.93
Bank MAJ 6633 MAJOR STREETS					
04/08/2021	MAJ	2343	GEI	GEI CONSULTANTS	1,103.99
04/14/2021	MAJ	2344	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	48.30 V
04/14/2021	MAJ	2345	CARDMEMBER	CARDMEMBER SERVICE	342.30 V
04/14/2021	MAJ	2346	SBAM PLAN	THE SBAM PLAN	11.52
04/14/2021	MAJ	2347	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	48.30
04/14/2021	MAJ	2348	CARDMEMBER	CARDMEMBER SERVICE	342.30
04/26/2021	MAJ	2349	ADVANTAGE	ADVANTAGE PLUMCING	525.00 V
04/26/2021	MAJ	2350	HIGH POINT	HIGH POINTE TREE SERVICE	900.00 V
04/26/2021	MAJ	2351	ADVANTAGE	ADVANTAGE PLUMCING	525.00
04/26/2021	MAJ	2352	HIGH POINT	HIGH POINTE TREE SERVICE	900.00
MAJ TOTALS:					
Total of 10 Checks:					4,746.71
Less 4 Void Checks:					1,815.60
Total of 6 Disbursements:					2,931.11
Bank WATER 6620 WATER					
04/01/2021	WATER	5163	BADGER	BADGER METER	770.74
04/01/2021	WATER	5164	ETNA	ETNA SUPPLY - GRAND RAPIDS	2,159.75
04/01/2021	WATER	5165	TRICOU	HOMEWORKS	2,455.38
04/08/2021	WATER	5166	ACCOUNTEMP	ACCOUNTEMP	2,240.58
04/08/2021	WATER	5167	GEI	GEI CONSULTANTS	3,037.47
04/08/2021	WATER	5168	H2O	H2O COMPLIANCE SERVICES INC.	150.00
04/08/2021	WATER	5169	KCI	KCI	291.03
04/08/2021	WATER	5170	KDP	KDP RETIREMENT PLAN SVCS, INC	135.00
04/08/2021	WATER	5171	LAKEWOOD	LAKEWOOD NEWS	137.70
04/08/2021	WATER	5172	VERIZON	VERIZON WIRELESS	34.61
04/08/2021	WATER	5173	WEX	WEX BANK	183.29
04/14/2021	WATER	5174	ACCOUNTEMP	ACCOUNTEMP	2,338.91 V
04/14/2021	WATER	5175	AT&T	AT&T	66.89 V
04/14/2021	WATER	5176	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	9,575.69
04/14/2021	WATER	5177	CONSUMERS	CONSUMERS ENERGY	547.60
04/14/2021	WATER	5178	SBAM PLAN	THE SBAM PLAN	463.14
04/14/2021	WATER	5179	ACCOUNTEMP	ACCOUNTEMP	2,338.91
04/14/2021	WATER	5180	AT&T	AT&T	66.89
04/15/2021	WATER	5181	CONSUMERS	CONSUMERS ENERGY	604.98
04/15/2021	WATER	5182	HSV	HSV REDI-MIX	155.38
04/26/2021	WATER	5183	H2O	H2O COMPLIANCE SERVICES INC.	100.00
04/26/2021	WATER	5184	IONIA CITY	CITY OF IONIA	44.00
04/26/2021	WATER	5185	MRWA	MICHIGAN RURAL WATER ASSOC	290.00
04/26/2021	WATER	5186	VERIZON	VERIZON WIRELESS	371.38
04/26/2021	WATER	5187	SHMG	SHMG OCCUPATIONAL HEALTH	37.00
04/26/2021	WATER	5188	STATE OF M	STATE OF MICHIGAN	32.00
04/29/2021	WATER	5189	TRICOU	HOMEWORKS	2,668.23
04/29/2021	WATER	5190	WOW	WOW! BUSINESS	64.80
WATER TOTALS:					
Total of 28 Checks:					31,361.35
Less 2 Void Checks:					2,405.80
Total of 26 Disbursements:					28,955.55
Bank WBOND 8194 WATER BOND REDEMPTION					

Check Date	Bank	Check	Vendor	Vendor Name	Amount
04/26/2021	WBOND	1023	MERCANTILE	MERCANTILE BANK	28,241.60

WBOND TOTALS:

Total of 1 Checks:	28,241.60
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	28,241.60

REPORT TOTALS:

Total of 93 Checks:	168,218.10
Less 6 Void Checks:	4,221.40
Total of 87 Disbursements:	163,996.70

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
101-000-402.000	CURRENT REAL PROPERTY TAXES	430,000.00	0.00	0.00	430,000.00	100.00
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	45,600.00	0.00	0.00	45,600.00	100.00
101-000-412.000	DELINQUENT REAL PROPERTY TAX	40,000.00	0.00	0.00	40,000.00	100.00
101-000-428.000	MANUFACTURED HOUSING FEES	600.00	86.50	0.00	513.50	85.58
101-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	40,000.00	0.00	0.00	40,000.00	100.00
101-000-445.000	PENALTIES & INTEREST ON TAXES	50.00	0.00	0.00	50.00	100.00
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	7,500.00	0.00	0.00	7,500.00	100.00
101-000-452.000	LIQUOR LICENSE FEES	2,100.00	0.00	0.00	2,100.00	100.00
101-000-454.000	CABLE TV FRANCHISE	4,000.00	0.00	0.00	4,000.00	100.00
101-000-476.000	SPECIAL USE/ZBA PERMIT	200.00	0.00	0.00	200.00	100.00
101-000-477.000	ZONING PERMIT FEES	300.00	125.00	(600.00)	175.00	58.33
101-000-539.000	STATE GRANTS	936,500.00	0.00	0.00	936,500.00	100.00
101-000-543.000	METRO ACT	8,300.00	0.00	0.00	8,300.00	100.00
101-000-574.000	STATE REVENUE SHARING	182,725.00	30,362.00	30,362.00	152,363.00	83.38
101-000-576.000	EVIP PMTS	46,754.00	7,792.00	7,792.00	38,962.00	83.33
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	300,000.00	0.00	0.00	300,000.00	100.00
101-000-600.000	VEHICLE RENTAL INCOME	15,450.00	0.00	0.00	15,450.00	100.00
101-000-632.000	MOWING	200.00	0.00	0.00	200.00	100.00
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	400.00	0.00	0.00	400.00	100.00
101-000-657.000	PARKING TICKET FEES	200.00	30.00	15.00	170.00	85.00
101-000-660.000	ORDINANCE FINES	2,000.00	240.31	223.81	1,759.69	87.98
101-000-665.000	INTEREST	1,500.00	190.86	89.97	1,309.14	87.28
101-000-670.000	RENTS-BUILDINGS-LAND	4,000.00	650.00	400.00	3,350.00	83.75
101-000-675.000	DONATIONS-PRIVATE SOURCES	500.00	0.00	0.00	500.00	100.00
101-000-676.000	REIMBURSEMENTS	1,300.00	0.00	0.00	1,300.00	100.00
101-000-695.000	MISC REVENUE	500.00	0.00	0.00	500.00	100.00
101-000-695.001	MISC REVENUE-MISC REVENUE GENERAL	7,500.00	396.89	396.89	7,103.11	94.71
101-000-695.010	MISC REVENUE-POLICE	2,500.00	67.04	27.04	2,432.96	97.32
101-000-695.011	MISC REVENUE-POLICE 302 FUNDS	500.00	0.00	0.00	500.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		2,082,379.00	39,940.60	38,706.71	2,042,438.40	98.08
TOTAL REVENUES		2,082,379.00	39,940.60	38,706.71	2,042,438.40	98.08
Expenditures						
Dept 101 - GOVERNING BODY						
101-101-702.708	TRUSTEE MEETING FEES	8,500.00	1,687.50	787.50	6,812.50	80.15
101-101-702.709	TREASURER - CLERK WAGES	7,200.00	0.00	0.00	7,200.00	100.00
101-101-710.000	EMPLOYER FICA	1,700.00	129.08	60.26	1,570.92	92.41
101-101-723.000	WORKMEN'S COMPENSATION	300.00	0.00	0.00	300.00	100.00
101-101-725.000	MEALS & MILEAGE	100.00	0.00	0.00	100.00	100.00
101-101-727.000	OFFICE SUPPLIES	2,500.00	393.75	172.76	2,106.25	84.25
101-101-740.000	POSTAGE	1,500.00	(33.55)	0.00	1,533.55	102.24
101-101-801.000	CONTRACTED SERVICES	38,000.00	3,196.77	493.98	34,803.23	91.59
101-101-815.000	DUES & MEMBERSHIPS	3,200.00	127.99	0.00	3,072.01	96.00
101-101-816.000	EDUCATION & TRAINING	1,500.00	2,550.00	2,550.00	(1,050.00)	(70.00)
101-101-825.000	NOTARY & FIDUCIARY BONDS	40.00	0.00	0.00	40.00	100.00
101-101-826.000	SAFE DEPOSIT BOX RENTAL	15.00	0.00	0.00	15.00	100.00
101-101-828.000	DOWNTOWN DEVELOPMENT	13,500.00	0.00	0.00	13,500.00	100.00
101-101-850.000	COMMUNICATION EXPENSE	700.00	98.18	49.10	601.82	85.97
101-101-880.000	COMMUNITY PROMOTION	10,150.00	0.00	0.00	10,150.00	100.00
101-101-900.000	PRINTING & PUBLISHING	1,500.00	114.75	0.00	1,385.25	92.35

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND						
Expenditures						
101-101-957.000	COUNTER DRAIN	6,700.00	0.00	0.00	6,700.00	100.00
101-101-963.000	MISC EXPENSE	200.00	200.00	200.00	0.00	0.00
Total Dept 101 - GOVERNING BODY		97,305.00	8,464.47	4,313.60	88,840.53	91.30
Dept 172 - MANAGERS						
101-172-702.001	DEPT HEAD WAGES	30,088.00	5,775.05	3,392.43	24,312.95	80.81
101-172-710.000	EMPLOYER FICA	2,600.00	420.21	252.58	2,179.79	83.84
101-172-711.000	EMPLOYERS SHARE OF PENSION	2,900.00	0.00	0.00	2,900.00	100.00
101-172-712.000	HEALTH INSURANCE EXPENSE	3,800.00	615.26	307.63	3,184.74	83.81
101-172-713.000	DENTAL INSURANCE EXPENSE	380.00	53.74	26.87	326.26	85.86
101-172-714.000	OPTICAL PLAN EXPENSE	45.00	4.78	2.39	40.22	89.38
101-172-716.000	WELLNESS PROGRAM	90.00	0.00	0.00	90.00	100.00
101-172-720.000	DISABILITY INSURANCE	450.00	76.52	39.78	373.48	83.00
101-172-721.000	LIFE INSURANCE EXPENSE	130.00	16.30	8.15	113.70	87.46
101-172-723.000	WORKMEN'S COMPENSATION	300.00	0.00	0.00	300.00	100.00
101-172-725.000	MEALS & MILEAGE	200.00	0.00	0.00	200.00	100.00
101-172-727.000	OFFICE SUPPLIES	1,500.00	98.00	0.00	1,402.00	93.47
101-172-815.000	DUES & MEMBERSHIPS	1,100.00	580.00	580.00	520.00	47.27
101-172-816.000	EDUCATION & TRAINING	1,500.00	0.00	0.00	1,500.00	100.00
101-172-850.000	COMMUNICATION EXPENSE	1,200.00	167.40	83.71	1,032.60	86.05
Total Dept 172 - MANAGERS		46,283.00	7,807.26	4,693.54	38,475.74	83.13
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	309.85	0.00	1,690.15	84.51
101-265-740.000	POSTAGE	400.00	(428.88)	0.00	828.88	207.22
101-265-850.000	COMMUNICATION EXPENSE	1,200.00	174.30	86.90	1,025.70	85.48
101-265-920.000	GAS AND ELECTRIC	5,000.00	0.00	0.00	5,000.00	100.00
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	5,000.00	0.00	0.00	5,000.00	100.00
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,000.00	0.00	0.00	1,000.00	100.00
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	1,000.00	170.00	170.00	830.00	83.00
101-265-970.000	CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	100.00
101-265-980.001	HARDWARE	1,000.00	1,000.00	0.00	0.00	0.00
101-265-980.002	SOFTWARE	500.00	29.98	0.00	470.02	94.00
Total Dept 265 - PAGE MEMORIAL BUILDING		31,400.00	1,255.25	256.90	30,144.75	96.00
Dept 301 - POLICE						
101-301-702.001	DEPARTMENT HEAD WAGES	63,245.00	12,109.56	7,292.52	51,135.44	80.85
101-301-702.704	FULL TIME WAGES	139,000.00	26,471.39	15,950.40	112,528.61	80.96
101-301-702.705	OVER TIME WAGES	7,000.00	469.29	441.69	6,530.71	93.30
101-301-702.706	PART TIME WAGES	11,000.00	0.00	0.00	11,000.00	100.00
101-301-710.000	EMPLOYER FICA	19,200.00	2,924.39	1,773.15	16,275.61	84.77
101-301-711.000	EMPLOYERS SHARE OF PENSION	23,000.00	3,905.01	2,368.45	19,094.99	83.02
101-301-712.000	HEALTH INSURANCE EXPENSE	16,500.00	2,520.73	992.87	13,979.27	84.72
101-301-713.000	DENTAL INSURANCE EXPENSE	1,900.00	262.41	131.21	1,637.59	86.19
101-301-714.000	OPTICAL PLAN EXPENSE	350.00	41.16	20.58	308.84	88.24
101-301-716.000	WELLNESS PROGRAM	360.00	0.00	0.00	360.00	100.00

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD REMAIN
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-301-720.000	DISABILITY INSURANCE	2,850.00	494.58	270.63	2,355.42	82.65
101-301-721.000	LIFE INSURANCE EXPENSE	1,000.00	154.48	77.24	845.52	84.55
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00	0.00	0.00	4,000.00	100.00
101-301-725.000	MEALS & MILEAGE	500.00	0.00	0.00	500.00	100.00
101-301-726.000	VESTS	1,200.00	823.90	0.00	376.10	31.34
101-301-727.000	OFFICE SUPPLIES	1,500.00	0.00	0.00	1,500.00	100.00
101-301-728.000	SUPPLIES	3,500.00	469.75	174.10	3,030.25	86.58
101-301-729.000	RESERVE SUPPLIES	250.00	0.00	0.00	250.00	100.00
101-301-741.000	MEDICAL & PHYSICALS	1,000.00	0.00	0.00	1,000.00	100.00
101-301-744.000	CLOTHING EXPENSE	2,000.00	318.93	160.93	1,681.07	84.05
101-301-751.000	GASOLINE PURCHASES	4,500.00	566.59	566.59	3,933.41	87.41
101-301-801.000	CONTRACTED SERVICES	5,500.00	672.48	0.00	4,827.52	87.77
101-301-815.000	DUES & MEMBERSHIPS	525.00	0.00	0.00	525.00	100.00
101-301-816.000	EDUCATION & TRAINING	4,000.00	0.00	0.00	4,000.00	100.00
101-301-817.000	RANGE QUALIFICATION	1,500.00	0.00	0.00	1,500.00	100.00
101-301-820.001	MEADOWBROOK INSURANCE	8,500.00	0.00	0.00	8,500.00	100.00
101-301-850.000	COMMUNICATION EXPENSE	5,150.00	764.30	383.33	4,385.70	85.16
101-301-880.000	COMMUNITY PROMOTION	350.00	0.00	0.00	350.00	100.00
101-301-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00	0.00	0.00	1,500.00	100.00
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	5,000.00	145.59	59.86	4,854.41	97.09
101-301-942.000	RENTALS	960.00	960.00	0.00	0.00	0.00
101-301-970.001	CAPITAL OUTLAY-EQUIPMENT	7,000.00	0.00	0.00	7,000.00	100.00
101-301-980.000	OFFICE EQUIP-COMPUTERS	1,000.00	0.00	0.00	1,000.00	100.00
101-301-980.001	HARDWARE	1,000.00	0.00	0.00	1,000.00	100.00
101-301-980.002	SOFTWARE	1,500.00	0.00	0.00	1,500.00	100.00
Total Dept 301 - POLICE		347,340.00	54,074.54	30,663.55	293,265.46	84.43
Dept 441 - PUBLIC WORKS						
101-441-702.001	DEPT HEAD WAGES	18,963.00	3,614.25	2,177.19	15,348.75	80.94
101-441-702.704	FULL TIME WAGES	43,260.00	8,127.00	4,879.00	35,133.00	81.21
101-441-702.705	OVER TIME WAGES	1,600.00	123.00	61.50	1,477.00	92.31
101-441-702.706	PART TIME WAGES	8,000.00	765.68	765.68	7,234.32	90.43
101-441-702.707	SICK TIME PAYOUT	0.00	1,220.07	0.00	(1,220.07)	0.00
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	3,000.00	0.00	0.00	3,000.00	100.00
101-441-710.000	EMPLOYER FICA	7,700.00	1,059.54	603.07	6,640.46	86.24
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,730.00	1,452.57	916.29	7,277.43	83.36
101-441-712.000	HEALTH INSURANCE EXPENSE	4,500.00	0.00	0.00	4,500.00	100.00
101-441-713.000	DENTAL INSURANCE EXPENSE	1,950.00	74.26	37.13	1,875.74	96.19
101-441-714.000	OPTICAL PLAN EXPENSE	260.00	6.28	3.14	253.72	97.58
101-441-720.000	DISABILITY INSURANCE	1,100.00	153.88	80.81	946.12	86.01
101-441-721.000	LIFE INSURANCE EXPENSE	330.00	49.08	24.54	280.92	85.13
101-441-723.000	WORKMEN'S COMPENSATION	5,650.00	0.00	0.00	5,650.00	100.00
101-441-727.000	OFFICE SUPPLIES	200.00	141.52	141.52	58.48	29.24
101-441-728.000	SUPPLIES	4,000.00	0.00	0.00	4,000.00	100.00
101-441-741.000	MEDICAL & PHYSICALS	300.00	0.00	0.00	300.00	100.00
101-441-744.000	CLOTHING EXPENSE	1,000.00	89.98	0.00	910.02	91.00
101-441-751.000	GASOLINE PURCHASES	5,000.00	277.18	277.18	4,722.82	94.46
101-441-815.000	DUES & MEMBERSHIPS	700.00	20.00	0.00	680.00	97.14
101-441-816.000	EDUCATION & TRAINING	250.00	0.00	0.00	250.00	100.00
101-441-820.001	MEADOWBROOK INSURANCE	7,550.00	0.00	0.00	7,550.00	100.00
101-441-823.000	LICENSE FEES	50.00	0.00	0.00	50.00	100.00
101-441-850.000	COMMUNICATION EXPENSE	1,400.00	375.78	105.60	1,024.22	73.16
101-441-890.000	MAY CLEAN UP	3,500.00	0.00	0.00	3,500.00	100.00
101-441-920.000	GAS AND ELECTRIC	3,500.00	412.58	167.96	3,087.42	88.21

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT REMAIN
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	20,000.00	432.92	0.00	19,567.08	97.84
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	6,000.00	914.06	914.06	5,085.94	84.77
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00	0.00	0.00	500.00	100.00
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	2,500.00	0.00	0.00	2,500.00	100.00
101-441-931.005	MAINTENANCE/REPAIR-TREES	500.00	0.00	0.00	500.00	100.00
101-441-934.000	REFUSE REMOVAL	800.00	120.00	120.00	680.00	85.00
101-441-943.000	EQUIPMENT RENTAL EXPENSE	500.00	0.00	0.00	500.00	100.00
101-441-955.000	SAFETY	1,500.00	145.95	0.00	1,354.05	90.27
101-441-967.000	PROJECT COSTS	5,000.00	0.00	0.00	5,000.00	100.00
101-441-970.001	CAPITAL OUTLAY-EQUIPMENT	100,000.00	0.00	0.00	100,000.00	100.00
Total Dept 441 - PUBLIC WORKS		269,793.00	19,575.58	11,274.67	250,217.42	92.74
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING						
101-448-924.000	STREET LIGHT EXPENSE	33,000.00	5,574.16	2,797.52	27,425.84	83.11
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		33,000.00	5,574.16	2,797.52	27,425.84	83.11
Dept 536 - WATER/SEWER						
101-536-938.000	SEWER EXPENSE	3,200.00	711.18	711.18	2,488.82	77.78
101-536-939.000	WATER EXPENSE	1,600.00	266.95	266.95	1,333.05	83.32
Total Dept 536 - WATER/SEWER		4,800.00	978.13	978.13	3,821.87	79.62
Dept 722 - ZONING						
101-722-702.706	PART TIME WAGES	6,862.00	1,282.98	772.80	5,579.02	81.30
101-722-710.000	EMPLOYER FICA	650.00	98.14	59.12	551.86	84.90
101-722-725.000	MEALS & MILEAGE	350.00	0.00	0.00	350.00	100.00
Total Dept 722 - ZONING		7,862.00	1,381.12	831.92	6,480.88	82.43
Dept 728 - ECONOMIC DEVELOPMENT						
101-728-801.000	CONTRACTED SERVICES	2,000.00	0.00	0.00	2,000.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		2,000.00	0.00	0.00	2,000.00	100.00
Dept 751 - PARKS AND RECREATION						
101-751-723.000	WORKMEN'S COMPENSATION	260.00	0.00	0.00	260.00	100.00
101-751-728.000	SUPPLIES	2,300.00	53.98	53.98	2,246.02	97.65
101-751-882.000	SWIFTY'S PLACE	500.00	0.00	0.00	500.00	100.00
101-751-920.000	GAS AND ELECTRIC	4,000.00	537.07	261.13	3,462.93	86.57
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,000.00	314.45	33.77	1,685.55	84.28
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00	538.47	239.99	961.53	64.10
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	5,000.00	1,909.36	1,521.50	3,090.64	61.81
101-751-970.000	CAPITAL OUTLAY	1,236,500.00	0.00	0.00	1,236,500.00	100.00
Total Dept 751 - PARKS AND RECREATION		1,252,060.00	3,353.33	2,110.37	1,248,706.67	99.73
TOTAL EXPENDITURES		2,091,843.00	102,463.84	57,920.20	1,989,379.16	95.10

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	2,082,379.00	39,940.60	38,706.71	2,042,438.40	98.08
	TOTAL EXPENDITURES	2,091,843.00	102,463.84	57,920.20	1,989,379.16	95.10
	NET OF REVENUES & EXPENDITURES	(9,464.00)	(62,523.24)	(19,213.49)	53,059.24	(560.64)

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT REMAIN
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
202-000-575.000	ACT 51 / STREETS	207,000.00	34,438.59	17,771.27	172,561.41	83.36
202-000-665.000	INTEREST	3,500.00	425.55	56.70	3,074.45	87.84
Total Dept 000 - BALANCE SHEET / GENERAL		210,500.00	34,864.14	17,827.97	175,635.86	83.44
TOTAL REVENUES		210,500.00	34,864.14	17,827.97	175,635.86	83.44
Expenditures						
Dept 449 - STREET DEPT (ACT 51)						
202-449-702.001	DEPT HEAD WAGES	3,610.00	696.08	418.78	2,913.92	80.72
202-449-710.000	EMPLOYER FICA	350.00	51.85	31.16	298.15	85.19
202-449-711.000	EMPLOYERS SHARE OF PENSION	350.00	0.00	0.00	350.00	100.00
202-449-712.002	ADMIN BENEFITS	1,000.00	94.65	47.51	905.35	90.54
202-449-731.000	COLD/HOT PATCH	600.00	0.00	0.00	600.00	100.00
202-449-734.000	SALT/SAND ROADS	4,000.00	0.00	0.00	4,000.00	100.00
202-449-801.000	CONTRACTED SERVICES	5,000.00	900.00	900.00	4,100.00	82.00
202-449-863.000	STREET STRIPING	2,500.00	0.00	0.00	2,500.00	100.00
202-449-865.000	STREET SIGNS	800.00	0.00	0.00	800.00	100.00
202-449-867.000	STREET REPAIRS	5,000.00	1,103.99	1,103.99	3,896.01	77.92
202-449-944.867	VEHICLE RENTAL - STREET REPAIRS	5,000.00	0.00	0.00	5,000.00	100.00
202-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00	0.00	0.00	5,000.00	100.00
202-449-963.000	MISC EXPENSE	1,500.00	867.30	867.30	632.70	42.18
202-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	377,000.00	0.00	0.00	377,000.00	100.00
202-449-999.000	TRANSFERS OUT	30,000.00	0.00	0.00	30,000.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		441,710.00	3,713.87	3,368.74	437,996.13	99.16
Dept 450 - MAINTENANCE / CONSTRUCTION						
202-450-702.001	MAINTENANCE WAGES	3,520.00	669.28	403.17	2,850.72	80.99
202-450-710.000	MAINTENANCE EMPLOYER FICA	360.00	51.20	30.85	308.80	85.78
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	360.00	102.04	64.02	257.96	71.66
202-450-712.002	MAINTENANCE BENEFITS	155.00	23.97	12.31	131.03	84.54
Total Dept 450 - MAINTENANCE / CONSTRUCTION		4,395.00	846.49	510.35	3,548.51	80.74
Dept 869 - SNOW REMOVAL						
202-869-702.001	SNOW REMOVAL WAGES	3,500.00	0.00	0.00	3,500.00	100.00
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	350.00	0.00	0.00	350.00	100.00
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	400.00	0.00	0.00	400.00	100.00
Total Dept 869 - SNOW REMOVAL		4,250.00	0.00	0.00	4,250.00	100.00
TOTAL EXPENDITURES		450,355.00	4,560.36	3,879.09	445,794.64	98.99
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		210,500.00	34,864.14	17,827.97	175,635.86	83.44
TOTAL EXPENDITURES		450,355.00	4,560.36	3,879.09	445,794.64	98.99
NET OF REVENUES & EXPENDITURES		(239,855.00)	30,303.78	13,948.88	(270,158.78)	87.37

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REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE

Page: 7/17

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
			NORMAL	(ABNORMAL)	MONTH	04/30/2021	NORMAL	(ABNORMAL)	

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT REMAIN
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
203-000-575.000	ACT 51 / STREETS	72,000.00	11,479.53	5,923.76	60,520.47	84.06
203-000-665.000	INTEREST	1,100.00	214.90	105.81	885.10	80.46
203-000-695.000	MISC REVENUE	30,000.00	0.00	0.00	30,000.00	100.00
203-000-699.000	TRANSFERS IN	30,000.00	0.00	0.00	30,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		133,100.00	11,694.43	6,029.57	121,405.57	91.21
TOTAL REVENUES		133,100.00	11,694.43	6,029.57	121,405.57	91.21
Expenditures						
Dept 449 - STREET DEPT (ACT 51)						
203-449-702.001	DEPT HEAD WAGES	1,700.00	278.46	167.53	1,421.54	83.62
203-449-710.000	EMPLOYER FICA	200.00	20.75	12.48	179.25	89.63
203-449-711.000	EMPLOYERS SHARE OF PENSION	200.00	0.00	0.00	200.00	100.00
203-449-712.002	ADMIN BENEFITS	800.00	37.82	18.99	762.18	95.27
203-449-731.000	COLD/HOT PATCH	1,000.00	0.00	0.00	1,000.00	100.00
203-449-734.000	SALT/SAND ROADS	4,000.00	0.00	0.00	4,000.00	100.00
203-449-801.000	CONTRACTED SERVICES	5,000.00	3,500.00	3,500.00	1,500.00	30.00
203-449-863.000	STREET STRIPING	1,000.00	0.00	0.00	1,000.00	100.00
203-449-865.000	STREET SIGNS	500.00	0.00	0.00	500.00	100.00
203-449-867.000	STREET REPAIRS	5,000.00	827.99	827.99	4,172.01	83.44
203-449-944.867	VEHICLE RENTAL - STREET REPAIRS	3,000.00	0.00	0.00	3,000.00	100.00
203-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00	0.00	0.00	5,000.00	100.00
203-449-956.000	STORM SEWER	500.00	0.00	0.00	500.00	100.00
203-449-963.000	MISC EXPENSE	1,000.00	86.25	86.25	913.75	91.38
203-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	300,000.00	0.00	0.00	300,000.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		328,900.00	4,751.27	4,613.24	324,148.73	98.56
Dept 450 - MAINTENANCE / CONSTRUCTION						
203-450-702.001	MAINTENANCE WAGES	5,670.00	1,070.86	645.08	4,599.14	81.11
203-450-710.000	MAINTENANCE EMPLOYER FICA	515.00	81.91	49.35	433.09	84.10
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	615.00	163.26	102.42	451.74	73.45
203-450-712.002	MAINTENANCE BENEFITS	205.00	38.34	19.70	166.66	81.30
Total Dept 450 - MAINTENANCE / CONSTRUCTION		7,005.00	1,354.37	816.55	5,650.63	80.67
Dept 869 - SNOW REMOVAL						
203-869-702.001	SNOW REMOVAL WAGES	3,500.00	0.00	0.00	3,500.00	100.00
203-869-710.000	SNOW REMOVAL FICA	350.00	0.00	0.00	350.00	100.00
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	400.00	0.00	0.00	400.00	100.00
Total Dept 869 - SNOW REMOVAL		4,250.00	0.00	0.00	4,250.00	100.00
TOTAL EXPENDITURES		340,155.00	6,105.64	5,429.79	334,049.36	98.21
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		133,100.00	11,694.43	6,029.57	121,405.57	91.21

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 203 - LOCAL STREET FUND						
TOTAL EXPENDITURES		340,155.00	6,105.64	5,429.79	334,049.36	98.21
NET OF REVENUES & EXPENDITURES		(207,055.00)	5,588.79	599.78	(212,643.79)	97.30

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - GENERAL HWY						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
204-000-402.000	CURRENT REAL PROPERTY TAXES	191,000.00	0.00	0.00	191,000.00	100.00
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	14,000.00	0.00	0.00	14,000.00	100.00
204-000-412.000	DELINQUENT REAL PROPERTY TAX	12,000.00	0.00	0.00	12,000.00	100.00
204-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	18,000.00	0.00	0.00	18,000.00	100.00
204-000-445.000	PENALTIES & INTEREST ON TAXES	5.00	0.00	0.00	5.00	100.00
204-000-665.000	INTEREST	2,400.00	554.08	45.25	1,845.92	76.91
204-000-695.000	MISC REVENUE	57,000.00	0.00	0.00	57,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		294,405.00	554.08	45.25	293,850.92	99.81
TOTAL REVENUES		294,405.00	554.08	45.25	293,850.92	99.81
Expenditures						
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)						
204-446-702.001	ADMINISTRATION WAGES	9,330.00	1,601.07	963.27	7,728.93	82.84
204-446-710.000	ADMINISTRATION FICA	870.00	119.31	71.71	750.69	86.29
204-446-711.000	ADMIN EMPLOYERS SHARE OF PENSION	1,025.00	0.00	0.00	1,025.00	100.00
204-446-712.002	ADMIN BENEFITS	1,330.00	217.67	109.26	1,112.33	83.63
204-446-867.000	STREET REPAIRS	5,000.00	827.98	827.98	4,172.02	83.44
204-446-891.000	SIDEWALK REPLACEMENT PROGRAM	15,000.00	0.00	0.00	15,000.00	100.00
204-446-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	307,000.00	0.00	0.00	307,000.00	100.00
204-446-990.986	MTF BOND PAYMENT - PRINCIPAL	65,000.00	65,000.00	65,000.00	0.00	0.00
204-446-990.987	CAPITAL IMPROVEMENT BOND - PRIN	8,400.00	8,400.00	8,400.00	0.00	0.00
204-446-990.988	CAPITAL IMPROV BOND II - PRIN	38,500.00	0.00	0.00	38,500.00	100.00
204-446-995.986	MTF BOND INTEREST	6,525.00	3,555.00	3,555.00	2,970.00	45.52
204-446-995.987	CAP IMPROVE BOND I INTEREST	962.00	518.40	518.40	443.60	46.11
204-446-995.988	CAP IMPROV BOND II INTEREST	8,661.00	0.00	0.00	8,661.00	100.00
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		467,603.00	80,239.43	79,445.62	387,363.57	82.84
Dept 450 - MAINTENANCE / CONSTRUCTION						
204-450-702.001	STREET ADMIN SALARY	21,000.00	4,015.87	2,419.13	16,984.13	80.88
204-450-710.000	STREET ADMIN FICA	2,050.00	307.24	185.08	1,742.76	85.01
204-450-711.000	EMPLOYERS SHARE OF PENSION	2,255.00	612.23	384.08	1,642.77	72.85
204-450-712.002	STREET ADMIN BENEFITS	720.00	120.17	63.82	599.83	83.31
Total Dept 450 - MAINTENANCE / CONSTRUCTION		26,025.00	5,055.51	3,052.11	20,969.49	80.57
TOTAL EXPENDITURES		493,628.00	85,294.94	82,497.73	408,333.06	82.72
Fund 204 - GENERAL HWY:						
TOTAL REVENUES		294,405.00	554.08	45.25	293,850.92	99.81
TOTAL EXPENDITURES		493,628.00	85,294.94	82,497.73	408,333.06	82.72
NET OF REVENUES & EXPENDITURES		(199,223.00)	(84,740.86)	(82,452.48)	(114,482.14)	57.46

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD REMAIN
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00	0.00	0.00	30,000.00	100.00
248-000-665.000	INTEREST	60.00	13.33	6.54	46.67	77.78
248-000-675.000	DONATIONS-PRIVATE SOURCES	1,000.00	0.00	0.00	1,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		31,060.00	13.33	6.54	31,046.67	99.96
TOTAL REVENUES		31,060.00	13.33	6.54	31,046.67	99.96
Expenditures						
Dept 275 - DDA						
248-275-801.000	CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	100.00
248-275-815.000	DUES & MEMBERSHIPS	25.00	0.00	0.00	25.00	100.00
248-275-816.000	EDUCATION & TRAINING	1,000.00	0.00	0.00	1,000.00	100.00
248-275-880.000	COMMUNITY PROMOTION	2,000.00	0.00	0.00	2,000.00	100.00
248-275-881.000	ADVERTISING	200.00	500.00	0.00	(300.00)	(150.00)
248-275-967.000	BEAUTIFICATION	51,200.00	0.00	0.00	51,200.00	100.00
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00	0.00	0.00	2,600.00	100.00
Total Dept 275 - DDA		62,025.00	500.00	0.00	61,525.00	99.19
TOTAL EXPENDITURES		62,025.00	500.00	0.00	61,525.00	99.19
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		31,060.00	13.33	6.54	31,046.67	99.96
TOTAL EXPENDITURES		62,025.00	500.00	0.00	61,525.00	99.19
NET OF REVENUES & EXPENDITURES		(30,965.00)	(486.67)	6.54	(30,478.33)	98.43

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 290 - ARTS						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
290-000-401.001	ART IN THE PARK REVENUE-NEXT FY	2,000.00	0.00	0.00	2,000.00	100.00
290-000-401.290	ART IN THE PARK REVENUE	3,000.00	235.00	160.00	2,765.00	92.17
290-000-539.000	STATE GRANTS	5,500.00	0.00	0.00	5,500.00	100.00
290-000-610.000	FOOD BOOTH FEES	350.00	0.00	0.00	350.00	100.00
290-000-675.000	DONATIONS-PRIVATE SOURCES	3,000.00	5,000.00	4,500.00	(2,000.00)	(66.67)
Total Dept 000 - BALANCE SHEET / GENERAL		13,850.00	5,235.00	4,660.00	8,615.00	62.20
TOTAL REVENUES		13,850.00	5,235.00	4,660.00	8,615.00	62.20
Expenditures						
Dept 752 - ARTS						
290-752-701.000	OPER EXPENSE-GRANT DISBURSEMENT	50.00	0.00	0.00	50.00	100.00
290-752-724.000	REFUND/REIMBURSEMENTS	60.00	80.00	40.00	(20.00)	(33.33)
290-752-728.000	SUPPLIES	400.00	42.98	0.00	357.02	89.26
290-752-740.000	POSTAGE	100.00	33.55	0.00	66.45	66.45
290-752-793.000	OPERATING EXPENSE	100.00	194.95	140.00	(94.95)	(94.95)
290-752-794.000	T-SHIRTS	500.00	0.00	0.00	500.00	100.00
290-752-795.000	SOUND	1,500.00	0.00	0.00	1,500.00	100.00
290-752-796.000	ROLLS	200.00	0.00	0.00	200.00	100.00
290-752-798.000	CONCESSIONS SUPPLIES	100.00	0.00	0.00	100.00	100.00
290-752-851.000	RADIOS	75.00	0.00	0.00	75.00	100.00
290-752-852.000	TELEPHONE	625.00	98.18	49.10	526.82	84.29
290-752-881.000	ADVERTISING	6,000.00	0.00	0.00	6,000.00	100.00
290-752-895.000	KIDS AREA	300.00	0.00	0.00	300.00	100.00
290-752-898.000	ENTERTAINMENT	850.00	0.00	0.00	850.00	100.00
290-752-953.000	PORT A POTTY	200.00	0.00	0.00	200.00	100.00
290-752-967.000	PROJECT COSTS	2,500.00	0.00	0.00	2,500.00	100.00
Total Dept 752 - ARTS		13,560.00	449.66	229.10	13,110.34	96.68
TOTAL EXPENDITURES		13,560.00	449.66	229.10	13,110.34	96.68
Fund 290 - ARTS:						
TOTAL REVENUES		13,850.00	5,235.00	4,660.00	8,615.00	62.20
TOTAL EXPENDITURES		13,560.00	449.66	229.10	13,110.34	96.68
NET OF REVENUES & EXPENDITURES		290.00	4,785.34	4,430.90	(4,495.34)	(1,550.12)

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT REMAIN
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 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	1.06	0.52	3.94	78.80
291-000-675.000	DONATIONS-PRIVATE SOURCES	2,000.00	0.00	0.00	2,000.00	100.00
291-000-678.000	T-SHIRT REVENUE	100.00	0.00	0.00	100.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		3,030.00	1.06	0.52	3,028.94	99.97
TOTAL REVENUES		3,030.00	1.06	0.52	3,028.94	99.97
Expenditures						
Dept 753 - CAR SHOW						
291-753-728.000	SUPPLIES	800.00	0.00	0.00	800.00	100.00
291-753-794.000	T-SHIRTS EXPENSE	200.00	0.00	0.00	200.00	100.00
291-753-881.000	ADVERTISING	650.00	0.00	0.00	650.00	100.00
291-753-887.000	TROPHIES	800.00	0.00	0.00	800.00	100.00
291-753-888.000	FLYERS	170.00	0.00	0.00	170.00	100.00
291-753-892.000	DOOR PRIZES	150.00	0.00	0.00	150.00	100.00
291-753-893.000	DJ	350.00	0.00	0.00	350.00	100.00
291-753-953.000	PORT A POTTY	150.00	0.00	0.00	150.00	100.00
Total Dept 753 - CAR SHOW		3,270.00	0.00	0.00	3,270.00	100.00
TOTAL EXPENDITURES		3,270.00	0.00	0.00	3,270.00	100.00
Fund 291 - CAR SHOW:						
TOTAL REVENUES		3,030.00	1.06	0.52	3,028.94	99.97
TOTAL EXPENDITURES		3,270.00	0.00	0.00	3,270.00	100.00
NET OF REVENUES & EXPENDITURES		(240.00)	1.06	0.52	(241.06)	99.56

REVENUE AND EXPENDITURE REPORT FOR LAKE ODESSA VILLAGE
 PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
590-000-614.000	SEWER REVENUE	0.00	250,635.59	120.49	(250,635.59)	0.00
590-000-615.000	SEWER PENALTIES	0.00	35.63	32.32	(35.63)	0.00
590-000-619.000	LAB TESTING REVENUE	0.00	40.00	0.00	(40.00)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	250,711.22	152.81	(250,711.22)	0.00
TOTAL REVENUES		0.00	250,711.22	152.81	(250,711.22)	0.00
Fund 590 - SEWER FUND:						
TOTAL REVENUES		0.00	250,711.22	152.81	(250,711.22)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	250,711.22	152.81	(250,711.22)	0.00

User: KATHY

PERIOD ENDING 04/30/2021

DB: Lake Odessa Vill

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	REMAIN
Fund 591 - WATER FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
591-000-402.591	WATER REVENUE	960,000.00	111,563.48	35.69	848,436.52	88.38
591-000-445.000	PENALTIES & INTEREST	5,500.00	0.00	0.00	5,500.00	100.00
591-000-539.002	WELLHEAD PROTECTION	2,750.00	0.00	0.00	2,750.00	100.00
591-000-608.000	WATER TURN ON/OFF FEES	1,200.00	220.94	80.94	979.06	81.59
591-000-609.000	FINAL READ INCOME	500.00	80.00	30.00	420.00	84.00
591-000-665.000	INTEREST	5,000.00	1,039.98	129.04	3,960.02	79.20
591-000-674.000	INCENTIVE PROGRAM	3,000.00	0.00	0.00	3,000.00	100.00
591-000-695.000	MISC REVENUE	5,000.00	1,128.06	1,128.06	3,871.94	77.44
Total Dept 000 - BALANCE SHEET / GENERAL		982,950.00	114,032.46	1,403.73	868,917.54	88.40
TOTAL REVENUES		982,950.00	114,032.46	1,403.73	868,917.54	88.40
Expenditures						
Dept 536 - WATER/SEWER						
591-536-702.001	DEPT HEAD WAGES	49,750.00	9,723.93	5,853.34	40,026.07	80.45
591-536-702.704	FULL TIME WAGES	152,000.00	31,504.76	19,548.61	120,495.24	79.27
591-536-702.705	OVER TIME WAGES	2,500.00	71.16	71.16	2,428.84	97.15
591-536-702.706	PART TIME WAGES	2,000.00	0.00	0.00	2,000.00	100.00
591-536-702.707	SICK TIME PAYOUT	2,000.00	0.00	0.00	2,000.00	100.00
591-536-710.000	EMPLOYER FICA	20,000.00	2,636.76	1,639.35	17,363.24	86.82
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,000.00	2,964.27	2,076.30	19,035.73	86.53
591-536-712.000	HEALTH INSURANCE EXPENSE	34,000.00	10,058.33	7,425.87	23,941.67	70.42
591-536-712.002	ADMIN BENEFITS	4,720.00	716.80	359.94	4,003.20	84.81
591-536-713.000	DENTAL INSURANCE EXPENSE	4,820.00	866.40	575.28	3,953.60	82.02
591-536-714.000	OPTICAL PLAN EXPENSE	615.00	134.54	93.64	480.46	78.12
591-536-716.000	WELLNESS PROGRAM	270.00	0.00	0.00	270.00	100.00
591-536-720.000	DISABILITY INSURANCE	2,260.00	426.93	318.88	1,833.07	81.11
591-536-721.000	LIFE INSURANCE EXPENSE	670.00	135.98	95.74	534.02	79.70
591-536-723.000	WORKMEN'S COMPENSATION	2,250.00	0.00	0.00	2,250.00	100.00
591-536-725.000	MEALS & MILEAGE	500.00	0.00	0.00	500.00	100.00
591-536-727.000	OFFICE SUPPLIES	500.00	354.50	0.00	145.50	29.10
591-536-728.000	SUPPLIES	1,500.00	0.00	0.00	1,500.00	100.00
591-536-732.000	CHEMICAL SUPPLIES	4,000.00	(220.00)	0.00	4,220.00	105.50
591-536-740.000	POSTAGE	1,500.00	179.21	179.21	1,320.79	88.05
591-536-741.000	MEDICAL & PHYSICALS	200.00	37.00	37.00	163.00	81.50
591-536-744.000	CLOTHING EXPENSE	1,200.00	(15.04)	0.00	1,215.04	101.25
591-536-751.000	GASOLINE PURCHASES	4,000.00	183.29	183.29	3,816.71	95.42
591-536-780.000	METER REPLACEMENT	3,000.00	0.00	0.00	3,000.00	100.00
591-536-801.000	CONTRACTED SERVICES	20,000.00	2,896.82	496.82	17,103.18	85.52
591-536-815.000	DUES & MEMBERSHIPS	4,000.00	0.00	0.00	4,000.00	100.00
591-536-816.000	EDUCATION & TRAINING	2,000.00	910.00	290.00	1,090.00	54.50
591-536-818.000	WELLHEAD PROTECTION	5,500.00	0.00	0.00	5,500.00	100.00
591-536-821.000	BANK FEES	100.00	0.00	0.00	100.00	100.00
591-536-822.000	FLEET INSURANCE	15,500.00	0.00	0.00	15,500.00	100.00
591-536-827.000	WATER TESTING FEES	2,700.00	76.00	76.00	2,624.00	97.19
591-536-850.000	COMMUNICATION EXPENSE	3,800.00	997.25	537.68	2,802.75	73.76
591-536-900.000	PRINTING & PUBLISHING	200.00	192.57	137.70	7.43	3.72
591-536-920.000	GAS AND ELECTRIC	61,000.00	10,386.80	3,625.21	50,613.20	82.97
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	42,000.00	0.00	0.00	42,000.00	100.00
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	8,000.00	0.00	0.00	8,000.00	100.00
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,000.00	0.00	0.00	1,000.00	100.00
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	453,000.00	2,315.13	155.38	450,684.87	99.49

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 591 - WATER FUND						
Expenditures						
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	75,000.00	74,235.00	0.00	765.00	1.02
591-536-933.000	WELL REPAIRS	5,000.00	0.00	0.00	5,000.00	100.00
591-536-946.000	SCADA CONTROL SYSTEM	2,500.00	0.00	0.00	2,500.00	100.00
591-536-963.000	MISC EXPENSE	4,000.00	277.50	277.50	3,722.50	93.06
591-536-970.001	CAPITAL OUTLAY-EQUIPMENT	5,500.00	0.00	0.00	5,500.00	100.00
591-536-980.001	HARDWARE	9,200.00	770.74	0.00	8,429.26	91.62
591-536-980.002	SOFTWARE	500.00	0.00	0.00	500.00	100.00
591-536-994.000	CAPITAL IMPROVEMENT BOND	26,600.00	26,600.00	26,600.00	0.00	0.00
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	67,000.00	0.00	0.00	67,000.00	100.00
591-536-995.000	INTEREST EXPENSE	78,897.00	1,641.60	1,641.60	77,255.40	97.92
Total Dept 536 - WATER/SEWER		1,225,752.00	181,058.23	72,295.50	1,044,693.77	85.23
TOTAL EXPENDITURES		1,225,752.00	181,058.23	72,295.50	1,044,693.77	85.23
Fund 591 - WATER FUND:						
TOTAL REVENUES		982,950.00	114,032.46	1,403.73	868,917.54	88.40
TOTAL EXPENDITURES		1,225,752.00	181,058.23	72,295.50	1,044,693.77	85.23
NET OF REVENUES & EXPENDITURES		(242,802.00)	(67,025.77)	(70,891.77)	(175,776.23)	72.39

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	04/30/2021	MONTH 04/30/2021	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 999 - PAYROLL CLEARING						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
999-000-665.000	INTEREST	0.00	7.07	1.92	(7.07)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	7.07	1.92	(7.07)	0.00
TOTAL REVENUES		0.00	7.07	1.92	(7.07)	0.00
Fund 999 - PAYROLL CLEARING:						
TOTAL REVENUES		0.00	7.07	1.92	(7.07)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	7.07	1.92	(7.07)	0.00
TOTAL REVENUES - ALL FUNDS						
		3,751,274.00	457,053.39	68,835.02	3,294,220.61	87.82
TOTAL EXPENDITURES - ALL FUNDS						
		4,680,588.00	380,432.67	222,251.41	4,300,155.33	91.87
NET OF REVENUES & EXPENDITURES						
		(929,314.00)	76,620.72	(153,416.39)	(1,005,934.72)	91.76

Discussion Items

This is to apply for the open Village Council position. I have 18 years experience on the Council. I know how the budget works both in planning and executing. I worked on our Parks and Recreation Committee. I worked with the Personnel Committee when we hired Mr. Reagan and Chief Backing. I worked the Lake Odessa Car Show for 14 years. These are some of the major things but over the years there were many issues that as a council member we addressed. I always put the needs of the people first. Thank you for your consideration

Charles Jaquays

RECEIVED
MAY 12 2021
BY:

JENNIFER S. HICKEY
930 5th Ave, Lake Odessa, MI 48849
Cell: (616) 272-8674 Email: jenhickey72@gmail.com

May 14, 2021

Village of Lake Odessa
Page Building

Re: Council opening

To Council Members,

This letter is to express my interest in the open Village of Lake Odessa Council seat vacancy. I am a current resident of the Village of Lake Odessa and moved here in 1998. I currently work for the State of Michigan at the Ionia County office. I enjoy working with clients, coworkers, and people in general. I excel at maintaining tasks even with tight deadlines. My more than twenty years of working with the public via phone, online, and in-person and more than ten years of working in an office environment have prepared me for any type of public office. I am familiar with privacy & security guidelines from my various positions. I am able to accomplish tasks without needing overt guidance. I have a "get the job done" attitude.

Attached is my resume that contains more information on my experience and skills.

Thank you for your time and consideration.

Sincerely,

Jennifer (Jen) Hickey

Enclosure

JENNIFER S. HICKEY

930 5th Ave, Lake Odessa, MI 48849

Cell: (616) 272-8674 Email: jenhickey72@gmail.com

Over 20 years of professional office experience serving clients while maintaining, improving, and documenting all processes.

WORK EXPERIENCE

General Office Assistant E7 – MDHHS Ionia County (40 hours/week)

January 2020 - present

- Assist Clients while at Reception Window with completion of their applications or giving limited information on their cases from Bridges
- Assist Clients with questions on their bridge cards, replacing their bridge cards, using EPPIC card system, giving Clients approved gas cards or paperwork from their caseworkers
- Follow MDHHS policy when handling clients, paperwork and applications
- Maintain a well-organized desk
- Operate a personal computer to enter, retrieve and update information
- Provide excellent customer service on the telephone and in person responding to client inquiries and resolving problems
- Receive and send email communication using Microsoft Office
- Retrieves, handles and distributes mail
- Use Bridges to validate, index and register paper and online applications for assistance submitted by Clients
- Use of MISAWIS for running Central Registries and scanning in documents for CPS
- Various other office tasks as assigned

COVID-19 Case Investigator – State of Michigan Health Department (20 hours/week)

December 2020 – March 2021 (temporary)

- Provide excellent customer service on the telephone to discuss COVID results
- Input data for contract tracing and follow policy regarding privacy and security

General Office Assistant E7/Accounting LOD – MDHHS Calhoun County (40 hours/week)

February 2019 – December 2019

- Assist Clients while at Reception Window with completion of their applications or giving limited information on their cases from Bridges
- Assist Clients while at Accounting Window with questions on their bridge cards, replacing their bridge cards, using EPPIC card system, giving Clients approved bus passes, gas cards, or paperwork from their caseworkers
- Code, maintain and file all documents for the accounting department per policy including but not limited to 659s (Foster Care Payments), 849s (State of Emergency Relief Payments), 1291s (Local Payment Authorizations)
- Follow MDHHS policy when handling clients, paperwork and applications
- Maintain a well-organized desk
- Operate a personal computer to enter, retrieve and update information
- Process local office payments to be sent to the Accounting Service Center
- Provide excellent customer service on the telephone and in person responding to client inquiries and resolving problems
- Receive and send email communication using Microsoft Office
- Use Bridges to register, assign and index paper and online applications for assistance submitted by Clients
- Use Microsoft Office to obtain verifications submitted and ensure they are attached to Client's case
- Use various documents to record checks that come in and out of office
- Use SIGMA to obtain vendor/customer information and payment status

Office Administrator – Koops Funeral Chapel (24 hours/week)

September 2018 – February 2019

- Ensuring all office activities comply with HIPAA privacy and security guidelines
- Greeting families and tending to their needs
- Preparing and finalizing all legal documents including death certificates & insurance claim forms
- Planning, organizing, and documentation of all general office duties
- Responding to online or in-person client & legal requests including scheduling appointments, assisting customer's special needs within our office

Substitute Teacher - PCMI Services - Lakewood Public Schools (14-21 hours/week)

August 2018 – February 2019

- Adjust & respond appropriately to differing tasks throughout the day as necessary
- Document attendance and daily activity reports of classroom for teacher review upon return
- Manage classroom activities such as lab projects, hands-on work, and self-study
- Provide k-12 students with daily assignments in event of teacher absence

Licensee and Care Provider – Busy Bee Daycare (55 hours/week)

June 2001 – September 2018

- Worked in unison with clients through teamwork, cooperation, respect
- Resolved client issues with respect and care; dealt with volatile customers
- Performed all accounting functions including invoicing, finance tracking reports, and payroll
- Accountable for meeting State license and continuing education submission deadlines
- Multi-tasked lessons, children's personal needs, and business needs while maintaining a fun and professional atmosphere

Accounting Clerk/Assistant to Controller – Michigan Wire Processing Inc. (40 hours/week)

October 1998 – April 2001

- Performed accounts payable tasks, financial reporting and payroll
- Managed multi-line phone system, filing, document preparation, photocopying, faxing, data entry and record maintenance
- Completed special projects for staff, multi-tasking of clerical and accounting needs
- Maintained office supply inventory

Customer Service Representative – Creative Merchandising (36 hours/week)

July 1998 – October 1998

- Performed all front desk customer service duties
- Managed multi-line phone system, filing, document preparation, photocopying, faxing, data entry and record maintenance
- Responsible for accounts receivable duties
- Completed data entry of customer orders; maintained a position of trust and responsibility by keeping all customer business confidential
- Multi-tasked as needed between office and warehouse

Office Manager – ServiceMaster of Big Rapids (40 hours/week)

June 1990 – May 1998

- Scheduled jobs and employees' hours; completed payroll, invoicing and payment collection
- Answered multi-line phone system, filing, document preparation, photocopying, faxing, data entry and record maintenance
- Handled routine customer problems with professionalism through effective communication
- Maintained a position of trust and responsibility by keeping all customer business confidential
- Worked with insurance companies and adjusters on client claims
- Managed tasks of employees, jobs and office clerical needs

EDUCATION

Davenport University, Grand Rapids, MI

- Associate of Business Administration in Health Insurance Claims Management, December 2009
- Associate of Applied Science in Health Information Technology, December 2009

COMPUTER SKILLS

MDSS, Bridges, EPPIC, SIGMA, DATACAP 9, MISACWIS, Microsoft Teams, Microsoft Word, Outlook, PowerPoint, Excel, SharePoint, Adobe InDesign, SRS database, Internet

COMMUNITY INVOLVEMENT

Chairperson, Lake Odessa Area Arts Commission January 2021-present

Vice Chairperson, Lake Odessa Area Arts Commission 2020

Board Member, Lake Odessa Area Arts Commission 2019

Volunteer, Lakewood Area Lions Club

New Business

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2021-25

APPROVING THE SUBMITTAL OF A GRANT APPLICATION TO THE MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS FROM THE LAKE ODESSA AREA ARTS COMMISSION

WHEREAS, the Lake Odessa Arts Commission has had a significant impact in expanding the arts and culture in the community and the region; and

WHEREAS, the Lake Odessa Arts Commission will be hosting the 46^h annual “Art in the Park” event on Saturday, August 7, 2021; and

WHEREAS, in order to continue this event, the Lake Odessa Arts Commission has made application to the Michigan Council for Arts and Cultural Affairs for a grant to provide monetary support for this event. A copy of this application is attached as “Exhibit A;” and

WHEREAS. This grant application requires the approval of the Lake Odessa Village Council.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Lake Odessa Village Council approves the attached grant application to the Michigan Council for Arts and Cultural Affairs for monetary support for the continuation of their annual “Art in the Park” event.
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: May 17, 2021

Patrick Reagan, Village Manager/ Clerk

Michigan Council for Arts and Cultural Affairs ASSURANCES

- A. The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under- representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
 2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
 3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.
- B. If the grant is awarded, the applicant warrants and represents to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.
- C. Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.
- D. The applicant has read and will conform to the Guidelines.
- E. The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization Name: Village of Lake Odessa

Grant Program: Project Support

Authorized Official (Cannot be Project Director):

Name (typed): Patrick Reagan Date: _____

Signature: _____

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2021-26

APPROVING THE VILLAGE OF LAKE ODESSA'S COMMITMENT TO CONTINUE WITH THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION'S "REDEVELOPMENT READY COMMUNITIES (RRC)" PROGRAM

WHEREAS, the Michigan Economic Development Corporation (MEDC) selected the Village of Lake Odessa to participate in the Redevelopment Ready Communities (RRC) program; and

WHEREAS, the Village of Lake Odessa has participated in the MEDC's Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Assessment Evaluation of Findings dated December 2019; and

WHEREAS, the MEDC has developed two different tracks for participation in the RRC program: "Essentials" and "Certified;" and

WHEREAS, due to the size of staffing for the Village, the Village Manager has determined that, at this time, the "Essential's" track is in the best interest of the Village; and

WHEREAS, the "Essentials" allows the Village of Lake Odessa to continue its engagement with the RRC program; and

WHEREAS, the Council for the Village of Lake Odessa confirms its commitment to this program, and to complete the tasks in order to obtain the "Essentials" status as set forth by the MEDC.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Lake Odessa Village Council approves the commitment to continue with the Michigan Economic Development Corporation's "Redevelopment Ready Communities (RRC)" program, utilizing the "Essentials" program track
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: May 17, 2021

Patrick Reagan, Village Manager/ Clerk



redevelopment ready communities® **BEST PRACTICES**





Redevelopment Ready Communities® (RRC) is a voluntary technical assistance initiative offered through the Michigan Economic Development Corporation (MEDC) which empowers communities to shape their future by building a foundation of planning, zoning, and economic development best practices and integrating them into their everyday functions.

Communities who engage in the RRC process commit to improving development readiness by agreeing to undergo a rigorous assessment and working locally to integrate the best practices as described in this document. Developed by public and private sector experts, the RRC Best Practices are the standard for evaluation. Each best practice addresses key elements of community and economic development. Evaluations are conducted by the RRC team through interviews, document review and data analysis. After the baseline assessment, a community is presented with a report that highlights successes and outlines recommended actions for implementation of the best practice criteria. The expectations listed with each evaluation criteria are

what a community is measured against to determine if that criteria is being accomplished. A community must demonstrate how the expectations are being achieved, and when applicable, may propose alternative approaches. To achieve the community's desired RRC level, a community must meet all applicable RRC Best Practice criteria.

Redevelopment Ready Communities® certification signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process and compelling sites for developers to locate their latest projects. Communities who achieve Certified level gain access to a series of additional benefits, including the Redevelopment Services Team, a specialize team focused on supporting development opportunities for priority sites through site packaging and marketing efforts. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and the broad community support needed to get shovels in the ground.

This handbook includes not only RRC Best Practice criteria and expectations for each level, but also helpful information on the process, key definitions, tips for integrating the best practices, and more.

Any questions can be directed to the RRC team at rrc@michigan.org. Please visit www.miplace.org/rrc for more information on RRC.

RRC Levels: Essentials and Certified	4
Resources.....	5
RRC Framework	6
What are the Best Practices?	7
Best Practice 1: Plans and engagement.....	9
Best Practice 2: Zoning	11
Best Practice 3: Development review	14
Best Practice 4: Boards and commissions.....	18
Best Practice 5: Economic development and marketing	20
Post Certification Appendix: Best Practice 6: Redevelopment Ready Sites®	22
RRC Best Practice references, glossary, and notes.....	24
Conclusion	30



RRC LEVELS: ESSENTIALS & CERTIFIED

Based on feedback from communities and other stakeholders, RRC offers two levels: “Essentials” and “Certified.” Communities can determine which level is most appropriate for their needs based on capacity, community goals and other local factors. Communities are encouraged to consult with their assigned RRC planner if they are unsure which level they would like to pursue. RRC understands that no two days are the same when it comes to running a local government; in recognition of that, communities can move between

levels if local considerations change.

Each best practice in this handbook includes expectations for Essentials and for Certified.

This allows for maximum transparency and easy comparison. In some cases, they are identical, but in many criteria, RRC Certified level includes additional expectations. Once a community determines the level it would like to achieve, it should focus on the appropriate expectations throughout this handbook.

Purpose

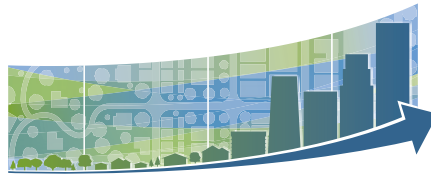
ESSENTIALS	Communities who have achieved Essentials status have all the key documents and practices in place to provide a predictable development experience and meet local planning and zoning responsibilities under Michigan law.
CERTIFIED	RRC Certified communities have integrated all the Best Practices into their local processes and proactively seek out community development opportunities while providing a predictable development experience.

Best Practices

ESSENTIALS	Plans and Engagement [BP 1]; Zoning (partial) [BP 2]; Development Review (partial) [BP 3]; Boards and Commissions (partial) [BP 4].
CERTIFIED	Plans and Engagement [BP 1]; Zoning [BP 2]; Development Review [BP 3]; Boards and Commissions [BP 4]; Economic Development and Marketing [BP 5]; Redevelopment Ready Sites [BP 6].

Benefits

ESSENTIALS	Access to assigned RRC planner, RRC library, RRC training opportunities, RRC technical assistance match funding opportunities, and other benefits as identified.
CERTIFIED	All Essentials level benefits, plus access to the Redevelopment Services Team, site marketing support, continued access to RRC technical assistance match funding opportunities, and other ever-evolving benefits such as free event registrations, social media and more.



redevelopment ready
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RESOURCES

Communities who engage with the Redevelopment Ready Communities® program gain access to many tools and resources to support their efforts to align with the best practices.

RRC PLANNER

Each RRC community has direct access to an RRC planner who can help guide them through the process. Planners are assigned regionally which provides an extra level of customization for the program. The assigned RRC planner will handle all record keeping for the community's progress, conduct the baseline assessment and final certification assessment, connect the community with resources, review drafts, attend meetings as requested and more.

RRC STATUS SYSTEM (TRELLO)

RRC uses an online system called Trello to provide real-time access to the community's RRC status and best practice progress. This free browser-based software allows the community to have a direct line of communication with the RRC team, upload items as they are completed, and organize its RRC workload to fit its capacity. Learn more about the system by going to www.miplace.org/rrctrello.

RRC LIBRARY

Over the years, RRC has collected examples of the many ways communities have been able to align with the RRC Best Practices. These have been compiled in the RRC library. Anyone can access the library by going to www.miplace.org/rrclibrary.

RRC ONLINE TRAINING

RRC encourages communities to have multiple staff, elected and appointed officials complete the "RRC Best Practices Training Series" online. This free system provides an up-to-date overview of RRC and in-depth courses on each of the best practices. This is an especially great opportunity for planning commissions, councils, and DDAs to get some easy, flexible training. The more local officials and staff who are trained, the more effective RRC will be to the community over time as it integrates the best practices. Users can learn more and register for the system by going to www.miplace.org/rrctraining.

RRC TECHNICAL ASSISTANCE MATCH FUNDING

RRC understands that communities face financial realities, which can create challenges in funding projects which relate to RRC Best Practices. In recognition of that fact, RRC offers funding to assist communities in completing some RRC items. Common uses are updating plans, zoning ordinances and economic development/marketing plans. Funding is on a case-by-case basis and requires communities to have received a formal baseline report and have demonstrated progress in implementing recommendations from the baseline report. While parameters around this assistance are continually evolving, details on the current process and considerations can be found at www.miplace.org/rrctamatch.



REDEVELOPMENT READY COMMUNITIES® FRAMEWORK

The Redevelopment Ready Communities® process is guided by four pillars: guiding principles, mission, vision, and customer experience. These help to provide a consistent yet customized experience for each community, factoring in differences such as population, existing development patterns, staff capacity, financial capacity, and other local challenges or strengths.

RRC Guiding Principles: These principles guide how RRC is designed and implemented at a programmatic and local level:

1. Community driven
2. Predictable
3. Implementable
4. Proactive
5. Equitable
6. Collaborative

Mission Statement

RRC empowers communities to shape their future by building a foundation of planning, zoning, and economic development best practices and integrating them into their everyday functions.

Vision Statement

A “Redevelopment Ready Community” has a clear vision for the future, established through collaborative community planning, and understands the actions and tools necessary to achieve that vision. It welcomes private

sector investment to support that vision via a customer service approach to development that is proactive and predictable. Early on, an applicant can easily find the information they need to understand the process, including how long it will likely take and what costs they can expect to incur. Once a project review is officially underway, it is guided by a detailed and documented internal review process. Decisions are made by staff and officials who regularly receive training and are informed on key concepts and trends. The community values continuous improvement and maintaining updated plans and processes.

Customer Experience Statement

Communities engaged in RRC understand the long-term value of implementing the RRC Best Practices and can easily understand the process for reaching and maintaining certification. They build productive relationships with their RRC planner and access a wide range of resources throughout their experience ranging from the RRC baseline assessment to the RRC library, webinars, workshops and more. The planner connects the community not only with resources to reach certification, but also works to challenge norms and capture community development momentum at critical junctures which can lead to long-term prosperity. RRC planners always welcome feedback and maintain an adaptive mindset to help the program evolve over time.



WHAT ARE THE BEST PRACTICES?

BEST PRACTICE 1: Plans & Engagement

Best Practice 1 evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, and downtown plan or corridor plan(s). It also assesses how a community identifies its stakeholders and engages them, not only during planning processes, but on a continual basis.

Comprehensive planning documents are a community's guiding framework for growth and investment. Information and strategies outlined in the plans are intended to serve as policy guidelines for local decisions about the physical, social, economic and environmental development of the community. The master plan is updated, at a minimum, every five years to provide a community with a current and relevant decision-making tool. The plan sets expectations for those involved in development, giving the public some degree of certainty about their vision for the future, while assisting the community in achieving its stated goals. An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. Coordination between the master plan, capital improvements plan, and downtown plan or corridor plan(s) is essential. It is important that planning documents establish goals, implementation actions, timelines and responsible parties.

Public participation is the process by which a community consults with interested or affected stakeholders before making a decision. Communities have a large toolbox of ever-evolving options for how to solicit public participation ranging from time-tested (and required) tools such as public hearings and notices to more proactive activities such as open houses, social media, and surveys. A public participation plan is essential to formalize those efforts and outline how the public will be engaged throughout planning and development processes. Such a plan can help minimize disputes later in the development review process and ensure diverse and equitable stakeholder engagement.

BEST PRACTICE 2: Zoning

Best Practice 2 evaluates a community's zoning ordinance and how it meets community goals, enables the form and type of development the community is seeking and includes modern approaches to zoning. Zoning is a key tool for plan implementation. Obsolete zoning regulations can discourage development and investment. Outdated regulations can force applicants to pursue rezoning or variance requests thus extending project timelines, increasing costs, and creating uncertainty. Communities should look to streamline requirements and regulate for the kind of development that is truly desired. Zoning should be used to shape inviting, walkable, vibrant communities, rather than inhibit them.

BEST PRACTICE 3: Development Review

Best Practice 3 evaluates the community's development review policies and procedures to ensure they integrate predictability throughout. Unnecessary steps or unclear instructions increase time and expenses associated with development. Community leaders should look to simplify and clarify policies and increase efficiency to create an inviting development climate that is vital to attracting investment. To do this, sound internal procedures need to be in place and followed. Making information on the development review process and resources readily available assists applicants of all experience levels in understanding what they will need to know as they invest in the community.

BEST PRACTICE 4: Boards & Commissions

Best Practice 4 assesses the tools a community has put in place to strengthen their boards and commissions. Diversity on boards and commissions can ensure a wide range of perspectives are considered when making decisions on development and financial incentives. Being intentional when a community conducts recruitment



WHAT ARE THE BEST PRACTICES? *continued*

and orientation for newly appointed or elected officials and creates a solid foundation for the community to build upon. Additionally, communities that prioritize training and collaboration provide officials and staff with opportunities to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues.

BEST PRACTICE 5: Economic Development & Marketing

Best Practice 5 assesses the community's plans to strengthen its overall economic health and market itself to create community pride and increase investor confidence. Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community development and talent in the overall equation for economic success. The goal of the economic development strategy is to identify initiatives and methods that will encourage diversity of the region's economic base, tap into opportunities for economic expansion and help to create a sustainable, vibrant community. Additionally, this best practice helps communities understand and deploy local economic development tools and incentives.

The ability to tell a community's story is an essential part of any economic development effort. To do this, communities must understand their existing assets, know their audience, and have consistent messaging. To coordinate these efforts internally and externally, Redevelopment Ready Communities® create formal marketing plans which help implement the community vision, values and goals.

BEST PRACTICE 6: Priority Redevelopment Sites

Best Practice 6 assesses how a community identifies, envisions, and markets their priority redevelopment sites. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the community's vision. Communities must think strategically about the redevelopment of properties and targeting investments in areas that can catalyze further development. For instance, identifying and marketing priority sites in obsolete, vacant and underutilized properties can assist a community in stimulating the real estate market. Additionally, engaging the public and understanding desired outcomes for priority sites create a predictable environment for development projects and reduce the risk of rejected development proposals.

Post certification, the Redevelopment Services Team will be available to assist communities in identifying, packaging, and marking sites that can help the community implement their vision.

EXPECTATIONS

The following pages provide more detail on each best practice, outlining criteria within each. The RRC team uses these expectations when working with communities to determine if the community's local processes align with the best practices. Communities are encouraged to carefully review the expectations when working on RRC-related items and reach out to their RRC planner with any questions.

Best Practice One: Plans and Public Engagement

1.1 Master Plan

Master plans establish a community vision through public engagement and identify how to implement that vision. The plan is an essential document that guides future development throughout the community, adding predictability and community support to the development process.

CRITERIA: The governing body has adopted a master plan in the past five years.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<ul style="list-style-type: none"> <input type="checkbox"/> The master plan reflects the community’s desired direction for the future. <input type="checkbox"/> The master plan identifies strategies for priority redevelopment areas. <input type="checkbox"/> The master plan addresses land use and infrastructure, including complete streets. <input type="checkbox"/> The master plan includes a zoning plan. <input type="checkbox"/> The master plan establishes goals, implementation actions, timelines and responsible parties. <input type="checkbox"/> The master plan is accessible online. 	<ul style="list-style-type: none"> <input type="checkbox"/> The master plan reflects the community’s desired direction for the future. <input type="checkbox"/> The master plan identifies strategies for priority redevelopment areas. <input type="checkbox"/> The master plan addresses land use and infrastructure, including complete streets. <input type="checkbox"/> The master plan includes a zoning plan. <input type="checkbox"/> The master plan establishes goals, implementation actions, timelines and responsible parties. <input type="checkbox"/> The master plan is accessible online. <input type="checkbox"/> Progress on master plan implementation is assessed annually.

1.2 Downtown or Corridor Plan

Downtowns and major corridors are economic engines for communities. Having a plan for these particular areas adds predictability for future development and can support local efforts to strengthen businesses and create a community gathering space.

CRITERIA: The governing body has adopted a downtown or corridor plan.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<ul style="list-style-type: none"> <input type="checkbox"/> The downtown or corridor plan identifies development area boundaries. <input type="checkbox"/> The downtown or corridor plan clearly identifies priority projects. <input type="checkbox"/> The downtown or corridor plan includes mixed-use and pedestrian-oriented development elements. <input type="checkbox"/> The plan is available online. 	<ul style="list-style-type: none"> <input type="checkbox"/> The downtown or corridor plan identifies development area boundaries. <input type="checkbox"/> The downtown or corridor plan clearly identifies priority projects. <input type="checkbox"/> The downtown or corridor plan includes mixed-use and pedestrian-oriented development elements. <input type="checkbox"/> The plan is available online.

NOTE: For essential level, this best practice only applies in instances where the community has an active DDA or CIA TIF.

1.3 Capital Improvements Plan

Turning plans into action often requires capital investments. These plans, established under Michigan law, help coordinate these investments, which could include infrastructure, facilities, parks, technology and more.

CRITERIA: The governing body has adopted a capital improvements plan.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<ul style="list-style-type: none"> <input type="checkbox"/> The capital improvements plan details a minimum of six years (beginning with the current year) of public structures and improvements and is updated annually. <input type="checkbox"/> The capital improvements plan coordinates projects to minimize construction costs. <input type="checkbox"/> The capital improvements plan coordinates with adopted community plans and the budget. <input type="checkbox"/> The capital improvements plan is accessible online. 	<ul style="list-style-type: none"> <input type="checkbox"/> The capital improvements plan details a minimum of six years (beginning with the current year) of public structures and improvements and is updated annually. <input type="checkbox"/> The capital improvements plan coordinates projects to minimize construction costs. <input type="checkbox"/> The capital improvements plan coordinates with adopted community plans and the budget. <input type="checkbox"/> The capital improvements plan is accessible online.

1.4 Public Participation Plan

Public participation plans help communities establish clear expectations for public engagement, ensuring all groups are represented in decision making processes.

CRITERIA: The community has a public participation plan for engaging a diverse set of community stakeholders.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<ul style="list-style-type: none"> <input type="checkbox"/> The plan identifies key stakeholders, including those not normally at the visioning table. <input type="checkbox"/> The plan describes public participation methods and the appropriate venue to use each method. <input type="checkbox"/> The plan includes the use of both traditional and proactive engagement methods. <input type="checkbox"/> The plan identifies how the community will report out results of engagement efforts. <input type="checkbox"/> The community reviews and updates the plan on a regular basis. 	<ul style="list-style-type: none"> <input type="checkbox"/> The plan identifies key stakeholders, including those not normally at the visioning table. <input type="checkbox"/> The plan describes public participation methods and the appropriate venue to use each method. <input type="checkbox"/> The plan includes the use of both traditional and proactive engagement methods. <input type="checkbox"/> The plan identifies how the community will report out results of engagement efforts. <input type="checkbox"/> The community reviews and updates the plan on a regular basis. <input type="checkbox"/> The community provides an update on engagement activity to the governing body at least annually.

Best Practice Two: Zoning

2.1 Alignment with Master Plan

Under Michigan law, zoning ordinances must be based on an adopted master plan. Ensuring such coordination reduces uncertainty and risk for development.

CRITERIA: The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The community has evaluated the master plan’s recommendations to determine if changes to the zoning map or ordinance are needed.	<input type="checkbox"/> The community has evaluated the master plan’s recommendations to determine if changes to the zoning map or ordinance are needed. <input type="checkbox"/> The community has made updates to the zoning ordinance to align with the goals and zoning recommendations from the master plan.

2.2 Accessibility and User-friendliness

Adding user-friendly components to the zoning ordinance can make it easier to understand, thus removing an initial barrier that disproportionately impacts local, small-scale, and first-time applicants.

CRITERIA: The zoning ordinance is accessible and user-friendly.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The ordinance and zoning map are accessible online.	<input type="checkbox"/> The ordinance and zoning map are accessible online. <input type="checkbox"/> The ordinance portrays clear definitions and requirements. <input type="checkbox"/> The ordinance includes graphics, tables or charts.

2.3 Concentrated Development

Allowing for areas of context-sensitive concentrated development provides myriad benefits including enabling pedestrian mobility, providing a sense of place, generating fiscal stability for communities, and leveraging existing infrastructure.

CRITERIA: The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The ordinance allows mixed-use buildings by-right in designated areas of concentrated development. The ordinance requires ONE or more of the following elements in areas of concentrated development: <ul style="list-style-type: none"> <input type="checkbox"/> Build-to lines <input type="checkbox"/> Open store fronts <input type="checkbox"/> Outdoor dining <input type="checkbox"/> Minimum ground floor transparency <input type="checkbox"/> Front-facing doorways <input type="checkbox"/> Parking located in the rear of the building 	<input type="checkbox"/> The ordinance allows mixed-use buildings by-right in designated areas of concentrated development. The ordinance requires TWO or more of the following elements in areas of concentrated development: <ul style="list-style-type: none"> <input type="checkbox"/> Build-to lines <input type="checkbox"/> Open store fronts <input type="checkbox"/> Outdoor dining <input type="checkbox"/> Minimum ground floor transparency <input type="checkbox"/> Front-facing doorways <input type="checkbox"/> Parking located in the rear of the building

2.4 Housing Diversity

Having an ordinance which clearly allows for diverse housing types creates unique neighborhoods, provides lifestyle options for residents of all ages and income levels, helps attract talent, and provides flexibility for meeting market demand.

CRITERIA: The zoning ordinance allows for a variety of housing options.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<p>The ordinance allows for TWO or more of the following housing types by-right:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessory dwelling units (ADU) <input type="checkbox"/> Townhouses/rowhouses <input type="checkbox"/> Triplexes <input type="checkbox"/> Quadplexes <input type="checkbox"/> 6-plexes <input type="checkbox"/> Stacked flats <input type="checkbox"/> Residential above commercial <input type="checkbox"/> Micro units <input type="checkbox"/> Cottage housing/bungalow courts <input type="checkbox"/> Tiny houses 	<p>The ordinance allows for THREE or more of the following housing types by-right:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessory dwelling units (ADU) <input type="checkbox"/> Townhouses/rowhouses <input type="checkbox"/> Triplexes <input type="checkbox"/> Quadplexes <input type="checkbox"/> 6-plexes <input type="checkbox"/> Stacked flats <input type="checkbox"/> Residential above commercial <input type="checkbox"/> Micro units <input type="checkbox"/> Cottage housing/bungalow courts <input type="checkbox"/> Tiny houses

2.5 Parking Flexibility

The cost and space consumed by parking can make or break a project financially. Providing flexible options for parking allows for creative and context-sensitive solutions in communities of all sizes and reduces the negative impacts excessive parking can have on a community’s sense of place.

CRITERIA: The zoning ordinance includes flexible parking requirements.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<p>The ordinance includes regulations for TWO or more of the following tools approved either administratively or by the planning commission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduction or elimination of required parking when on-street or public parking is available <input type="checkbox"/> Connections between parking lots <input type="checkbox"/> Shared parking agreements <input type="checkbox"/> Parking maximums <input type="checkbox"/> Elimination of parking minimums <input type="checkbox"/> Parking waivers <input type="checkbox"/> Electric vehicle charging stations <input type="checkbox"/> Bicycle parking <input type="checkbox"/> Payment in lieu of parking <input type="checkbox"/> Reduction of required parking for complementary mixed uses <input type="checkbox"/> Banked/deferred parking 	<p>The ordinance includes regulations for THREE or more of the following tools approved either administratively or by the planning commission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reduction or elimination of required parking when on-street or public parking is available <input type="checkbox"/> Connections between parking lots <input type="checkbox"/> Shared parking agreements <input type="checkbox"/> Parking maximums <input type="checkbox"/> Elimination of parking minimums <input type="checkbox"/> Parking waivers <input type="checkbox"/> Electric vehicle charging stations <input type="checkbox"/> Bicycle parking <input type="checkbox"/> Payment in lieu of parking <input type="checkbox"/> Reduction of required parking for complementary mixed uses <input type="checkbox"/> Banked/deferred parking

2.6 Green Infrastructure

Integrating green infrastructure can reduce infrastructure and maintenance costs, provide opportunities for recreation and physical activity, reduce exposure to harmful substances, advance placemaking goals, improve safety, promote community identity and a sense of well-being, and provide economic benefits.

CRITERIA: The zoning ordinance includes standards for green infrastructure.	
ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
N/A	<p>The ordinance includes regulations for THREE or more of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Low impact development techniques (rain gardens, bioswales, etc.) <input type="checkbox"/> Rain water collection (blue roofs, cisterns, water harvesting, stormwater vaults, etc.) <input type="checkbox"/> Green roofs <input type="checkbox"/> Permeable pavement <input type="checkbox"/> Steep-slope protections <input type="checkbox"/> Street-tree planting standards <input type="checkbox"/> Tree preservation or replacement standards <input type="checkbox"/> Parking lot internal landscaping standards <input type="checkbox"/> Open space preservation development (i.e., cluster housing) <input type="checkbox"/> Required native or low-maintenance plantings <input type="checkbox"/> Renewable energy <input type="checkbox"/> Buffering standards around water bodies or other natural resources <input type="checkbox"/> Off-site stormwater regulations allowing site developers to participate in district-scale stormwater management plans

Best Practice Three: Development Review

3.1 Defined Processes

Clearly defined development review processes provide predictability for investments big and small.

CRITERIA: The zoning ordinance includes clear steps for major development review processes.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> Processes for site plan review, special land use, rezoning, variances, and text amendments are clearly laid out in the zoning ordinance.	<input type="checkbox"/> Processes for site plan review, special land use, rezoning, variances, and text amendments are clearly laid out in the zoning ordinance.
<input type="checkbox"/> Development review standards are clearly defined.	<input type="checkbox"/> Development review standards are clearly defined.

3.2 Point of Contact

Having a clearly identified point of contact helps communities offer positive and personalized service which builds a foundation for a predictable development review experience.

CRITERIA: The community has clearly identified a point of contact for development review activities.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The community has an identified development review point of contact, which is clearly indicated on the website.	<input type="checkbox"/> The community has an identified development review point of contact, which is clearly indicated on the website.

3.3 Conceptual Review

Conceptual review meetings offer a chance for early, informal review of proposed projects. This helps avoid costly mistakes or delays later in the process.

CRITERIA: The community defines and offers conceptual review meetings for applicants.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The community advertises online that conceptual site plan review meetings are available.	<input type="checkbox"/> The community advertises online that conceptual site plan review meetings are available.
	<input type="checkbox"/> The community has clearly defined expectations posted online and a checklist to be reviewed at conceptual meetings.

Best Practice Three: Development Review *continued*

3.4 Internal Review Process

Clearly documenting the internal review process provides predictability and consistency in the development review process. It also ensures that processes can continue in the event of staff turnover.

CRITERIA: The community has a clearly documented internal staff review policy.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
The internal review process addresses the following: <ul style="list-style-type: none"> <input type="checkbox"/> Key steps of the application from submittal to issuing of the permit <input type="checkbox"/> Timelines <input type="checkbox"/> Identifies who reviews applications <input type="checkbox"/> Identifies approval standards 	The internal review process addresses the following: <ul style="list-style-type: none"> <input type="checkbox"/> Key steps of the application from submittal to issuing of the permit <input type="checkbox"/> Timelines <input type="checkbox"/> Identifies who reviews applications <input type="checkbox"/> Identifies approval standards <input type="checkbox"/> The community has established a joint review team.

3.5 Approval Authority

Approving permitted uses at the planning commission or staff level allows faster approval and respects the administrative nature of development review.

CRITERIA: The community streamlines the approval process by using administrative and planning commission approval authority.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> Site plans for permitted uses are approved administratively or by the planning commission.	<input type="checkbox"/> Site plans for permitted uses are approved administratively or by the planning commission. <input type="checkbox"/> Permitted uses do not require a formal public hearing (but allow for public comment and other engagement as deemed necessary).

3.6 Fee Schedule

Having a fee schedule allows an applicant to clearly understand their likely costs upfront, reducing surprises further in the process.

CRITERIA: The community maintains a fee schedule.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The fee schedule is available online in an easy-to-find location.	<input type="checkbox"/> The fee schedule is available online in an easy-to-find location. <input type="checkbox"/> The fee schedule is reviewed annually and updated as needed.

Best Practice Three: Development Review *continued*

3.7 Payment Methods

Clearly identifying methods of payment reduces uncertainty. Communities that accept credit cards offer a highly sought after, modern option that adds flexibility.

CRITERIA: The community offers clear methods of payment.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The community clearly indicates on its website accepted method(s) of payment for development fees.	<input type="checkbox"/> The community clearly indicates on its website accepted method(s) of payment for development fees. <input type="checkbox"/> The community accepts credit card payment for development fees.

3.8 Access to Information

Having key information and forms available online (or organized into a guide) reduces the number of questions the point of contact will need to address and increases the likelihood of a successful development review experience from the beginning.

CRITERIA: The community makes development review information and forms readily available online.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
The community's website includes the following essential items: <ul style="list-style-type: none"> <input type="checkbox"/> Zoning ordinance <input type="checkbox"/> Meeting information <input type="checkbox"/> Application(s) for site plan <input type="checkbox"/> Special land use, rezoning, variance <input type="checkbox"/> Zoning text amendment and zoning permits <input type="checkbox"/> Fee schedule <input type="checkbox"/> Conceptual meeting availability 	The community has compiled a "Guide to Development," which includes the following: <ul style="list-style-type: none"> <input type="checkbox"/> Relevant contact information <input type="checkbox"/> Relevant meeting schedules; flowcharts of development review processes <input type="checkbox"/> Conceptual meeting procedures <input type="checkbox"/> Relevant ordinances to review prior to application submission <input type="checkbox"/> Applications for all major development review processes (at least site plans, special land-uses, variances, and rezoning) <input type="checkbox"/> Explanation of approval authority for development review processes <input type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design standards and other local guidelines <input type="checkbox"/> Information on building processes and contacts <input type="checkbox"/> The "Guide to Development" is available online.

Best Practice Three: Development Review *continued*

3.9 Project Tracking

Having a consistent tracking system keeps staff and applicants informed of a project's development review status. It also ensures continuity in the event of staff turnover or absences.

CRITERIA: The community has a method to track development projects.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
N/A	<input type="checkbox"/> The community uses a tracking mechanism for projects during the development process, from application to permit.

3.10 Continued Improvement

Collecting feedback and taking time to assess the strengths and challenges of the development review process helps a community keep its processes up to date through continuous improvement.

CRITERIA: The community solicits feedback and regularly reviews the development review experience.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
N/A	<input type="checkbox"/> The community obtains customer feedback on the development review experience and integrates changes where applicable. <input type="checkbox"/> The community assesses its development review process at least annually to identify potential changes.

Best Practice Four: Boards and Commissions

4.1 Recruitment Process

Having clear and accessible recruitment and appointment procedures reduces barriers to attracting candidates for boards and commissions.

CRITERIA: The community has a clear recruitment and appointment process.	
ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> Board and commission applications are available online.	<input type="checkbox"/> Board and commission applications are available online. <input type="checkbox"/> The community has clearly documented the process for board and commission appointments online.

4.2 Expectations and Interests

Providing clear expectations on what being a board member entails (and helpful background to have) helps candidates understand which board may best fit their experience and capacity.

CRITERIA: The community sets expectations for board and commission positions.	
ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The community outlines expectations for board and commission positions.	<input type="checkbox"/> The community outlines expectations for board and commission positions. <input type="checkbox"/> The community identifies associated interests and background for board and commission positions.

4.3 Orientation

Ensuring recently elected or appointed officials have the information they need to perform their new duties makes the development review process more predictable.

CRITERIA: The community provides orientation material to all appointed and elected members of development-related boards and commissions.	
ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	<input type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.

4.4 Bylaws

Bylaws are required under law for certain boards and commissions. They also provide predictability for board proceeds and therefore the development review experience.

CRITERIA: The community has bylaws for boards and commissions.	
ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The community has adopted bylaws for development related boards and commissions. <input type="checkbox"/> The bylaws are available online.	<input type="checkbox"/> The community has adopted bylaws for development related boards and commissions. <input type="checkbox"/> The bylaws are available online.

4.5 Planning Commission Annual Report

All planning commissions in Michigan must issue an annual report as outlined in the MPEA. This is also a great opportunity to assess past activity and communicate with other boards.

CRITERIA: The community issues a planning commission annual report.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The planning commission prepares an annual report for the governing body.	<input type="checkbox"/> The planning commission prepares an annual report for the governing body.

4.6 Training Strategy

Developing a training strategy identifies opportunities and encourages on-going training aligned with the community's goals, needs, and capacity.

CRITERIA: The community has a documented training strategy.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
<input type="checkbox"/> The strategy identifies training goals and expectations. <input type="checkbox"/> The strategy identifies funding sources. <input type="checkbox"/> The strategy identifies how training participants share outcomes with other officials and staff. <input type="checkbox"/> The strategy identifies how the community consistently encourages training. <input type="checkbox"/> The strategy is reviewed every two years.	<input type="checkbox"/> The strategy identifies training goals and expectations. <input type="checkbox"/> The strategy identifies funding sources. <input type="checkbox"/> The strategy identifies how training participants share outcomes with other officials and staff. <input type="checkbox"/> The strategy identifies how the community consistently encourages training. <input type="checkbox"/> The strategy is updated annually.

4.7 Joint Meetings

Joint meetings offer opportunity for direct collaboration between officials to ensure the community's board are rowing in the same direction.

CRITERIA: The community holds joint meetings with boards and commissions.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
N/A	<input type="checkbox"/> The community holds collaborative work sessions, meetings, trainings or other joint events at least annually.

Best Practice Five: Economic Development and Marketing

5.1 Economic Development Strategy

More than ever, communities and their partners must understand how to leverage their strengths and address their challenges in a competitive market for talent and investment. A local economic development strategy guides those efforts.

CRITERIA: The community has approved an economic development strategy.	
ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
N/A	<ul style="list-style-type: none"> <input type="checkbox"/> The economic development strategy identifies the economic opportunities and challenges of the community. <input type="checkbox"/> The strategy addresses activities related to key economic development initiatives including business and talent attraction/retention, education and infrastructure. <input type="checkbox"/> The economic development strategy defines specific goals, actions, timelines and responsible parties for implementation. <input type="checkbox"/> The economic development strategy coordinates with a regional economic development strategy. <input type="checkbox"/> The economic development strategy is accessible online. <input type="checkbox"/> Progress on the economic development strategy is reported annually to the governing body.

5.2 Incentives Policies

Having clear economic development incentive policies creates predictability and assists communities in making the most efficient use of limited local resources when supporting proposed development projects.

CRITERIA: The community has adopted policies to guide economic development incentives.	
ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
N/A	<ul style="list-style-type: none"> <input type="checkbox"/> The community has adopted and/or reviewed formal policies for key economic development incentives within the past five years. <input type="checkbox"/> The policies and corresponding application materials are available online.

5.3 Marketing Plan

Every community has a unique story to tell. A marketing plan coordinates how that story is told to help attract new residents, visitors, businesses, and development.

CRITERIA: The community has a documented marketing plan.

ESSENTIALS EXPECTATIONS	CERTIFIED EXPECTATIONS
N/A	<ul style="list-style-type: none"> <input type="checkbox"/> The marketing plan conducts an inventory of existing assets, including visual, online, and physical resources. <input type="checkbox"/> The marketing plan defines specific goals, strategies and tactics to attract businesses and investment including audiences, messaging, and primary delivery methods. <input type="checkbox"/> The marketing plan identifies approaches to market priority development sites. <input type="checkbox"/> The marketing plan aligns marketing efforts with local, regional and state partners. <input type="checkbox"/> The marketing plan identifies core branding elements that provide a consistent community image including: tagline; simple logo(s); primary color palette; primary typefaces; and a collection of community photos.

POST CERTIFICATION APPENDIX

Best Practice Six: Redevelopment Ready Sites®

Best Practice 6 is intended to be a post-certification best practice. As such, communities are strongly encouraged to complete Best Practices 1–5 before attempting to complete this best practice. Communities who complete the other best practices are far more prepared to realize positive outcomes from this best practice and will receive direct support from the Redevelopment Service Team to implement this best practice for the community’s priority sites. All RRC Certified communities are expected to

implement this best practice following certification.

The expectations are provided in this handbook in the interest of transparency, so communities know what to expect post-certification. This information also serves to support communities who may not be pursuing certification but would still like guidance on priority site redevelopment best practices. Communities on the path to Essentials level do not need to complete this best practice.

6.1 Prioritize Sites

CRITERIA: The community identifies and prioritizes redevelopment sites.

CERTIFIED EXPECTATIONS

- The community maintains an updated list of at least three priority sites.

6.2 Basic Information

CRITERIA: The community gathers basic information for at least three priority sites.

CERTIFIED EXPECTATIONS

Required information to include:

- | | |
|--|--|
| <input type="checkbox"/> Photo of the site and/or rendering | <input type="checkbox"/> Building size |
| <input type="checkbox"/> Desired development outcomes for the site | <input type="checkbox"/> State equalized value |
| <input type="checkbox"/> Owner contact information | <input type="checkbox"/> Utility contact information |
| <input type="checkbox"/> Community contact information | <input type="checkbox"/> Zoning |
| <input type="checkbox"/> Utilities on site: water, sewer, electricity, natural gas | <input type="checkbox"/> Lot size |
| <input type="checkbox"/> Wired broadband infrastructure: DSL, cable, fiber | |

6.3 Vision

CRITERIA: The community has developed a vision for at least three priority sites.

CERTIFIED EXPECTATIONS

- The vision includes desired development outcomes.
- Community champions for redevelopment of the site are identified.
- High controversy redevelopment sites may require additional public engagement as identified in the public participation plan.
- The master plan and zoning ordinance have been reviewed for any updates needed to support the site vision.

POST CERTIFICATION APPENDIX

Best Practice Six: Redevelopment Ready Sites® *continued*

6.4 Potential Resources

CRITERIA: The community identifies potential resources and incentives for at least three priority sites.

CERTIFIED EXPECTATIONS

The community identifies negotiable development tools, financial incentives, and/or in-kind support, based on the project meeting the community's vision and desired development outcomes. Examples include:

- | | |
|---|---|
| <input type="checkbox"/> Density bonuses | <input type="checkbox"/> Expedited approval process |
| <input type="checkbox"/> Local grants and loans | <input type="checkbox"/> Waived fees |
| <input type="checkbox"/> Abatements | <input type="checkbox"/> State incentives |

6.5 Property Information Package

CRITERIA: The community assembles a property information package for at least one priority site.

CERTIFIED EXPECTATIONS

The property information package includes all basic information, site vision, financial incentives and the following (as applicable):

- | | |
|---|--|
| <input type="checkbox"/> Deed restrictions | <input type="checkbox"/> Property tax assessment information |
| <input type="checkbox"/> Property survey | <input type="checkbox"/> Previous uses |
| <input type="checkbox"/> Known environmental and/or contamination conditions | <input type="checkbox"/> Existing conditions report |
| <input type="checkbox"/> Soil conditions | <input type="checkbox"/> Demographic data |
| <input type="checkbox"/> Planned infrastructure improvements (as identified in the CIP) | <input type="checkbox"/> Surrounding amenities |
| <input type="checkbox"/> GIS information including site location and street maps | <input type="checkbox"/> Natural features map |
| <input type="checkbox"/> Traffic studies | <input type="checkbox"/> Target market analysis |
| <input type="checkbox"/> Market feasibility studies | <input type="checkbox"/> Special zone/district status |

6.6 Marketing

CRITERIA: Prioritized redevelopment sites are actively marketed.

CERTIFIED EXPECTATIONS

- The sites and property information package(s) are marketing in accordance with the community's marketing strategy.

RRC Best Practices references, glossary, and notes

BEST PRACTICE 1: Plans and engagement

Related Laws

[Michigan Planning Enabling Act \(PA 33 of 2008\)](#)

[Tax Increment Financing Act \(PA 57 of 2018\)](#)

[Michigan Open Meetings Act \(PA 267 of 1976\)](#)

[Open Meetings Act Handbook](#)

RRC Guides

[Master Plan Update Guide](#)

[Capital Improvements Guide](#)

[Public Participation Plan Guide](#)

See other related resources in the [RRC Library](#)

Definitions

1.1–Annual Progress Reporting: Annual progress reporting is the act of a community reviewing the plan’s goals and actions at least annually and determining where they stand on achieving those goals and actions. It can be done in many ways including a report, joint meeting, presentation, memo, etc.

1.2–Downtown: A community’s principal downtown is one with a grouping of 20 or more contiguous commercial parcels or property that include multi-story buildings of historical or architectural significance. The area must have been zoned, planned, built, or used for commercial purposes for more than 50 years. The area must primarily consist of zero-lot-line development, have pedestrian-friendly infrastructure and an appropriate mix of businesses and services.

1.2–Corridor: A high impact corridor or gateway offers unique connectivity and connections to downtowns, new economic opportunities, safe and sustainable transportation, and improvement in a community’s quality of life. A corridor includes one or more routes that connect to economic activity, and often forms boundaries between neighborhoods and communities. Communities without a traditional downtown and communities with a significant corridor in their boundaries will be evaluated with these criteria.

1.4–Traditional Engagement Methods: In general, these methods are one-way communication tools. Common, and often legally required methods include public meetings, public comment periods and hearings, newspaper postings, website postings, attachments to bills, announcements at meetings and fliers at the community office.

1.4–Proactive Engagement Methods: Proactive engagement methods are initiated by the community/consultant and typically foster two-way communication between the community and stakeholders. Examples include (but are not limited to): social media, community workshops, one-on-one interviews, focus groups, crowdsourcing, canvassing, and individual mailings (not counting those which are legally required).

BEST PRACTICE 2: Zoning

Related Laws

[Michigan Zoning Enabling Act \(PA 110 of 2006\)](#)

RRC Guides

[Guide to Zoning Reform: Downtowns and Adjacent Neighborhoods](#)

[Guide to Zoning Reform: Commercial Corridors and Shopping Centers](#)

See other related resources in the [RRC Library](#)

Definitions

2.3–Build-to Lines: A local zoning provision which requires a development to be built up to a certain distance from the property line (or no further away than). This adds to the pedestrian experience.

2.3–Minimum Ground Floor Transparency: Local zoning requirements setting a minimum percentage of the first floor which must have some type of transparent material. This allows for activity in the building to be seen from the outside, adding to the pedestrian experience.

2.3–Mixed-use Buildings: This is specifically referring to buildings that include residential space as well as non-residential space. Sometimes referred to as vertical mixed-use development.

2.3–Open Store Fronts: A type of development which allows outdoor exposure of the front of a business. Commonly seen using garage doors which can easily be opened and closed. This adds to the pedestrian experience. Note: this is different than an open-air business which never has full enclosure.

2.4–Accessory Dwelling Units: Separate living space within a house (attached accessory dwelling unit) or on the same property as an existing house (detached accessory dwelling unit).

2.4–Cottage Housing: Generally defined as a grouping of small, single family dwelling units clustered around a common area and developed with a coherent plan for the entire site.

2.4–Micro Units: Apartment-style units which are 400 square feet in size or less.

2.4–Stacked Flats: Multi-family building with one unit at ground level and one above. Occupants for the second-floor units climb stairs to get to their homes, but once there, no additional stairs.

2.4–Tiny Houses: A detached housing unit under 400 square feet. Local regulations may place additional standards such as connection to utilities or anchoring to the ground.

2.4–Townhouses/Rowhouses: A building containing three or more attached dwelling units. Typically, these dwelling units directly face the street, share common walls and occupants will own or rent all the space from the ground to roof. These units are not typically stacked.

2.5–Banked/Deferred Parking: A local zoning tool which allows communities to conditionally waive the required parking but still reserve space on the site for future parking if later determined to be needed.

2.5–Payment in Lieu of Parking: A local tool which allows new development to pay into a local fund designated to address parking needs.

2.6–Blue Roofs: A roof design explicitly intended to store water, typically rainfall.

2.6–Pervious Pavement: Pervious pavement creates a very porous medium that allows water to drain to the underlying soils.

2.6–Open Space Preservation Development: Allows for the developer to smaller residential lots on a portion of a development site and the remaining area is preserved as natural or recreational open space. This results in less disturbed space and a design that is more efficient for the provision of infrastructure. Sometimes referred to a cluster housing.

2.6–Renewable Energy: Examples include wind, solar, passive solar and solar gardens.

BEST PRACTICE 3: Development Review

Related Laws

[Michigan Zoning Enabling Act \(PA 110 of 2006\)](#)

RRC Guides

[Guide to making a “Guide to Development”](#)

See other related resources in the [RRC Library](#)

Definitions

3.1–Development Review: For the purposes of RRC Best Practices, development review means any defined development approval processes at the local level. This commonly includes site plan review, special land use, variances, rezoning, and text amendments. Depending on local laws, it may also include conditional land uses, conditional rezoning, cluster housing, planned unit developments (PUDs), etc.

3.1–Site Plan Review: Most common type of development request. Site plans are required for most uses (exceptions vary by community). Site plans allow local staff and officials to assess a proposed development to determine its alignment with the zoning ordinance.

3.1–Rezoning Request: Request to change the zoning district on the official zoning map for a parcel(s) of land. A legislative action which requires approval by the governing body.

3.1–Variance Request: A request to allow for uses that may not meet the full intent of the zoning designation. Approved by the Zoning Board of Appeals.

3.1 –Special Land Use: A use that requires more review criterion under a zoning designation. Some older zoning ordinances may refer to these as conditional uses.

3.3–Conceptual Site Plan Review: A meeting designed to provide an applicant with the opportunity to identify significant issues that could affect the basic design and feasibility of the project. Early discussions with the community will help the applicant make informed decisions about their application and avoid unnecessary processing delays. Conceptual meetings

can assist with understanding the application process, confirming what, if any, permits or licenses are needed, guiding an application to resources, determining application requirements, and identification of potential issues surrounding the project.

3.4–Internal Review Process: This refers to the “behind-the-scenes” process which happens between submitting the development review application and a final decision by the community.

3.5–Administrative Approval: A local process where the Zoning Administrator may directly approve development review applications. Commonly seen for single and two-family homes, expansions, and other small development requests.

3.5–Public Hearing: A formal public event specific to a particular project which requires formal notification and other components as required under state and local laws. A public hearing is different than the public comment period commonly found at the beginning all public meetings.

3.8–Financial Assistance Tools: Economic development programs, grants, loans, bonds, etc.

3.8–Special Meetings: Special meetings allow an applicant to request a meeting sooner than the regularly scheduled meeting for a public body. Communities often charge a fee to cover public noticing and other costs. Communities are not required to offer special meetings.

3.9–Tracking System: A record keeping process which records key steps of the development review process and allows the community to quickly determine the status of an application and next steps. Complexity varies by community based on needs and capacity.

Other Notes

3.9–Tracking Applicability: This best practice criteria applies for all steps of the development review process where the community has direct control over the application.

BEST PRACTICE 4: Boards and Commissions

Related Laws

[Michigan Planning Enabling Act \(PA 33 of 2008\)](#)

RRC Guides

[Training Strategies & Resources Guide](#)

See other related resources in the [RRC Library](#)

Definitions

4.2–Expectations: A clear indication of how much time and effort a position will require. This is independent of background. Common topics include meeting times, time to prepare for meetings, new or ongoing training standards, and major responsibilities of the board.

4.2–Skill-sets: Background and experience with is desirable for board members to help them “hit the ground running.” This can also help communities build boards with diverse backgrounds and assist with selecting a candidate in the event there are more applicants than positions.

4.3–Orientation: Action taken by community staff or officials to help new officials on boards and commissions understand their role; ideally this occurs prior to their first meeting.

4.4–Bylaws: A set of rules adopted by an organization chiefly for the government of its members and the regulation of its affairs. Michigan law requires bylaws for certain local boards and commissions.

4.6–Joint Meeting: A meeting, event, workshop, training, or other gathering where two or more boards gather to discuss or participate in activities of mutual interest.

Other Notes

Applicability—Unless otherwise specified, each Best Practice 4 criteria applies to all community boards and commissions directly responsible for planning, zoning, development review and economic development. This commonly includes the governing body, planning commission, downtown development authority (DDA), and Zoning Board of Appeals (ZBA) in most communities. It may also include the historic district commission (HDC), local brownfield development authority, local development commission (LDC) and more depending on local circumstances.

BEST PRACTICE 5: Economic Development and Marketing

RRC Guides

[Economic Development Strategy Guide](#)

[Marketing Guide](#)

See other related resources in the [RRC Library](#)

Other Resources

[Mich. Department of Treasury Property Tax Exemptions](#)

[MEDC Community Development](#)

Definitions

5.1–Regional Economic Development Strategies:

Each of Michigan’s 10 prosperity regions has developed a regional economic development plan. Additionally, regional planning agencies are commonly responsible for the creation of regional comprehensive economic development strategies (CEDS) which are updated

regularly and often used to secure funding from federal sources. Communities may fall under multiple strategies depending on their location.

5.2–Key Economic Development Incentives:

Designation of “key” incentives will vary by community but should include any that the community has already established such as commercial rehabilitation districts, abatements, local brownfield awards, PILOTs, local grants, etc.

Other Notes

5.3–Marketing Core Branding Elements: The marketing plan does not need to include a formal brand, but instead simply elements that could lead to such a brand later if the community chooses to do so.

BEST PRACTICE 6: Redevelopment Ready Sites®

RRC Guides

[Developer Request for Qualifications \(RFQ\) guide](#)

[Redevelopment Ready Sites Guide](#)

See examples of property packages in the [RRC Library](#)

Other Resources

[MEDC Redevelopment Services Team](#)

Definitions

6.1–Priority Site: A site which has been determined to be of special interest for development in the community. Often identified in local plans such as the master plan, downtown/corridor plan or economic development strategy.

6.3–Champion: A champion supports efforts to develop the site at public meetings and helps keep the process moving. Champions are especially important when the community is considering a potentially controversial site.

6.3–High Controversy (re)Development Site:

A site which is likely to foster significant public interest in its (re)development. This commonly applies to publicly owned sites but may also apply to private sites in high-impact or high-visibility areas, especially near residential zones.

6.4–Density Bonuses: Zoning tools which allow a development to exceed standard density limitations in exchange for meeting other community priorities such as open space, affordable housing, green infrastructure, etc.

6.4–Waived Fees: A community may waive or reduce local fees associated with development such as site plan review, inspections, utility connections, etc.

6.5–Special Zone/District: A formally established local district that could impact development requirements or incentive eligibility. Examples include opportunity zones, commercial rehabilitation districts, downtown development authority districts, brownfields, historic districts, etc.

Conclusion

Redevelopment Ready Communities® assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. Through the creative reuse of space, embracing economic innovation, and proactively planning for the future, Redevelopment Ready Communities® are more attractive for investments that create places where talent wants to live, work and play. Communities not formally engaged in RRC, but wanting to learn more about these best practices and RRC in general are encouraged to complete the free online training.

To be vibrant and competitive in today's economy, Michigan communities must create the types of places

where talent and businesses want to locate, invest, and expand. Communities who have successfully achieved Essentials or Certified level in RRC send a signal to business owners, developers, and investors that the community has removed barriers to development by building fair, consistent and deliberate processes. Communities will always face challenges, but by identifying assets and opportunities, planning for new development, and focusing limited local resources, communities will have the tools to ensure they remain competitive for business and talent attraction for years to come.

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2021-27

APPROVING THE NAMING OF VILLAGE TREASURER KATHY FORMAN TO VARIOUS VILLAGE ACCOUNTS

WHEREAS, the Village of Lake Odessa hired Kathy Forman as the Village Treasurer on March 1, 2021; and

WHEREAS, Village staff has found many accounts – from bank account, employee retirement accounts, and employee health insurance accounts – that are held by the Village, with each requiring the consent and approval of the Village Council, through resolution, to name the Village Treasurer as the administrator of these accounts; and

WHEREAS, as the Village Council holds only one meeting per month, so granting the duly appointed Treasurer access to maintain these accounts has proven problematic, as this limited meeting schedule has caused issue with the proper accounting of Village finances and does not allow for the necessary and accurate reconciliation of accounts in a timely manner; and

WHEREAS, this resolution, per action of the Village Council, approves, authorizes, and directs the Village Treasurer, Kathy Forman, to be named as a representative to any current bank, bond, retirement, or health insurance accounts/ programs that the Village holds or is a party to.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves naming of Village Treasurer Kathy Forman as a Village representative to any current bank, bond, retirement, or health insurance accounts/ programs that the Village holds or is a party to.
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: May 17, 2021

Patrick Reagan, Village Manager/ Clerk

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2021-28

APPROVING, AUTHORIZING, AND DIRECTING THE VILLAGE PRESIDENT TO SIGN A FIREWORKS PERMIT FOR THE LAKE ODESSA FAIR FOR JUNE 26, 2021

WHEREAS, the Lake Odessa fair Board has requested that the Village of Lake Odessa approve a permit for Great lakes Fireworks, LLC, to produce a firework display at the Lake Odessa Fairgrounds on Saturday, June 26, 2021 at approximately 10:00 pm, with a rain date of June 27, 2021; and

WHEREAS, the Village Manager recommends that the Village Council approve the proposed display subject to the Fair Board and the pyrotechnics company providing a completed permit application and proof of liability insurance – naming the Village of Lake Odessa as an additional insured party – and the Great Lakes Fireworks, LLC locate the mortar firing area to comply with the requirements of the National Fire Protection Association Code for Fireworks Displays (e.g. the minimum separation distance between the mortar firing and spectators shall be seventy (70) feet for each inch of internal mortar diameter; the secure diameter of the firing site shall be twice that distance; and fire department personnel be present at the display site perimeter when the fireworks are set off) and Michigan Public Act 358 of 1968, as amended; and

WHEREAS, the Lake Odessa Fair Board has provided a completed fireworks application as well as a copy of the liability insurance for this event, naming the Village of Lake Odessa as an additional insured. A copy of these documents can be found attached; and

WHEREAS, the Village Manager has advised the Fair Board – with regard to the COVID-19 pandemic – to consult the Ionia County Health Department, in order to successfully follow any/ all mandates and/ or rules from the Health Department and the Michigan Department of Health and Human Services (MDHHS) prior to this event; and

WHEREAS, the Fair Board has developed a COVID-19 plan for use during this event – one that will be strictly followed by Fair Board representatives.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Lake Odessa Village Council approves, authorizes, and directs the Village President to sign a the attached fireworks permit for the Lake Odessa Fair for a display on Saturday, June 26, 2021 at approximately 10:00 pm, at the Lake Odessa Fairgrounds, with a rain date of June 27, 2021.
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: May 17, 2021

Patrick Reagan, Village Manager/ Clerk

2021 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- Agricultural or Wildlife Fireworks
 Articles Pyrotechnic
 Display Fireworks
 Public Display
 Private Display
 Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Lake Odessa Fair Civic and Agricultural Association		ADDRESS OF APPLICANT 13252 Ainsworth Road Lake Odessa, MI 48849	AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER		ADDRESS OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Great Lakes Fireworks, LLC		ADDRESS OF PYROTECHNIC OPERATOR 3275 W. M-76, PO Box 276 West Branch, MI 48661	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NO. YEARS EXPERIENCE 20+	NO. DISPLAYS 200+	WHERE Throughout Michigan	
NAME OF ASSISTANT TBD		ADDRESS OF ASSISTANT 24805 Marine Ave, Eastpointe, MI 48021	AGE OF ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT TBD		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
EXACT LOCATION OF PROPOSED DISPLAY Lake Odessa Fairgrounds			
DATE OF PROPOSED DISPLAY June 26, 2021 (Rain: 6/27/21)		TIME OF PROPOSED DISPLAY Approx. 10:00 pm	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT Stored at federally licensed facility until date of display.			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$5,000,000		NAME OF BONDING CORPORATION OR INSURANCE COMPANY McGowan Allied Specialty	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 140 Fountain Parkway, North Suite 570 St. Petersburg, FL 33176			
NUMBER OF FIREWORKS		KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)	
Approx. 320		3" shells	
Approx. 75		4" shells	
Approx. 50		5" shells	
SIGNATURE OF APPLICANT		DATE	

2021 Permit for Fireworks Other Than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc. under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	---

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of an at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
NAME OF PERSON PERMIT ISSUED TO Lake Odessa Fair Civic and Agricultural Association	AGE (18 YEARS OR OLDER) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS OF PERSON PERMIT ISSUED TO 13252 Ainsworth Road, Lake Odessa, MI 48849	
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION	
ADDRESS	
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) Approx. 320 3" shells Approx. 75 4" shells Approx. 50 5" shells	
EXACT LOCATION OF DISPLAY OR USE Lake Odessa Fairgrounds	
CITY, VILLAGE, TOWNSHIP Lake Odessa	DATE June 26, 2021 (Rain date: 6/27/21)
BOND OF INSURANCE FILED Yes	TIME Approx. 10:00 pm
AMOUNT \$5,000,000	

Issued by action of the Legislative Body of a <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____, 2021. <div style="text-align: center; border-top: 1px solid black; margin-top: 20px;"> (Signature and Title of Legislative Body Representative) </div>

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGowan Allied Specialty 140 Fountain Parkway, North Suite 570 St Petersburg FL 33176	CONTACT NAME: Mary Jo Picone PHONE (A/C, No, Ext): 727-547-3034 E-MAIL ADDRESS: mpicone@mcgowanallied.com	FAX (A/C, No): 727-367-2918
	INSURER(S) AFFORDING COVERAGE	
License#: 973 GREALAK-13	INSURER A: T.H.E. Insurance Company	12866
INSURED Great Lakes Fireworks, LLC 24805 Marine Eastpointe MI 48021	INSURER B: Accident Fund Insurance Company of America	10166
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1490583967

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CPP0100711-11	1/15/2021	1/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CPP0100711-11	1/15/2021	1/15/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ELP0010168-11 VL	1/15/2021	1/15/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ARP1200148040-02 MI	1/15/2021	1/15/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess liability GL			ELP0011852-06 GL	1/15/2021	1/15/2022	Ea Occur/Agg Limit 4,000,000
A	Inland Marine / Hull			CPP0100711-11	1/15/2021	1/15/2022	Hull Limit/Show Limit 250,000/500,000
A				CPP010071111	1/15/2021	1/15/2022	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)


Display Date: June 26, 2021 Rain Date: June 27, 2021 Location: Lake Odessa Fairgrounds, 1640 4th Ave., Lake Odessa, MI

RE: General Liability, the following are named as additional insured in respects to the negligence of the named insured:

Village of Lake Odessa including all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities; Lake Odessa Civic & Agricultural association an all its official, members, employees, volunteers, boards, commissions, and/or other authorities: Liberty Group, Inc.; Liberty Insurance.

Cert#: 41047

CERTIFICATE HOLDER**CANCELLATION**

Lake Odessa Civic & Agricultural Association 11769 Bell Road Clarksville MI 48849	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2021-29

APPROVING THE SUBMITTAL OF A SPECIAL EVENT LIQUOR LICENSE TO THE MICHIGAN DEPARTMENT OF REGULATORY AFFAIRS (LARA) FOR THE AUGUST 7, 2021 “ART IN THE PARK” EVENT

WHEREAS, the Village of Lake Odessa has held an “Art in the Park” event for forty-five years; and

WHEREAS, the Lake Odessa Area Arts Commission (LOAAC), a component unit of the Village of Lake Odessa is tasked with running this event; and

WHEREAS, the LOAAC would like to host a wine tasting event during this year’s event, to be held from 12:00 pm to 4:00 pm on August 7, 2021 at the Village Park; and

WHEREAS, in order to hold this activity, the Village of Lake Odessa needs to seek and obtain the approval of the Village Council; and

WHEREAS, a copy of the application is attached to this resolution.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Lake Odessa Village Council approves the submittal of a special event liquor license application for a wine tasting event at the August 7, 2021, “Art in the Park” event at Village Park, from 12:00 pm to 4:00 pm.
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: May 17, 2021

Patrick Reagan, Village Manager/ Clerk



Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Village of Lake Odessa		
Applicant address: 839 Fourth Avenue		
City: Lake Odessa		Zip Code: 48849
Contact name: Patrick Reagan	Phone: 616-374-8698	Email: manager@lakeodessa.org
Alternate contact name: Karen Banks	Phone: 616-374-7110	Email: president@lakeodessa.org
1. Has the applicant organization previously received a Special License? <input type="radio"/> Yes <input checked="" type="radio"/> No If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		<i>Leave Blank - MLCC Use Only</i>
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No Date the applicant organization was established (month/day/year): <u>2/20/1989</u>		
3. Is the applicant organization a municipality? <input checked="" type="radio"/> Yes <input type="radio"/> No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: Lake Odessa Village Park	
City, township, or village where event will be held: Lake Odessa	County: Ionia ▼
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i>	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5)	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Is the event location outdoors or partially outdoors?	
<input type="radio"/> Yes <input type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form.	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">40.00</div> feet X <div style="border: 1px solid black; padding: 2px; display: inline-block;">40.00</div> feet = <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">1,600</div> square feet	
Width	Length
Describe type and height of the barrier that will be used to enclose the outdoor area: 4' high snow fencing around the perimeter of the service area.	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Identification will be required to enter service area. We will have personell stationed at the entrance gate to service area checking all ID's and applying wrist bands to those 21 years or older with valid ID. We will also have a TAM trained individual onsite during the event.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? Yes No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? Yes No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? Yes No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption **AND** for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marijuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? Yes No

11. Is the event location in a Social District? Yes No
If Yes, you must obtain written confirmation from the local governmental unit that the Social District Permit holders will not sell or serve alcohol for consumption in the Social District during the time period of the event(s) pursuant to [MCL 436.1551\(3\)](#). Submit the written confirmation with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	8/7/21		Describe event being held: Wine tasting event	
	Date			
	12:00 pm	4:00pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input checked="" type="radio"/> No	

2			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

3			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

4			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

5			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

6			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12. Special license date information Continued from Page 2.

7	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

8	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

9	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

10	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

11	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4


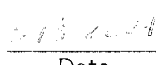
For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

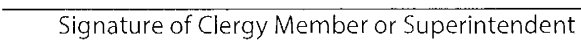

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: Village of Lake Odessa Police Department	
Name & title of reviewing officer: Kendra backing, Chief of Police	
Phone number of officer: 616-374-0722	Email of officer: kbacking@lakeodessa.org
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	 Signature of Reviewing Officer
	 Date

Part 6 - Church/School Consent (If Applicable)*

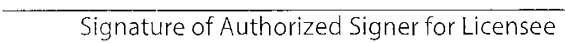

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	 Signature of Clergy Member or Superintendent
	 Date

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	 Signature of Authorized Signer for Licensee
	 Date



Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(Name of Organization)

for a Special License to serve alcohol on _____
(Event Date or Dates)

to be located at _____
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

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

Membership Board of Directors at a Regular Special meeting held on _____
(Date)

 Print Name & Title of Authorized Officer

 Signature of Authorized Officer

 Date



Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:			Wine auction date:
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

Print Name of Authorized Officer Signature of Authorized Officer Date



LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 **

** DO NOT EMAIL OR MAIL THIS FORM **

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

MasterCard

Visa

Discover

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Rows include Inspection Fee(s), Special License Fee(s), Temporary Authorization Fee, License Renewal Fee(s), Manufacturer License(s), Wholesaler License(s), New Retailer License(s), Transfer Retailer License(s), Conditional License, New Add Bar / Transfer Add Bar, Sunday Sales Permit (AM/PM), and Catering Permit.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



40'x40' Service/ Consumption Area
(secured with 4' high snow-fencing)

Entrance Gate

Tables

Tent Area

Bar Area

Google

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2021-30

APPROVING THE PURCHASE OF NEW GARAGE DOORS FOR THE DPW BUILDING ON JORDAN LAKE STREET

WHEREAS, the Village of Lake Odessa owns, operates, and maintains a garage for its Department of Public Works (DPW), located on Jordan Lake Street; and

WHEREAS, in March 2021, the Village Council approved an addition to the DPW Garage, to take place in the summer of 2021; and

WHEREAS, the DPW Supervisor, Jesse Trout, has sought quotes for new garage doors – both for the upcoming addition and for the current garage (please refer to the monthly report from Supervisor Trout); and

WHEREAS, the DPW Supervisor has sought three quotes, per the adopted Village purchasing policy, for these doors, and the quote that is in the best interest of the Village is from Ingstrup Garage Door and Construction, for a total installed price of \$18,848.79. The quotes are attached to this resolution.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the purchase of new garage doors for the DPW Garage on Jordan Lake Street from Ingstrup Garage Doors and Construction, for the sum of \$18,848.79.
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: May 17, 2021

Patrick Reagan, Village Manager/ Clerk

LAKE ODESSA

\$10,045.02 – \$9,807.42

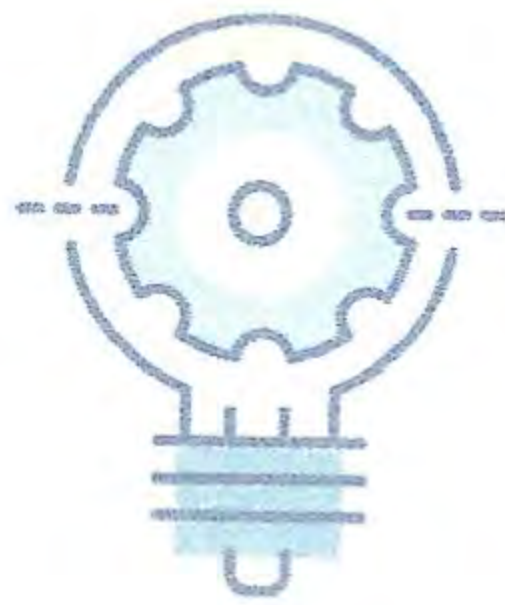
Member Price

Summary

3717

(3) 12 X 12

3717(Qty: 3)



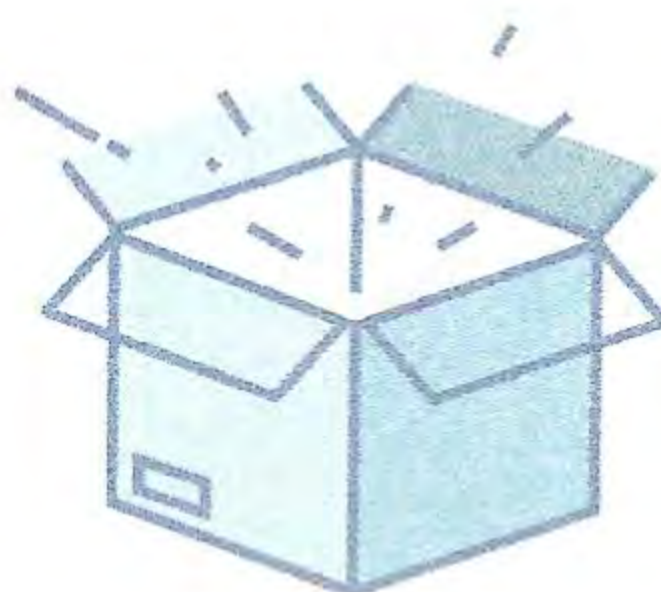
Your Price

\$7,534.02

CLOPAY COMMERCIAL ENERGY MODEL 3717. SANDWICH STYLE, MIOR RIBBING, 1 3/4" THICK, POLYURETHANE WITH THERMAL BREAK, 27 GAUGE STEEL SKIN. 16.2 R-VALUE. WARRANTY: LIMITED 10 YEAR...

[View More](#)

INSTALL COMMERCIAL DOOR(Qty: 432)



Member Price

Your Price

\$2,376.00 – \$2,138.40

\$2,376.00

INSTALLATION OF A COMMERCIAL DOOR OVER 18' WIDE OR OVER 9' TALL. PRICE IS PER SQUARE FOOT OF DOOR.

VINYL - STANDARD COLORS(Qty: 108)



Your Price
\$135.00

VINYL DOOR STOP - PRICED PER FOOT
COLORS ARE WHITE, GLACIER WHITE, ALMOND, DESERT TAN,
SANDTONE, BRONZE, CHOCOLATE, HUNTER GREEN, GRAY, AND...

[View More](#)

Subtotal	\$10,045.02
Tax	\$0.00
Total	\$10,045.02

*Did
you
know
that
with
a
membership,
you
could
have
saved
-\$0.00
-\$237.60?*

3717

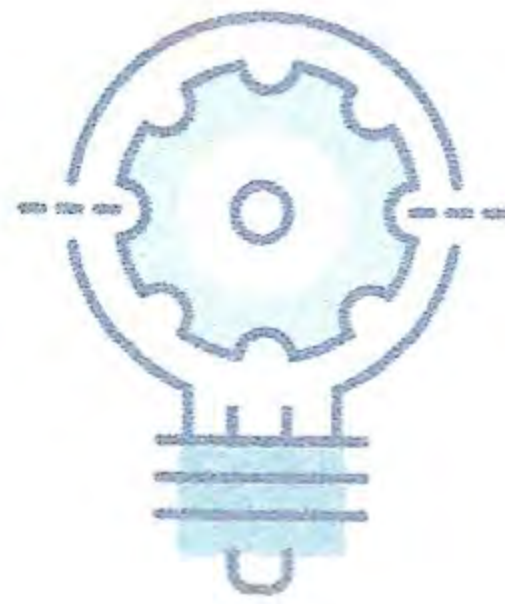
\$8,803.77 – \$8,612.57

Member Price

Summary

NEW
 BUILDING ESTIMATE

INSTALL COMMERCIAL DOOR(Qty: 336)



Member Price	Your Price
\$1,512.00 – \$1,360.80	\$1,512.00

INSTALLATION OF A COMMERCIAL DOOR OVER 18' WIDE OR OVER 9' TALL. PRICE IS PER SQUARE FOOT OF DOOR.

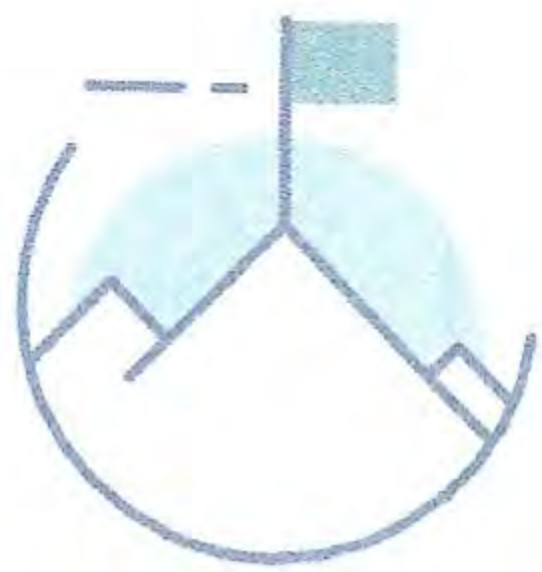
INSTALL COMMERCIAL OPENER(Qty: 2)



Member Price	Your Price
\$400.00 – \$360.00	\$400.00

QUOTED PER JOB

3717

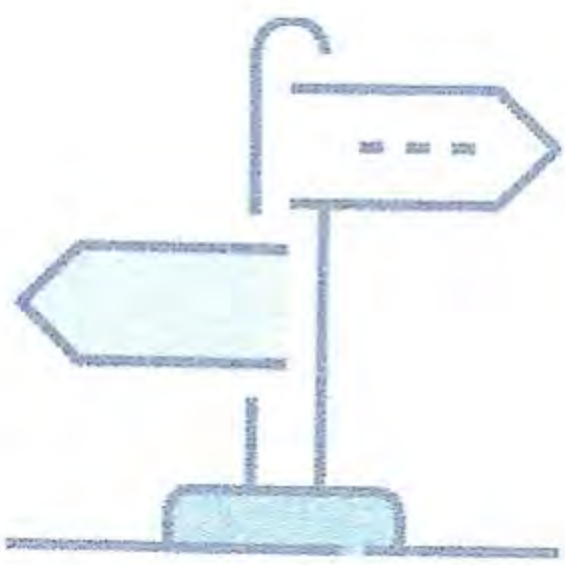


Your Price
\$3,425.43

CLOPAY COMMERCIAL ENERGY MODEL 3717. SANDWICH STYLE, MIOR RIBBING, 1 3/4" THICK, POLYURETHANE WITH THERMAL BREAK, 27 GAUGE STEEL SKIN. 16.2 R-VALUE. WARRANTY: LIMITED 10 YEAR...

[View More](#)

3717

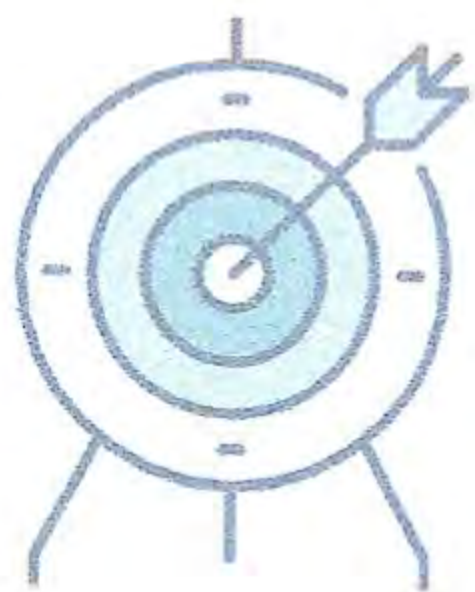


Your Price
\$2,511.34

CLOPAY COMMERCIAL ENERGY MODEL 3717. SANDWICH STYLE, MIOR RIBBING, 1 3/4" THICK, POLYURETHANE WITH THERMAL BREAK, 27 GAUGE STEEL SKIN. 16.2 R-VALUE. WARRANTY: LIMITED 10 YEAR...

[View More](#)

LJ8900W(Qty: 2)



Your Price
\$860.00

LIFTMASTER LIGHT DUTY JACK SHAFT OPENER FOR SECTIONAL DOORS - MAX APPLICATION IS 14' HIGH / 18 FT WIDE / 180 SQFT / 850 LBS / 10 CYCLES PER HOUR / 25 PER DAY - BATTERY BACK UP...

[View More](#)



VINYL - STANDARD COLORS(Qty: 76)

Your Price

\$95.00

VINYL DOOR STOP - PRICED PER FOOT
COLORS ARE WHITE, GLACIER WHITE, ALMOND, DESERT TAN,
SANDTONE, BRONZE, CHOCOLATE, HUNTER GREEN, GRAY, AND...

[View More](#)

Subtotal	\$8,803.77
Tax	\$0.00
Total	\$8,803.77

*Did
you
know
that
with
a
membership,
you
could
have
saved
-\$
\$0.00
-\$
\$191.20?*

Accept Now

The Genuine. The Original.



5761 N. Hawkeye Ct. SW
Grand Rapids, MI 49509
(616) 261-0300
Fax (616) 261-0800

Overhead Door Company of Grand Rapids™

www.overheaddoorgr.com

PROPOSAL

Date: April 16, 2021

To: Village of Lake Odessa

PROJECT:

PH. #:

ATTN:

FAX #:

We hereby submit specifications and estimates for:

- (1) 16'2" x 12'1" x 1-3/4" Series 592 Steel Insulated Thermacore II Overhead Door
- (1) 12'2" x 12'1" x 1-3/4" Series 592 Steel Insulated Thermacore II Overhead Door

With: 2" Angle Mounted Track

Standard Lift Headroom 5/6 – 12 Follow Roof

Torsion Springs 10,000 Cycle Springs

Torsion Front

Prefinished White

(1) Row of (4) 25" x 12" Oval Vision Lites – Double Thermal Acrylic on 16 x 12 Door

(1) Row of (3) 25" x 12" Oval Vision Lites – Double Thermal Acrylic on 12 x 12 Door

Polyurethane Insulation w/25 ga. Interior Skin Prefinished White

Between Section Sealed R Value = 14.86

Fully Perimeter Sealed on Steel Jamb

Electric Operation

New Openings

Pusher Springs

- (2) Electric Operators, Model RSX (115v/60/1/1/2 Hp) as Manufactured by Overhead Door Corp.

With: Side Mounted

(1) 3-Button Station (Open/Stop/Close)

Photo Cells per UL325 Compliant

Emergency Disconnect

ALL OPENING PREPARATIONS (JAMBS, JAMB EXTENSIONS, SPRING PLATES AND OPERATOR PLATES) BY OTHER THAN DOOR COMPANY!

ALL ELECTRICAL WIRING, RUNNING OF CONDUIT, AND CONNECTIONS BY OTHER THAN DOOR COMPANY!

Installed

\$11,091.00

WE PROPOSE hereby to furnish the above items – complete in accordance with the specifications, for the sum of:

_____ dollars (\$_____).

Terms:

To be paid within terms stated or 1-1/2 percent per month (18% annum) will be charged.

Authorized Signature

Bill Gallagher

Bill Gallagher

NOTE: This proposal may be withdrawn

by us if not accepted within _____ days.

Openings are to be prepared by others in accordance with our specifications. The above price does not include running of conduit or any electrical wiring. Installation is not guaranteed unless door is erected on finished floor. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL – The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Title _____

Date _____

The Genuine. The Original.



5761 N. Hawkeye Ct. SW
Grand Rapids, MI 49509
(616) 261-0300
Fax (616) 261-0800

Overhead Door Company of Grand Rapids™

www.overheaddoorgr.com

PROPOSAL

Date: April 16, 2021

To: Village of Lake Odessa

PROJECT:

PH. #:

ATTN:

FAX #:

We hereby submit specifications and estimates for:

(3) 12'2" x 12'1" x 1-3/4" Series 591 Steel Insulated Thermacore II Overhead Doors

With: 2" Angle Mounted Track

Standard Lift Headroom

Torsion Springs 10,000 Cycle Springs

Torsion Front

Prefinished White

(1) Row of (3) 25" x 12" Oval Vision Lites – Double Thermal Acrylic

Polyurethane Insulation w/25 ga. Interior Skin Prefinished White

Between Section Sealed R Value = 14.86

Fully Perimeter Sealed on Steel Jambs

Reconnect existing Drawbar Operator

Installed

\$11,118.00

WE PROPOSE hereby to furnish the above items – complete in accordance with the specifications, for the sum of:

_____ dollars (\$_____).

Terms:

To be paid within terms stated or 1-1/2 percent per month (18% annum) will be charged.

Openings are to be prepared by others in accordance with our specifications. The above price does not include running of conduit or any electrical wiring. Installation is not guaranteed unless door is erected on finished floor. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Bill Gallagher

Bill Gallagher

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL – The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Title _____ Date _____

Proposal

West Michigan Door Co

2770 - 3 Mile Road NW

Walker, MI 49534-1318

Ph# 616-454-0007; Fax# 616-454-1230

sales@westmichigandoor.com

April 16, 2021

Summary: NEW INSTALL COM

Reference #: 19760-101

SP: JENNIFER

Due Date: 5/16/2021

VILLAGE OF LAKE ODESSA
>INSERT BILLING ADDRESS<

Job Name:

VILLAGE OF LAKE ODESSA
BUILDING ADDITION
ATTN: JESSE
LAKE ODESSA, MI

616-374-7228 JESSE

616-374-7228 JESSE

We Hereby Submit Specifications And Estimates For:

* * * * * FURNISH AND INSTALL * * * * *

- A) ONE (1) 16' 2" X 12' 0" CHT-716-W INSULATED HAAS THERM 1- 3/4" DOOR
B) ONE (1) 12' 2" X 12' 0" CHT-716-W INSULATED HAAS THERM 1- 3/4" DOOR WITH:

- DESIGN: FLUSH WITH V-GROOVES
- A) 3" ANGLE MOUNTED TRACK
- B) 2" ANGLE MOUNTED TRACK
- STANDARD CLEARANCE: 15 " WITH 4:12 FOLLOW THE ROOF
- WINDOWS / LITES: 1 ROW 25" X 12" CLEAR 1/2" INSULATED GLASS
- INSULATED "R" VALUE = 16.18
- WEATHER SEAL: CIRCLE: A/V-OR V/V ; COLOR TBD
- DOOR COLOR: WHITE
- (2) ELECTRIC OPERATORS: J501L5 / T501L5-12'; PHOTO EYE SAFETY;
1 - 3PBS; ADVISE VOLTAGE: 1PH=115V/230; 3PH=208/230/460
JACK SHAFT OR TROLLEY TO BE DECIDED ON.

* * * * * TOTAL INSTALLED PRICE: \$ 9,615.00 * * * * *

**** FIELD INSPECTION REQUIRED BEFORE ORDER CAN BE PLACED ****

**** LEAD TIME: UP TO 16 WEEKS ****

OPTION(S)

- ADD (3) 12' X 12' CHT-716-W DOORS, WITH 1-ROW LITES; RECONNECT OP'S, \$ 9,228.00
(INCLUDES REMOVAL AND HAUL AWAY OF EXISTING DOORS.)

NOTES: ALL THAT ARE APPLICABLE

- * ALL ELECTRIC WIRING INCLUDING LOW VOLTAGE TO 3 PUSH BUTTON STATION BY OTHERS
- * OPENING PREPARATION INCLUDING JAMB EXTENSIONS AND SPRING PADS BY OTHERS.
- * DOOR(S) INSTALLED WITH FLOOR IN PLACE OR ADDITIONAL CHARGES MAY APPLY
- * PRICE IS SUBJECT TO REVIEW AFTER 30 DAYS.
- * FIELD VERIFICATION REQUIRED UNLESS NOTED

PLEASE CALL WITH ANY QUESTIONS,
JENNIFER PH# 616-454-0007
sales@westmichigandoor.com

Proposal

West Michigan Door Co

2770 - 3 Mile Road NW

Walker, MI 49534-1318

Ph# 616-454-0007; Fax# 616-454-1230

sales@westmichigandoor.com

April 16, 2021

Summary: NEW INSTALL COM

Reference #: 19760-101

SP: JENNIFER

Due Date: 5/16/2021

VILLAGE OF LAKE ODESSA
>INSERT BILLING ADDRESS<

Job Name:

VILLAGE OF LAKE ODESSA
BUILDING ADDITION
ATTN: JESSE
LAKE ODESSA, MI

616-374-7228 JESSE

616-374-7228 JESSE

We Hereby Submit Specifications And Estimates For:

Terms:Net30

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, late fees, interest, including attorney's fees. This proposal may be withdrawn by us if not accepted by the above due date .

**Authorized
Signature** _____

**Acceptance
Signature** _____

Date _____