



**PROPOSED REVISED AGENDA
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL
MONDAY, MAY 16, 2022 - 7:00 P.M.**

Page Memorial Building
Village Council Chambers
839 Fourth Avenue, Lake Odessa, Michigan 48849

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approval of Agenda

V. Citizen Comment on Agenda Items:

Under the Open Meetings Act, any citizen may come forward at this time and make comment on items that appear on the agenda. Comments will be limited to five minutes per person. Anyone who would like to speak shall state his/her name and address for the record. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

VI. Minutes: To approve regular meeting minutes from the April 18, 2022 Regular Council meeting.

VII. Bills:

- a) Approve bills equal to or less than \$3,000.00 each from 4/1//2022 to 4/30/2022
- b) Approve bills in excess of \$3,000.00 each, including:

- 1. Lakewood Heating and Cooling -- \$3,225.50 – Balance of the DPW Garage HVAC Unit Installation (*Paid*)
- 2. DR Trailer Sales -- \$8,673.00 – DPW Trailer purchase (*Paid*)
- 3. MML Liability and Property Pool – \$31,635.00 -- Annual Insurance Premium (*Paid*)
- 4. Mercantile Bank of Michigan -- \$104,815.00 – Water Refunding Bond Interest and Principal Payment (*Paid*)
- 5. Dixon Engineering, Inc -- \$74,235.00 – Annual Maintenance Contract for Village Water Towers (*Paid*)
- 6. ETNA Supply -- \$8,993.00 – Clark Street Watermain (*Paid*)
- 7. Peerless Midwest, Inc -- \$59,548.00 – Replacement of Filtration Media at Water Plant (*Paid*)

VIII. Consent Agenda

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

Reports and Minutes: To accept and file the following:

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

IX. Departmental Reports:

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

X. Committee Reports

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

XI. Presentations

- a) None

XII. Discussion Items

- a) None

XIII. Public Hearing

- a) None

XIV. Unfinished Business

- a) None

XV. New Business:

- a) Proposed Resolution 2022-25: Approving, Authorizing, and Directing the Village President to Sign a Fireworks Permit for the Lake Odessa Fair for June 25, 2022
- b) Proposed Resolution 2022:26: Approving the Submittal of a Special Event Liquor License to the Michigan Department of Regulatory Affairs (LARA) for the August 6, 2022 “Art in the Park” Event
- c) Proposed Resolution 2022-27: A Resolution to Authorize Permit Parking During Art in the Park on Saturday, August 6, 2022
- d) Proposed Resolution 2022-28: Approving the Forwarding of a Rezoning Request to the Village’s Planning Commission for Study, Public Hearing, and Recommendation
- e) Proposed Resolution 2022-29: Approving Certain Amendments to the Village of Lake Odessa Employee Handbook
- f) Proposed Resolution 2022-30: Approving the Quote from Pitsch Companies for the Demolition of the Vacant Waterworks Building located at 1310 Jordan Lake Avenue
- g) Proposed Resolution 2022-31: Approving the Payment of Assessment for Proposed Improvements on the Klingman and Jarstfer Drain Channel Project

- h) Proposed Resolution 2022-32: A Resolution to Set a Public Hearing to Vacate a Portion of 3rd Street and a Number of Undeveloped Alleys that Run Perpendicular to 3rd Street Between 3rd Avenue and Jordan Lake Avenue

XVI. Miscellaneous Correspondence:

- a) None

XVII. Trustee Comments

XVIII. Public Comment

XIX. Adjournment

Council Meeting Minutes

VILLAGE OF LAKE ODESSA
MINUTES
REGULAR COUNCIL MEETING
APRIL 18, 2022
PAGE MEMROIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

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

ROLL CALL

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

Absent: None

Staff present: Patrick Reagan, Kathy Forman

Visitors present: James Gemell, Lakewood News

APPROVAL OF THE AGENDA

Motion by Young, support by Hickey, to approve the agenda as submitted. Motion carried unanimously by voice vote of members present, 7-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment was heard.

MINUTES

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

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

Motion carried unanimously by voice vote of members present, 7-0.

BILLS

Motion by Johnson, supported by McCloud, to approve expenditures equal to or less than \$3,000.00 for the period 3/1/2022 thru 3/31/2022 Motion carried unanimously by voice vote of members present, 7-0.

Motion by McCloud, supported by Cappon, to approve the bills in excess of \$3,000 as submitted. Motion carried unanimously by voice vote of members present, 7-0.

CONSENT AGENDA

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

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

Motion carried unanimously by voice vote of members present, 7-0.

DEPARTMENTAL REPORTS

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

DPW: Report submitted.

Police: Report submitted.

Finance: Report submitted.

COMMITTEE REPORTS:

Personnel/Finance Committee: No report

Recreation/ Special Projects Committee: No report

PRESENTATIONS

- a) None

DISCUSSION ITEMS

- a) None

PUBLIC HEARINGS

- a) None

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

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

Motion by Cappon, supported by Brighton, to approve proposed resolution 2022-20. Banks called for a roll call vote. Yes: McCloud, Brighton, Cappon, Johnson, Hickey, Young, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously, 7-0.

- b) Proposed Resolution 2022:21: Approving the Proposed Social Security Number Privacy Policy for the Village of Lake Odessa

Motion by Young, supported by Hickey, to approve proposed resolution 2022-21. Banks called for a roll call vote. Yes: Cappon, Brighton, Johnson, McCloud, Hickey, Young, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously, 7-0.

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

Motion by McCloud, supported by Johnson, to approve proposed resolution 2022-22. Banks called for a roll call vote. Yes: Johnson, Brighton, Cappon, McCloud, Hickey, Young, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously, 7-0.

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

Motion by Brighton, supported by Young, to approve proposed resolution 2022-23. Banks called for a roll call vote. Yes: Cappon, Brighton, McCloud, Hickey, Johnson, Young, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously, 7-0.

e) Proposed Resolution 2022-24: Approval to Accept the Quote from Our Thing Unlimited, LLC for Sidewalk and Curb Replacement

Motion by Young, supported by Hickey, to approve proposed resolution 2022-24. Banks called for a roll call vote. Yes: Johnson, Hickey, McCloud, Cappon, Brighton, Young, Banks; No: None; Absent: None; Abstain: None. Motion passed unanimously, 7-0.

MISCELLANEOUS CORRESPONDENCE

None

TRUSTEE COMMENTS

Johnson – Inquired about MML conference.

Brighton – No comment.

McCloud – Stated that he hopes everyone is enjoying the Spring weather.

Cappon – No comment

Hickey – No comment.

Banks – related information about the Hazardous Materials Dropoff by the Ionia Conservation district.

PUBLIC COMMENT

No public comment was heard.

ADJOURNMENT

Motion by Young, supported by Johnson, to adjourn the meeting at 7:27 pm, Motion carried by voice vote of members present, 7-0.

Meeting adjourned at 7:27 pm.

Respectfully submitted,

Patrick T. Reagan
Village Manager/ Village Clerk

Purchases Over \$3,000.00

Lakewood Heating & Cooling

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

Invoice


DATE	03/23/2022
INVOICE#	5607
TERMS	Due Upon Receipt
DUE DATE	03/23/2022


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

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

JOB#	DATE	PO/REF#	DESCRIPTION
30686	03/25/2022		Install furnace and ac. Completion Notes: If shop is locked call Scott at 269-838-7257. Installed new furnace with ac. Reworked supply and return. Ran new 18/8 low voltage wire for thermostat. Tested furnace all worked as should. A/c still needs high voltage, customer having done. Once unit is powered please contact us so unit can be tested and calibrated (before using.)

Job Charges	Qty	Rate	Total
50000 btu furnace	1.00	\$1,174.00	\$1,174.00
Furnace Installation Labor cost to install your new furnace.	1.00	\$1,140.00	\$1,140.00
Material Furnace venting Metal Electrical	1.00	\$250.00	\$250.00
RCF2417STAMCA Case coil	1.00	\$598.00	\$598.00
2 Ton AC	1.00	\$1,424.00	\$1,424.00
AC Installation This is the quoted price for Labor to install your new AC Unit	1.00	\$1,140.00	\$1,140.00
Permit We are required to pull permits. This is the fee associated with pulling the permit and inspection for your job.	1.00	\$175.00	\$175.00
Material Ac line set Pad Disconnect Pan for furnace and A/C wet switch	1.00	\$550.00	\$550.00
Job Subtotal			\$6,451.00
MI Tax		6.00%	\$0.00
Tax Exempt		0.00%	\$0.00
Job Total			\$6,451.00

PRE-WORK SIGNATURE

03/23/2022 11:17 am

POST-WORK SIGNATURE

03/29/2022 12:42 pm

CUSTOMER MESSAGE

** A 3% late fee will be assessed, after 30 days of late payments and will accrue 3% each 30 additional days late, unless other arrangements have been made with the office staff.

If paying with a credit card, there will be a 4.5% processing fee applied and a 6% processing fee for synchrony financing payments.

Invoice Total:	6,451.00
Deposits (-):	0.00
Payments (-):	3,225.50
Total Due:	3,225.50

Balance due - \$ 3,225 ⁵⁰/₁₀₀
ST 101-441-931.001

DR Trailer Sales

14177 Plank Road - Milan, MI 48160
Phone: 734-439-1441

Purchase Date: 04/14/22
Salesperson: Brian Crow

Cash Disclosure

Phone: 734-439-1441
Fax: 734-439-1415

Buyer:
VILLAGE OF LAKE ODESSA

Co-Buyer:

Purchased Vehicle

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

Purchases & Fees

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

Monies Received

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

ST

101-441-970.001 - split
101-751-931.002



michigan municipal league

**MICHIGAN MUNICIPAL LEAGUE
LIABILITY AND PROPERTY POOL**
P.O. Box 972067, Ypsilanti, Michigan 48197-0835
(248) 358-1100, (800) 482-2726

INVOICE

Village of Lake Odessa
839 Fourth Ave.,
Lake Odessa, MI 488491077

Customer #: 5001410
Policy Term: 06/01/2022 - 06/01/2023
Invoice Date: 04/19/2022
Invoice #: 5576206

Payment Enclosed: \$ _____

PLEASE MAKE CHECKS PAYABLE TO MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL

FOR PROPER CREDIT PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT FOR THE TOTAL AMOUNT DUE

MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL
P.O. Box 972067, Ypsilanti, Michigan 48197-0835
(248) 358-1100, (800) 482-2726

TRANSACTION EFFECTIVE DATE	POLICY NUMBER	DESCRIPTION	AMOUNT
06/01/2022	MML001445520	Pool Renewal Premium	\$31,635
Total Amount Due			\$31,635

*Ok to pay
PTH
4/20/22*

*591-534-822.000
\$15,500.00*

*101-301-820.001
\$8,962.00*

*101-441-820.001
7,168.00*

PREMIUM DUE ON EFFECTIVE DATE SHOWN ABOVE.
NO RECEIPT WILL BE SENT UNLESS REQUESTED.
There will be a 3% late charge on any invoices 30 days past due.

5576206

Village Of Lake Odessa
Premium Breakdown as of:
June 1, 2022

Liability

Limit of Liability \$ 5,000,000	
Lakewood Recreational Authority	\$100.00
Public Officials Errors & Omissions	\$7,345.00
Police Professional	\$5,424.00
General Liability	\$4,994.00
Mml235 Milepost Ch-120.12	\$900.00
Total Liability	\$18,763.00

Property

Salt Shed	\$8.00
Dpw Garage	\$269.00
Signage, Bollards, Benches	\$5.00
Beach House	\$137.00
Playground Equip., Lighting, Benches, Picnic Tables, Etc.	\$39.00
Well Station #2	\$86.00
Apartment & Storage	\$142.00
Village Hall	\$721.00
Flagpole, Signage, Benches, Generator	\$61.00
Playground Equip., Signage, Picnic Tables, Pavilion	\$51.00
Restrooms	\$87.00
Play Set Stations, Swing Sets, Tire Swing	\$139.00
Chapel	\$2.00
Chapel	\$21.00
Dpw Garage	\$164.00
Settlers Corner	\$12.00
Iron Removal Plant	\$1,694.00
Generator	\$150.00
Water Tower	\$1,103.00
Pavilion	\$23.00
Floating Dock	\$20.00

Village of Lake Odessa
Premium Breakdown as of:
June 1, 2022

Property

Fire Station	\$492.00
Siren, Signage, Lighting	\$15.00
Water Tower	\$1,185.00
Street Lighting, Benches, Signage	\$29.00
Electronic Data Processing	\$50.00
Trailers	\$2.00
Radio Equipment	\$16.00
(2) Speed Boards	\$8.00
Contractors Equipment	\$554.00
Seasonal Docking System	\$222.00
Miscellaneous Equipment Golf Carts	\$20.00
Outdoor Decorations, Including Planters	\$26.00
Total Property	\$7,553.00

Crime

Position Bond A	\$25.00
Position Bond B	\$38.00
Employee Dishonesty Including Faithful Performance	\$125.00
Total Crime	\$188.00

Automobile

(7) Vehicles	\$5,131.00
Total Automobile	\$5,131.00

TOTAL ANNUAL POOL PREMIUM **\$31,635.00**



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

LOAN STATEMENT

Account Number	Statement Date
xxxxxx6857	04/18/2022

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

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

MGLNLOANN 220419-09472-0001

Toll Free: 800-453-8700

COMM TAX EXEMPT LOAN xxxxxx6857

DATE	DESCRIPTION	-----PAYMENT PRINCIPAL	SPLIT----- INTEREST	TRANSACTION AMOUNT	PRINCIPAL BALANCE
10/19/21	BALANCE LAST STATEMENT				535,000.00
10/22/21	REGULAR PAYMENT	.00	4,815.00	4,815.00	
04/18/22	BALANCE THIS STATEMENT				535,000.00

LOAN SUMMARY

CREDIT LIMIT:	990,000.00	INTEREST ACCRUED FROM:	11/01/21
AVAILABLE CREDIT:		INTEREST ACCRUED THRU:	04/30/22
MATURITY DATE:	05/01/26	PRINCIPAL DUE:	100,000.00
-----ACTIVITY THIS PERIOD-----		INTEREST DUE:	4,815.00
INTEREST PAID:	4,815.00	TOTAL PAYMENT DUE:	104,815.00
		PRINCIPAL DUE DATE:	05/01/22
		INTEREST DUE DATE:	05/01/22

INTEREST PAID 2021: 10,530.00

Account Number	Statement Date
xxxxxx6857	04/18/2022

REMITTANCE SUMMARY				
LOAN NUMBER	PRINCIPAL BALANCE	PRINCIPAL DUE	INTEREST DUE	TOTAL DUE
xxxxxx6857	535,000.00	100,000.00	4,815.00	104,815.00
TOTAL	535,000.00	100,000.00	4,815.00	104,815.00
TOTAL AMOUNT DUE BY 05/01/22:			***** * 104,815.00 *	*****

* * PLEASE RETURN THIS PORTION WITH YOUR PAYMENT * *

LOAN BILLING STATEMENT

VILLAGE OF LAKE ODESSA
 839 4TH AVE
 LAKE ODESSA MI 48849-1077

DATE PAYMENT DUE: 05/01/22
 LOAN TYPE: COMM TAX EXEMPT
 LOAN NUMBER: 4500086857
 REGULAR PAYMENT T/C: 375

TOTAL AMOUNT DUE: 104,815.00
 ADDITIONAL PRINCIPAL: _____
 ADDITIONAL PAYMENT: _____

TOTAL AMOUNT
 YOU ARE
 PAYING

10481500

Mercantile Bank of Michigan
 PO Box 908
 Alma MI 48801

DIXON ENGINEERING, INC.

1104 Third Avenue, Lake Odessa, MI 48849 • Tel: 616-374-3221 • Fax: 616-374-7116

Village of Lake Odessa
839 Fourth Avenue
Lake Odessa, MI 48849

Invoice number 22-0296
Date 04/04/2022

Project MI2019EVB-0243 LAKE ODESSA MI

Description	Contract Amount	Prior Billed	Current Billed
2022 Asset Management Services	74,235.00	0.00	74,235.00
Total	74,235.00	0.00	74,235.00

Invoice total 74,235.00

*Water tower contract - JT
591-536-931.010*



ETNA SUPPLY - GRAND RAPIDS
 4901 CLAY AVENUE SW
 GRAND RAPIDS MI 49548-3038
 616 241 5414 Fax 616 241 4786

INVOICE

TO VIEW ONLINE GO TO:	etna.billtrust.com
USE THIS ENROLLMENT TOKEN:	SGM TVP QRP
USE THIS ACCOUNT NUMBER:	2944

INVOICE DATE	INVOICE NUMBER
03/24/22	S104466513.001
REMIT TO:	PAGE
ETNA SUPPLY PO Box 772107 DETROIT MI 48277-2107	1 of 1

BILL TO:

10903 1 SP 0.580 E0023X 10037 D8872851540 S2 P8916624 0001:0001

SHIP TO:



LAKE ODESSA PUBLIC WORKS
 1214 JORDAN LAKE ST
 LAKE ODESSA MI 48849-1077

LAKE ODESSA PUBLIC WORKS
 DP^N GARAGE
 1214 JORDAN LAKE ST
 LAKE ODESSA MI 48849-1077

CUSTOMER NUMBER	PURCHASE ORDER NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON		
2944	JESSE		Kevin Dieleman		
WRITER	SHIP VIA	TERMS	SHIP DATE		
John Gonzales Jr.	GRPD	NET 25TH	03/24/22		
ORDER QTY	SHIP QTY	UOM	DESCRIPTION	UNIT PRICE	EXT PRICE
340	340	ft	8 PVC DR-18 C900 WATERMAIN PIPE	26.450ft	8993.00
<p>Clark ST water main - ST</p> <p>591-536-932</p>					

Invoice is due by 04/25/22.

All sales are subject to our Terms and Conditions, which are incorporated herein and can be found at www.etnasupply.com/tcsale

Past due invoices may be subject to a 1.70% Time Price Differential.

03-24-2022 08:08:59 AM
 S104466513.001

Jesse

Jesse

SUBTOTAL	8,993.00
S&H CHARGES	0.00
TAX	0.00
PAYMENTS	0.00
AMOUNT DUE	8,993.00



INVOICE

New Remit to Address:

55860 Russell Industrial Pkwy.

Mishawaka, IN 46545

Bill To:

Village of Lake Odessa
Attn: Accounts Payable
839 4th Avenue
Lake Odessa, MI 48849
jtrout@lakeodessa.org

Ship To:

Iron Removal Plant 1

Filter Re-hab

P: 574-254-9050 / F: 574-254-9650

DATE: March 28, 2022

Invoice # 65958

PO # Council

PM: RWM

PN: 56584

FN: 56584

CN: 17229

Tax Exempt: Yes / Pol. Sub.

ST
591.536-937

Per 1/25/2022 Quotation Approved by Council:

Vac truck with crew to remove old media	\$13,056.00
Supply new media	\$18,192.00
Install new media	\$22,800.00
Bakwash, chlorinate and startup	\$5,500.00

TOTAL \$ 59,548.00

OUR PAYMENT TERMS ARE NET 30
THANK YOU FOR YOUR BUSINESS!
Federal ID # 35-1284374

Consent Agenda

Lake Odessa Village
Zoning Administrator Report
April 2022

Permits:

On 4-22-22 I approved a zoning permit to Living Gospel Church for a 18' by 18' round pavilion to be located at 1600 Rochester St.

On 4-22-22 I approved a zoning permit to Jason Parks to demolish the back 30' by 36' section of the building known as 1017 and 1021 Fourth Ave.

On 4-22-22 I approved a zoning permit to Donald Rademacher to demo an old garage of 18' by 24' and build a new garage of 40' by 44' to be located at 620 Jordan Lake St. A few weeks later, they amended the permit to move the older garage instead of demolishing it. An old shed will be demolished and the older garage will be moved to that location.

Miscellaneous:

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

Mobile Home Amendments

I have sent the proposed mobile home section zoning amendments to the Mobile Home Commission for their review. The parts that are above their standards must be justified and noted. They will review my letter and the proposed ordinance at an upcoming meeting and let me know if it is approved or if any of it is not approved. *I have not heard back from the Commission yet. I mailed the amendments to them on January 26. I left them a message in May on if they received them and am waiting to hear back.*

Shell station

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

Third Ave old school

I have sent info and answered questions to the Stuarts who purchased the old elementary school property on Third Ave. The old school is in the process of demolition. I gave them answers to many questions such as setbacks, process, street and alley right of ways that cross the property and utility info. Part of the property is zoned Multi-family (MF) so they will need to apply for a rezone of the remainder from R-1 to Multi-family. We met with them in early February to discuss the process, obtain forms and show the site plan. They will apply for the vacation of street and alley easements that will not be needed so the land can be used for the senior living buildings. Next will be a rezone application from the part of the land that is R-1 to MF. Last, if all the above is approved, then the Planning Commission can review the site plan per the special use process

for the project. It will be an asset to use this vacant property for senior housing so residents of the Village can stay in the Village when they downsize or need care. We have met again and the owners are pursuing alley and street vacations and to rezone the remainder of the property to the Multi-family District. They have previously submitted a request to vacate some of the alleys and street easements. *I continue to answer questions as they prepare site plans. They have just applied for the rezoning of the rest of the lots of this property.*

Bonanza Rd Property

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

1400 Virginia St

The County Building Dept received a letter that this property was in terrible disrepair, unfinished, not habitable and illegally homestead as the owner does not live there. They forwarded the letter to the Village Manager and myself. I did a drive by and this is a fairly new home built in 2003. It looked just fine. The cottage next door at 1402 was being renovated and being resided and the peak was not finished yet. Neither of these homes met the accusations in the letter. This is a confusing letter. I emailed the sender and told him what I viewed and could they give me more information and to check the address he sent. I did not hear back from them.

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

**Minutes
April 11, 2022 Regular Meeting**

1. Call to Order / Roll Call:

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

Present: Margaret Hermes, Patrick Reagan, Carrie Johnson, Richard Stone

Absent: Nancy Mattson, Karen Banks

Visitors: Karen Banks (remotely, non-voting)

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

3. **Public comment:** No public comment.

4. Action Items:

- a. **Meeting minutes:** Motion by Hermes, support by Reagan, to approve minutes of regular meeting of March 14, 2022. Motion carried by voice vote of members present, 4-0.
- b. **Finance:** Motion by Reagan, support by Stone, to approve January expenditures totaling \$174.52. Motion carried by voice vote of members present, 4-0.
- c. **Art in the Park 2022:**
- 1) **Sponsor letters:** Hermes has sponsor letters and they will be ready to be mailed. The DDA has agreed to be a sponsor for \$500.00.
 - 2) **Artists:** six new vendor applications have been received.
 - 3) **Food Vendors:** Underground Cookie Club has expressed interest in taking part in the 2022 event.
 - 4) **Entertainment:** Banks, by phone, stated that the group “B-Side Growlers” have cancelled their appearance due to family commitments. The group then discussed utilizing Bill Bartleson for sound engineering during the 2022 event. Banks had received an invoice from Bartleson for this work, with a cost of \$1,543.00, with a 5% discount if paid by June 24, 2022, which would decrease the total cost to \$1,513.38. Motion by Reagan, supported by Johnson, to utilize Bill Bartleson for sound and performance during the 2022 event at the aforementioned rates. Motion approved 4-0.

Banks then stated that she has potentially found a replacement act for the B-Side Growlers, a band called "Punch Drunk." The cost for this performance is \$200.00 for a 1 hour set, likely from 11:30 to 12:30. Motion by Hermes, supported by Reagan, to secure the band "Punch Drunk" for the 2022 event. Motion passed 4-0.

5) Volunteer Committee: to be discussed in May 2022.

d. Board Member Comments:

1) Johnson stated that she is having some difficulty using the LOAAC's Facebook page as getting named as an administrator is proving to be an issue.

2) Stone asked about getting caught up via emails from earlier discussions and meetings.

Meeting adjourned at 7:26 p.m.

Respectfully submitted,
Patrick Reagan
Village Manager/ Village Clerk

Departmental Reports

REPORT TO THE VILLAGE OF LAKE ODESSA COUNCIL

DATE: Monday, May 16, 2022

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

FROM: Patrick Reagan, Village Manager

RE: Manager's Report to Village Council

President Banks and Village Trustees,

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

NEW BUSINESS

Proposed Resolution 2022-25: Approving, Authorizing, and Directing the Village President to Sign a Fireworks Permit for the Lake Odessa Fair for June 25, 2022

The Lake Odessa Fair is planning to hold a fireworks display at the fairgrounds on June 25, 2022. Per State law, they have submitted to the Village a permit to hold this display. The Village has been added to the fair's insurance policy as an additional insured. I recommend that this resolution be passed.

Proposed Resolution 2022:26: Approving the Submittal of a Special Event Liquor License to the Michigan Department of Regulatory Affairs (LARA) for the August 6, 2022 "Art in the Park" Event

The Arts Commission will be holding the annual "Art in the Park" on Saturday, August 6, 2022. As part of this event, the Arts Commission would once again like to host a wine tasting event. Attached to the resolution is a copy of the permit application to be submitted to the state in order to obtain a special event liquor license.

Proposed Resolution 2022-27: A Resolution to Authorize Permit Parking During Art in the Park on Saturday, August 6, 2022

As the annual “Art in the Park” event is set for Saturday, August 6, 2022, this resolution allows for the parking areas on Jordan Lake Street and at the park turnaround to be used exclusively by the Arts Commission on this day. This is a common resolution that has been adopted for previous “Art in the Park” events.

Proposed Resolution 2022-28: Approving the Forwarding of a Rezoning Request to the Village’s Planning Commission for Study, Public Hearing, and Recommendation

Stuart Ventures, LLC is seeking to rezone their parcels in order to allow for the development of housing and an adult foster care facility. This resolution follows the Village’s Code of Ordinance for a rezoning amendment by forwarding this application on to the Planning Commission for study, to hold a public hearing, and to make a recommendation back to the Village Council.

Proposed Resolution 2022-29: Approving Certain Amendments to the Village of Lake Odessa Employee Handbook

This resolution is approving the amendments made to the employee handbook. The Village Treasurer and I have reviewed the handbook and found that clarification was needed in a few spots – namely, delineating the difference between an “employee” and a “full-time employee.” Also, the pension portion of the handbook needed clarification, per KDP, who administers the pension programs 401(k).

Proposed Resolution 2022-30: Approving the Quote from Walnut Grove Excavating for the Demolition of the Vacant Waterworks Building located at 1310 Jordan Lake Avenue

The Village’s DPW Supervisor, Jesse Trout, has sought quotes for the demolition of the Waterworks Building located on Jordan Lake Avenue. This building is no longer utilized, is old, and has outlived its useful, expected life. As you may recall, the adopted 2022-2023 budget had appropriated \$35,000 for this project. Jesse received two quotes – one from Walnut Grove for the cost of \$20,136 for this project and one from Michigan Custom Excavating for the sum of \$23,850.00. A third quote, from Pitsch has not been received as of yet. Village staff recommends that the quote from Walnut Grove be approved. I should note that the DPW Supervisor has informed me that there will be additional costs for electric work as this building also holds the electrical connection to the nearby well house. This we believe that this work will cost an additional \$8,000 to \$10,000.

Proposed Resolution 2022-31: Approving the Payment of Assessment for Proposed Improvements on the Klingman and Jarstfer Drain Channel Project

Village staff received a phone call from the Ionia County Drain Commissioner, Robert Rose. Mr. Rose advised the Village that property owners along the canal on the west side of Pineview Drive had petitioned the Drain Commission to have the canal dredged. Mr. Rose stated that he examined the tax rolls and split the costs among the various owners that abut this canal and the wider Klingman and Jarstfer Drain, which this canal is a part of. Mr. Rose stated that the total cost of this project is \$360,000 and that the Village's portion is 10% or \$36,000.00. The reason that this is being brought to the Council tonight is that we have two options available to pay this assessment – we can either pay the full amount of \$36,000 up front or pay it over a 10 year span, with interest. As paying up front is the less costly option, the Village Treasurer and I agree that this is the better option as it is the wisest and best use of Village funds with regard to this assessment. I recommend that the Village pay this assessment in one lump sum. Further, as this was not a budgeted expense, a budget amendment will need to be made at some point during this fiscal year. However, the Village has monies available in the General Fund fund balance so this will not be a fiscal detriment to the Village.

ITEMS NOT ON THE AGENDA

- I received a phone call from Kathy Stowell, who asked about the possibility of the Village taking part in a “Ring of Fire” event on July 1, 2022. Simply put, there is a group of folks that live on Jordan Lake that would like to have all property owners on the lake light flares on their property at a certain time on the night of Independence Day. The idea here is that it will be an interesting visual and a community event. Ms. Stowell asked about the possibility of the Village taking part with regard to the beach area. I informed Ms. Stowell that neither fires nor fireworks are allowed in the beach area. However, in order to take part in a relatively fun event, I believe that with Village forces taking part on our portion – along with safety measures and precautions being strictly followed (along with the closing of the beach during this time) – this can be done in conjunction with this group. I contacted the Village's insurance carrier and they see no issue with this, so long as safety measures are strictly adhered to during this event. Again, all access to the beach will need to be restricted during this time, Village employees (I'm thinking reserve police officers) will need to take part with regard to the lighting of the flares, the monitoring of the flares while they are lit, and the proper extinguishing of the flares as well as safe and proper

disposal. I invited Ms. Stowell to come to this meeting tonight in order to address the Council during the second public comment period.

- Allen Edwin Homes, who are seeking to place a housing development (26 homes) on the northern edge of the Village will be submitting an application to the Lakewood Wastewater Authority at their May 24, 2022 meeting. This application will show how their development will connect to the LWA's system. Furthermore, Village staff will be meeting with representatives of Allen Edwin Homes to go over the particulars of this proposed project.
- Bill Rogers, owner of the Hairport and the Main Street Ice Cream Shoppe, is looking to expand the ice cream shoppe in some very distinct and exciting ways this summer. Mr. Rogers has transferred a liquor license to this business and is looking to sell food, drinks, and ice cream in 2022. Mr. Rogers has asked if it might be possible to close off the two parking spots on Second Street, that abut his property, in order to have seating in this area, similar to what many other communities have done in the past few years. I believe that Mr. Rogers will be coming to the Council at the June meeting with more detailed plans and an application for this type of seating.
- Finally, anyone that is interested in running for a seat on the Village Council this fall can pick up a nominating petition at the Page Building. Petitions require between six (6) and twenty (20) signatures of registered electors of the Village and completed packets must be submitted by 4:00 pm on July 21, 2022 to the Odessa Township Clerk, Lisa Williams. If anyone has any questions, they should contact Lisa at (616) 374-4237, ext 10.

Respectfully submitted,



Patrick Reagan, Village Manager/ Clerk
Village of Lake Odessa

Lake Odessa Police Department



April 2022 Monthly Council Report



APRIL CALLS FOR SERVICE (92) INCLUDING (3) TRAFFIC CRASHES (33) TRAFFIC STOPS (77762) Miles ON CHEVY TAHOE AND (15491) ON FORD INTERCEPTOR. OFFICERS CONTINUE TO CONDUCT NIGHTLY DOOR CHECKS ALONG THE BUSINESS DISTRICT AND RESIDENTIAL PROPERTY CHECKS UPON REQUEST.

Officer Bryan Rader resigned from his full-time position after serving five years with the Lake Odessa Police Department and we wish him well in his future endeavors. Officer Rader will remain on the roster and serve in a part time capacity until our vacancies have been filled. Officer Olivia Boot will also be leaving at the end of May after two and a half years of service. Our vacancies have been posted and we hope to fill them in the near future with qualified candidates.



APRIL CALLS FOR SERVICE:

04/30/22 15:24:20 9301B - PDA TRAFFIC
04/30/22 14:02:27 5500 - HEALTH
04/30/22 06:50:06 9500 - FIRE
04/29/22 21:18:38 99091 - MED
04/29/22 19:06:49 7000 - JUVENILE
04/29/22 11:28:37 9806 - CIVIL DISPUTE
04/29/22 10:38:48 9908 - GENERAL
04/28/22 14:53:19 9903 - MISSING
04/28/22 14:13:58 5500 - HEALTH
04/28/22 13:06:55 9301B - PDA TRAFFIC
04/28/22 10:53:55 VDOM - VERBAL
04/28/22 00:37:46 2201 - BURGLARY
04/27/22 08:32:37 9908 - GENERAL
04/26/22 17:05:03 9806 - CIVIL DISPUTE
04/26/22 14:37:24 9806 - CIVIL DISPUTE
04/26/22 10:28:35 99093 - MED 3
04/25/22 22:31:30 5200 - WEAPONS
04/25/22 15:45:45 TRF - FAIRFROUND ST
04/25/22 15:10:21 7000 - JUVENILE
04/25/22 13:07:29 2900 - MDOP
04/25/22 10:57:49 9908 - GENERAL
04/25/22 01:20:08 TRF - TRAFFIC
04/25/22 00:50:51 9807 - SUSPICIOUS
04/24/22 15:25:36 TRF - TRAFFIC
04/24/22 15:04:39 TRF - TRAFFIC
04/24/22 14:51:31 TRF - TRAFFIC
04/24/22 11:45:46 TRF - TRAFFIC
04/24/22 10:30:33 TRF - TRAFFIC
04/23/22 13:54:54 TRF - TRAFFIC
04/23/22 13:23:24 TRF - TRAFFIC
04/23/22 12:59:07 TRF - TRAFFIC
04/23/22 09:53:59 TRF - HIT AND RUN
04/22/22 13:53:10 TRF - TRAFFIC
04/22/22 10:54:47 99092 MED 2
04/21/22 22:44:48 99091 MED 1
04/21/22 21:34:07 9903 - MISSING
04/20/22 20:48:42 5500 - HEALTH
04/20/22 00:30:04 TRF - TRAFFIC
04/19/22 16:08:20 5500 - HEALTH
04/19/22 13:43:10 9806 - CIVIL DISPUTE
04/19/22 11:55:28 9908 - GENERAL
04/18/22 18:13:11 99091 - MED 1
04/18/22 17:16:59 9908 - GENERAL
04/18/22 15:15:34 99093 - MED 3
04/18/22 11:32:56 9908 - GENERAL JORDAN LAKE
04/18/22 07:33:19 TRF - TRAFFIC
04/17/22 13:44:53 TRF - TRAFFIC
04/17/22 12:22:55 TRF - TRAFFIC
04/16/22 08:33:57 TRF - TRAFFIC
04/15/22 21:11:39 TRF - TRAFFIC



04/15/22 19:31:36 TRF -TRAFFIC
04/15/22 19:00:10 TRF -TRAFFIC
04/15/22 18:44:21 TRF - TRAFFIC
04/15/22 18:04:30 TRF - VIRGINIA ST
04/15/22 15:03:01 TRF - TRAFFIC
04/15/22 02:55:21 9807 - SUSPICIOUS
04/14/22 18:52:41 5300 - DISORDERLY
04/14/22 14:37:51 TREES - TREE DOWN
04/13/22 12:08:23 9908 - GENERAL
04/13/22 10:24:20 2600 - FRAUD
04/13/22 09:32:49 99091 - MED 1
04/12/22 08:10:14 99091 - MED 1
04/11/22 15:02:49 99091 - MED 1
04/10/22 21:35:46 99091 - MED 1
04/10/22 11:33:12 99093 - MED 3
04/09/22 21:35:16 6200 - LAUREL DR ASSIST
04/08/22 14:46:56 TRF - TRAFFIC
04/07/22 14:34:24 TRF - TRAFFIC
04/07/22 14:21:47 TRF - TRAFFIC
04/07/22 14:14:34 TRF - TRAFFIC
04/07/22 01:12:43 99093 - MED 3
04/06/22 22:58:11 99091 - MED 1
04/05/22 11:09:18 99092 - MED 2
04/04/22 21:02:53 9807 - SUSPICIOUS
04/04/22 18:13:59 TRF - TRAFFIC
04/03/22 20:31:44 7000 - JUVENILE
04/03/22 17:44:27 TRF - TRAFFIC
04/02/22 18:08:13 9908 - GENERAL FOURTH AVE
04/02/22 18:06:19 TRF - TRAFFIC
04/02/22 16:18:44 99091 - MED 1
04/02/22 13:52:16 TRF - JORDAN LAKE ST
04/02/22 13:28:42 TRF - TRAFFIC
04/02/22 13:11:11 TRF - TRAFFIC
04/02/22 11:50:47 TRF - TRAFFIC
04/02/22 10:50:44 99093 - MED 3
04/02/22 08:33:05 1302 - DOMESTIC MC ARTHUR ST
04/01/22 20:17:35 TRF - TRAFFIC
04/01/22 14:42:14 TRF - TRAFFIC
04/01/22 13:45:13 TRF - TRAFFIC
04/01/22 12:28:25 2300 - LARCENY
04/01/22 11:38:19 TRF - TRAFFIC
04/01/22 09:54:01 1000 - KIDNAPPING

PUBLIC RELATIONS: DEA National Take Back Day along with Ionia County Health Department.



Dispatcher Appreciation Week 4/10 - 4/16

lonia County 911

Lake Odessa POLICE

**The Lake Odessa Police Department would like to say
Thank You!
to all of the dispatchers at
Ionia County Central Dispatch
and all dispatchers across the country for their help in
keeping our first responders and communities safe**

Department of Public Works
April 15th 2022 to May 11th 2022

Council Report

Parks & Beach

We spread 1,500 pounds of nitrogen fertilizer on the grounds and ball fields. Spraying for weeds will start soon. We have been mowing as needed. The flower beds were cleaned and mulched. We spread 8 yards of safety wood chips around playground equipment in the park. The shade sails at the pavilion were installed. We installed an outdoor shower and foot rinse station at the beach. We deep cleaned the beach and park restroom floors with a rented floor scrubber and repainted the beach restroom walls. The park restrooms are now open for the season and we will be opening the beach restrooms very soon. We installed a new hand dryer in the women's restroom at the park and replaced all of the faucets at the beach and park restrooms with timed fixtures. These will save a lot of water as we commonly find faucets being left running.

Streets

We spot swept the heavy debris from the streets where it was necessary. We are continuing to patch potholes as we find them. We have been grading our gravel roads as needed.

Water

After all the work at the water treatment plant, the floor needed a fresh coat of paint. The renovated water filter is performing flawlessly. I took a day and did the bulk of our mandated water sampling for the year. All of the chemical and PFAS samples came back clear. With all of the issues a lot of other communities are facing, we are very fortunate to have the great quality of water that we have. Nonpayment water shut offs went without issue. Jacob Hanson took his S3 & D3 water exams on the 4th. He now has the long 3 month wait to find out if he passed.

DPW

We cleaned and mulched the flower beds at the Page Building. We decided to go with a lighter color this year and change it up. We planted our Arbor Day tree at the park, in front of Swiftys Place. We installed the banners for the VFW.

Purchase Request

None at this time.

Additional Comments

None at this time.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
04/14/2022	ARTS	3215	015	VILLAGE OF LAKE ODESSA - GENERAL	7.70
04/14/2022	ARTS	3216	KAREN	KAREN BANKS	29.95
04/14/2022	ARTS	3217	WILLOW	WILLOW AUDIO VIDEO LABORATORIES	1,513.35
04/21/2022	ARTS	3218	KAREN	KAREN BANKS	140.00
04/21/2022	ARTS	3219	VERIZON	VERIZON WIRELESS	49.51

ARTS TOTALS:

Total of 5 Checks:	1,740.51
Less 0 Void Checks:	0.00
Total of 5 Disbursements:	1,740.51

Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY

04/07/2022	DDA	1190	HAMMERSMIT	HAMMERSMITH EQUIPMENT COMPANY	130.00
04/07/2022	DDA	1191	MENARD	MENARDS-IONIA	32.91
04/14/2022	DDA	1192	LOAAC	LAKE ODESSA AREA ARTS COMMISSION	500.00
04/14/2022	DDA	1193	LOAAC	LAKE ODESSA AREA ARTS COMMISSION	500.00

DDA TOTALS:

Total of 4 Checks:	1,162.91
Less 1 Void Checks:	500.00
Total of 3 Disbursements:	662.91

Bank GEN 1447 GENERAL FUND

04/07/2022	GEN	41885	014	VILLAGE OF LAKE ODESSA	1,211.42
04/07/2022	GEN	41886	AMAZON	AMAZON CAPITAL SERVICES, INC.	27.13
04/07/2022	GEN	41887	CONSUMERS	CONSUMERS ENERGY	2,038.61
04/07/2022	GEN	41888	IONIA	IONIA COUNTY TREASURER	180.00
04/07/2022	GEN	41889	LES'S	LES'S SANITARY SERVICE	124.00
04/07/2022	GEN	41890	LKWD H&C	LAKEWOOD HEATING & COOLING	3,225.50
04/07/2022	GEN	41891	MENARD	MENARDS-IONIA	294.64
04/07/2022	GEN	41892	ROTARY	ROTARY MULTIFORMS, INC	459.71
04/07/2022	GEN	41893	SMITHWELD	SMITH WELDING & REPAIR	43.00
04/07/2022	GEN	41894	TRUE	VILLAGE TRUE VALUE LUMBER	30.43
04/07/2022	GEN	41895	USTREASURY	UNITED STATES TREASURY	2,516.20
04/07/2022	GEN	41896	VERIZON	VERIZON WIRELESS	150.47
04/07/2022	GEN	41897	WEX	WEX BANK	1,361.90
04/14/2022	GEN	41898	AMAZON	AMAZON CAPITAL SERVICES, INC.	327.04
04/14/2022	GEN	41899	BEHRENS	BEHRENS LTD	579.50
04/14/2022	GEN	41900	CARDMEMBER	CARDMEMBER SERVICE	1,238.20
04/14/2022	GEN	41901	CARL'S	CARL'S SUPERMARKET	39.98
04/14/2022	GEN	41902	CINTAS	CINTAS FIRST AID & SAFETY	129.29
04/14/2022	GEN	41903	CONSUMERS	CONSUMERS ENERGY	820.06
04/14/2022	GEN	41904	FAMILY	FAMILY FARM & HOME - CHARLOTTE	1,061.62
04/14/2022	GEN	41905	NAPA	NAPA OF IONIA	530.05
04/14/2022	GEN	41906	PARTS	LAKE ODESSA PARTS PLUS	9.45
04/14/2022	GEN	41907	SBAM PLAN	THE SBAM PLAN	490.29
04/14/2022	GEN	41908	TRUE	VILLAGE TRUE VALUE LUMBER	10.49
04/14/2022	GEN	41909	VFW	VFW POST 4461	90.00
04/19/2022	GEN	41910	DRTRAILER	DR TRAILER SALES	8,673.00
04/20/2022	GEN	41911	AMAZON	AMAZON CAPITAL SERVICES, INC.	31.45
04/20/2022	GEN	41912	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	2,508.98
04/20/2022	GEN	41913	BRYAN	BRYAN RADER	11.23
04/20/2022	GEN	41914	KDP	KDP RETIREMENT PLAN SVCS, INC	125.00
04/20/2022	GEN	41915	LERMA	LERMA INC	60.00
04/20/2022	GEN	41916	MML LIABIL	MML LIABILITY & PROPERTY POOL	16,135.00
04/20/2022	GEN	41917	VERIZON	VERIZON WIRELESS	270.10
04/20/2022	GEN	41918	WOW	WOW! BUSINESS	74.99
04/20/2022	GEN	41919	WOW	WOW! BUSINESS	91.25
04/21/2022	GEN	41920	CALEDONIA	CALEDONIA FARMERS ELEVATOR	889.20

GEN TOTALS:

Total of 36 Checks:	45,859.18
Less 0 Void Checks:	0.00
Total of 36 Disbursements:	45,859.18

Bank HBOND 8181 GEN HIGHWAY BOND REDEMPTION

04/20/2022	HBOND	1025	MERCANTILE	MERCANTILE BANK	76,812.80
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HBOND TOTALS:

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Total of 1 Checks:					76,812.80
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					<u>76,812.80</u>
Bank HWY 6659 GENERAL HWY					
04/07/2022	HWY	2062	HAMMERSMIT	HAMMERSMITH EQUIPMENT COMPANY	449.50
04/14/2022	HWY	2063	HAMMERSMIT	HAMMERSMITH EQUIPMENT COMPANY	118.00 V
04/14/2022	HWY	2064	SBAM PLAN	THE SBAM PLAN	76.11 V
04/14/2022	HWY	2065	HAMMERSMIT	HAMMERSMITH EQUIPMENT COMPANY	118.00
04/14/2022	HWY	2066	SBAM PLAN	THE SBAM PLAN	76.11
04/20/2022	HWY	2067	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	106.16
HWY TOTALS:					
Total of 6 Checks:					943.88
Less 2 Void Checks:					194.11
Total of 4 Disbursements:					<u>749.77</u>
Bank LOC 6646 LOCAL STREETS					
04/14/2022	LOC	2329	SBAM PLAN	THE SBAM PLAN	11.14
04/20/2022	LOC	2330	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	30.13
LOC TOTALS:					
Total of 2 Checks:					41.27
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					<u>41.27</u>
Bank MAJ 6633 MAJOR STREETS					
04/14/2022	MAJ	2399	SBAM PLAN	THE SBAM PLAN	11.45
04/20/2022	MAJ	2400	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	53.46
MAJ TOTALS:					
Total of 2 Checks:					64.91
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					<u>64.91</u>
Bank WATER 6620 WATER					
04/07/2022	WATER	5439	BADGER	BADGER METER	769.85
04/07/2022	WATER	5440	DIXON	DIXON ENGINEERING, INC.	74,235.00
04/07/2022	WATER	5441	ETNA	ETNA SUPPLY	8,993.00
04/07/2022	WATER	5442	H2O	H2O COMPLIANCE SERVICES INC.	1,800.00
04/07/2022	WATER	5443	HSV	HSV REDI-MIX	164.61
04/07/2022	WATER	5444	KCI	KCI	328.26
04/07/2022	WATER	5445	MENARD	MENARDS-IONIA	92.90
04/07/2022	WATER	5446	PEERLESS	PEERLESS MIDWEST, INC.	59,548.00
04/07/2022	WATER	5447	TRICOU	HOMEWORKS	2,606.70
04/07/2022	WATER	5448	VERIZON	VERIZON WIRELESS	35.90
04/07/2022	WATER	5449	WEX	WEX BANK	361.10
04/14/2022	WATER	5450	AT&T	AT&T	87.61
04/14/2022	WATER	5451	CONSUMERS	CONSUMERS ENERGY	1,276.38
04/14/2022	WATER	5452	NAPA	NAPA OF IONIA	177.41
04/14/2022	WATER	5453	SBAM PLAN	THE SBAM PLAN	300.30
04/14/2022	WATER	5454	VERNS	VERN'S REPAIR & SPORT	171.49
04/20/2022	WATER	5455	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	4,588.23
04/20/2022	WATER	5456	CRYSTAL	CRYSTAL FLASH	879.16
04/20/2022	WATER	5457	IONIA CITY	CITY OF IONIA	44.00
04/20/2022	WATER	5458	KDP	KDP RETIREMENT PLAN SVCS, INC	125.00
04/20/2022	WATER	5459	MML LIABIL	MML LIABILITY & PROPERTY POOL	15,500.00
04/20/2022	WATER	5460	VERIZON	VERIZON WIRELESS	148.53
04/21/2022	WATER	5461	MICHICAT	MICHIGAN CAT	376.33
WATER TOTALS:					
Total of 23 Checks:					172,609.76
Less 0 Void Checks:					0.00
Total of 23 Disbursements:					<u>172,609.76</u>
Bank WBOND 8194 WATER BOND REDEMPTION					
04/20/2022	WBOND	1025	MERCANTILE	MERCANTILE BANK	28,002.20

Check Date	Bank	Check	Vendor	Vendor Name	Amount
WBOND TOTALS:					
Total of 1 Checks:					28,002.20
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					28,002.20
REPORT TOTALS:					
Total of 80 Checks:					327,237.42
Less 3 Void Checks:					694.11
Total of 77 Disbursements:					326,543.31

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
101-000-402.000	CURRENT REAL PROPERTY TAXES	440,000.00		0.00		0.00		440,000.00	100.00
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	30,000.00		0.00		0.00		30,000.00	100.00
101-000-412.000	DELINQUENT REAL PROPERTY TAX	40,000.00		0.00		0.00		40,000.00	100.00
101-000-428.000	MANUFACTURED HOUSING FEES			400.00		122.00	79.00	278.00	69.50
101-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	80,000.00		0.00		0.00		80,000.00	100.00
101-000-445.000	PENALTIES & INTEREST ON TAXES	50.00		0.00		0.00		50.00	100.00
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	7,500.00		0.00		0.00		7,500.00	100.00
101-000-452.000	LIQUOR LICENSE FEES	1,500.00		0.00		0.00		1,500.00	100.00
101-000-454.000	CABLE TV FRANCHISE	4,000.00		0.00		0.00		4,000.00	100.00
101-000-476.000	SPECIAL USE/ZBA PERMIT	200.00		0.00		0.00		200.00	100.00
101-000-477.000	ZONING PERMIT FEES	550.00		175.00		125.00		375.00	68.18
101-000-539.000	STATE GRANTS	140,000.00		0.00		0.00		140,000.00	100.00
101-000-543.000	METRO ACT	9,000.00		0.00		0.00		9,000.00	100.00
101-000-574.000	STATE REVENUE SHARING	186,803.00		32,876.00		32,876.00		153,927.00	82.40
101-000-576.000	EVIP PMTS	47,689.00		7,948.00		7,948.00		39,741.00	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	60,000.00		0.00		0.00		60,000.00	100.00
101-000-600.000	VEHICLE RENTAL INCOME	15,000.00		0.00		0.00		15,000.00	100.00
101-000-632.000	MOWING	200.00		0.00		0.00		200.00	100.00
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	200.00		0.00		0.00		200.00	100.00
101-000-657.000	PARKING TICKET FEES	500.00		0.00		0.00		500.00	100.00
101-000-660.000	ORDINANCE FINES	2,000.00		167.05		150.55		1,832.95	91.65
101-000-665.000	INTEREST	1,000.00		211.88		109.57		788.12	78.81
101-000-670.000	RENTS-BUILDINGS-LAND	2,000.00		300.00		175.00		1,700.00	85.00
101-000-675.000	DONATIONS-PRIVATE SOURCES	500.00		0.00		0.00		500.00	100.00
101-000-676.000	REIMBURSEMENTS	1,500.00		0.00		0.00		1,500.00	100.00
101-000-695.000	MISC REVENUE	500.00		0.00		0.00		500.00	100.00
101-000-695.001	MISC REVENUE-MISC REVENUE GENERAL	7,000.00		3,100.00		2,800.00		3,900.00	55.71
101-000-695.010	MISC REVENUE-POLICE	1,000.00		119.94		76.94		880.06	88.01
Total Dept 000 - BALANCE SHEET / GENERAL		1,080,292.00		45,019.87		44,340.06		1,035,272.13	95.83
TOTAL REVENUES		1,080,292.00		45,019.87		44,340.06		1,035,272.13	95.83
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-702.708	TRUSTEE MEETING FEES	8,500.00		1,125.00		600.00		7,375.00	86.76
101-101-702.709	TREASURER - CLERK WAGES	7,380.00		0.00		0.00		7,380.00	100.00
101-101-710.000	EMPLOYER FICA	1,743.00		237.71		197.57		1,505.29	86.36
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		20.00		20.00		80.00	80.00
101-101-727.000	OFFICE SUPPLIES	1,500.00		0.00		0.00		1,500.00	100.00
101-101-740.000	POSTAGE	500.00		(7.70)		(7.70)		507.70	101.54
101-101-801.000	CONTRACTED SERVICES	32,000.00		218.75		125.00		31,781.25	99.32
101-101-805.000	ATTORNEY FEES	5,000.00		231.00		0.00		4,769.00	95.38
101-101-806.000	AUDIT SERVICES	6,750.00		0.00		0.00		6,750.00	100.00
101-101-815.000	DUES & MEMBERSHIPS	3,200.00		0.00		0.00		3,200.00	100.00
101-101-816.000	EDUCATION & TRAINING	1,500.00		887.08		337.08		612.92	40.86
101-101-825.000	NOTARY & FIDUCIARY BONDS	150.00		0.00		0.00		150.00	100.00
101-101-826.000	SAFE DEPOSIT BOX RENTAL	15.00		0.00		0.00		15.00	100.00
101-101-828.000	DOWNTOWN DEVELOPMENT	13,500.00		0.00		0.00		13,500.00	100.00
101-101-850.000	COMMUNICATION EXPENSE	850.00		158.99		79.49		691.01	81.30
101-101-880.000	COMMUNITY PROMOTION	8,000.00		0.00		0.00		8,000.00	100.00

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PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
101-101-900.000	PRINTING & PUBLISHING	1,000.00		214.77		214.77		785.23	78.52
101-101-957.000	COUNTER DRAIN	12,000.00		0.00		0.00		12,000.00	100.00
101-101-963.000	MISC EXPENSE	200.00		0.00		0.00		200.00	100.00
Total Dept 101 - GOVERNING BODY		104,188.00		3,085.60		1,566.21		101,102.40	97.04
Dept 172 - MANAGERS									
101-172-702.001	DEPT HEAD WAGES	30,840.00		5,755.80		2,302.31		25,084.20	81.34
101-172-710.000	EMPLOYER FICA	2,665.00		566.76		309.83		2,098.24	78.73
101-172-711.000	EMPLOYERS SHARE OF PENSION	3,200.00		0.00		0.00		3,200.00	100.00
101-172-712.000	HEALTH INSURANCE EXPENSE	4,208.00		684.14		342.07		3,523.86	83.74
101-172-713.000	DENTAL INSURANCE EXPENSE	421.00		58.74		29.37		362.26	86.05
101-172-714.000	OPTICAL PLAN EXPENSE	50.00		4.90		2.45		45.10	90.20
101-172-720.000	DISABILITY INSURANCE	477.00		79.66		39.83		397.34	83.30
101-172-721.000	LIFE INSURANCE EXPENSE	138.00		17.28		8.64		120.72	87.48
101-172-723.000	WORKMEN'S COMPENSATION	150.00		0.00		0.00		150.00	100.00
101-172-725.000	MEALS & MILEAGE	200.00		0.00		0.00		200.00	100.00
101-172-727.000	OFFICE SUPPLIES	500.00		88.56		46.44		411.44	82.29
101-172-805.000	ATTORNEY FEES	2,000.00		0.00		0.00		2,000.00	100.00
101-172-815.000	DUES & MEMBERSHIPS	1,000.00		0.00		0.00		1,000.00	100.00
101-172-816.000	EDUCATION & TRAINING	3,000.00		550.00		0.00		2,450.00	81.67
101-172-850.000	COMMUNICATION EXPENSE	1,200.00		170.83		85.41		1,029.17	85.76
Total Dept 172 - MANAGERS		50,049.00		7,976.67		3,166.35		42,072.33	84.06
Dept 265 - PAGE MEMORIAL BUILDING									
101-265-702.706	PART TIME WAGES	11,000.00		0.00		0.00		11,000.00	100.00
101-265-710.000	EMPLOYER FICA	1,000.00		0.00		0.00		1,000.00	100.00
101-265-711.000	EMPLOYERS SHARE OF PENSION	1,100.00		0.00		0.00		1,100.00	100.00
101-265-723.000	WORKMEN'S COMPENSATION	200.00		0.00		0.00		200.00	100.00
101-265-728.000	SUPPLIES	2,000.00		0.00		0.00		2,000.00	100.00
101-265-740.000	POSTAGE	400.00		(102.90)		(102.90)		502.90	125.73
101-265-850.000	COMMUNICATION EXPENSE	1,200.00		178.50		89.29		1,021.50	85.13
101-265-920.000	GAS AND ELECTRIC	4,000.00		0.00		0.00		4,000.00	100.00
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00		407.81		394.35		3,592.19	89.80
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,000.00		0.00		0.00		1,000.00	100.00
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	1,000.00		0.00		0.00		1,000.00	100.00
101-265-970.000	CAPITAL OUTLAY	1,000.00		0.00		0.00		1,000.00	100.00
101-265-980.001	HARDWARE	12,000.00		0.00		0.00		12,000.00	100.00
101-265-980.002	SOFTWARE	500.00		0.00		0.00		500.00	100.00
Total Dept 265 - PAGE MEMORIAL BUILDING		40,400.00		483.41		380.74		39,916.59	98.80
Dept 301 - POLICE									
101-301-702.001	DEPARTMENT HEAD WAGES	64,826.00		12,406.36		4,983.22		52,419.64	80.86
101-301-702.704	FULL TIME WAGES	142,475.00		27,937.39		11,556.27		114,537.61	80.39
101-301-702.705	OVER TIME WAGES	7,175.00		533.04		413.44		6,641.96	92.57
101-301-702.706	PART TIME WAGES	11,000.00		0.00		0.00		11,000.00	100.00
101-301-702.717	NO FRINGE BENEFIT INCENTIVE	3,300.00		0.00		0.00		3,300.00	100.00
101-301-710.000	EMPLOYER FICA	19,680.00		4,050.08		2,260.75		15,629.92	79.42
101-301-711.000	EMPLOYERS SHARE OF PENSION	23,575.00		4,087.68		1,695.30		19,487.32	82.66
101-301-712.000	HEALTH INSURANCE EXPENSE	18,274.00		3,087.58		1,927.61		15,186.42	83.10
101-301-713.000	DENTAL INSURANCE EXPENSE	2,104.00		285.58		142.79		1,818.42	86.43

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PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-301-714.000	OPTICAL PLAN EXPENSE	388.00		41.84		20.92		346.16	89.22
101-301-716.000	WELLNESS PROGRAM	360.00		0.00		0.00		360.00	100.00
101-301-720.000	DISABILITY INSURANCE	3,050.00		507.62		253.81		2,542.38	83.36
101-301-721.000	LIFE INSURANCE EXPENSE	1,000.00		163.68		81.84		836.32	83.63
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00		0.00		0.00		4,000.00	100.00
101-301-724.001	TUITION REIMBURSEMENT	4,000.00		0.00		0.00		4,000.00	100.00
101-301-725.000	MEALS & MILEAGE	500.00		109.01		109.01		390.99	78.20
101-301-726.000	VESTS	300.00		0.00		0.00		300.00	100.00
101-301-727.000	OFFICE SUPPLIES	1,500.00		0.00		0.00		1,500.00	100.00
101-301-728.000	SUPPLIES	3,500.00		489.71		0.00		3,010.29	86.01
101-301-729.000	RESERVE SUPPLIES	250.00		0.00		0.00		250.00	100.00
101-301-741.000	MEDICAL & PHYSICALS	1,000.00		0.00		0.00		1,000.00	100.00
101-301-744.000	CLOTHING EXPENSE	2,000.00		0.00		0.00		2,000.00	100.00
101-301-745.000	UNIFORM CLEANING	300.00		0.00		0.00		300.00	100.00
101-301-751.000	GASOLINE PURCHASES	9,500.00		816.62		0.00		8,683.38	91.40
101-301-801.000	CONTRACTED SERVICES	7,000.00		233.10		0.00		6,766.90	96.67
101-301-805.000	ATTORNEY FEES	1,000.00		0.00		0.00		1,000.00	100.00
101-301-815.000	DUES & MEMBERSHIPS	525.00		60.00		60.00		465.00	88.57
101-301-816.000	EDUCATION & TRAINING	4,000.00		760.40		615.40		3,239.60	80.99
101-301-817.000	RANGE QUALIFICATION	1,750.00		0.00		0.00		1,750.00	100.00
101-301-820.001	MEADOWBROOK INSURANCE	8,967.00		8,967.00		8,967.00		0.00	0.00
101-301-850.000	COMMUNICATION EXPENSE	5,150.00		773.54		386.79		4,376.46	84.98
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		209.59		124.25		4,790.41	95.81
101-301-942.000	RENTALS	960.00		0.00		0.00		960.00	100.00
101-301-958.000	ACT 302 TRAINING	500.00		200.00		0.00		300.00	60.00
101-301-970.001	CAPITAL OUTLAY-EQUIPMENT	7,000.00		0.00		0.00		7,000.00	100.00
101-301-970.003	CAPITAL OUTLAY-OFFICE FURNITURE	1,000.00		0.00		0.00		1,000.00	100.00
101-301-980.001	HARDWARE	1,000.00		0.00		0.00		1,000.00	100.00
101-301-980.002	SOFTWARE	1,500.00		0.00		0.00		1,500.00	100.00
Total Dept 301 - POLICE		371,259.00		65,719.82		33,598.40		305,539.18	82.30
Dept 441 - PUBLIC WORKS									
101-441-702.001	DEPT HEAD WAGES	19,437.00		3,702.57		1,487.73		15,734.43	80.95
101-441-702.704	FULL TIME WAGES	45,341.00		7,876.48		3,363.20		37,464.52	82.63
101-441-702.705	OVER TIME WAGES	1,845.00		0.00		0.00		1,845.00	100.00
101-441-702.706	PART TIME WAGES	8,300.00		0.00		0.00		8,300.00	100.00
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	3,300.00		0.00		0.00		3,300.00	100.00
101-441-710.000	EMPLOYER FICA	7,893.00		1,194.71		680.01		6,698.29	84.86
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,948.00		1,470.01		610.50		7,477.99	83.57
101-441-712.000	HEALTH INSURANCE EXPENSE	4,501.00		0.00		0.00		4,501.00	100.00
101-441-713.000	DENTAL INSURANCE EXPENSE	2,160.00		81.10		40.55		2,078.90	96.25
101-441-714.000	OPTICAL PLAN EXPENSE	288.00		6.44		3.22		281.56	97.76
101-441-720.000	DISABILITY INSURANCE	1,166.00		160.32		80.16		1,005.68	86.25
101-441-721.000	LIFE INSURANCE EXPENSE	350.00		52.02		26.01		297.98	85.14
101-441-723.000	WORKMEN'S COMPENSATION	5,989.00		0.00		0.00		5,989.00	100.00
101-441-727.000	OFFICE SUPPLIES	250.00		0.00		0.00		250.00	100.00
101-441-728.000	SUPPLIES	4,000.00		169.35		169.35		3,830.65	95.77
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		85.29		85.29		914.71	91.47
101-441-751.000	GASOLINE PURCHASES	6,000.00		545.28		0.00		5,454.72	90.91
101-441-801.000	CONTRACTED SERVICES	31,500.00		0.00		0.00		31,500.00	100.00
101-441-815.000	DUES & MEMBERSHIPS	1,200.00		20.00		0.00		1,180.00	98.33

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PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-441-816.000	EDUCATION & TRAINING	500.00		0.00		0.00		500.00	100.00
101-441-820.001	MEADOWBROOK INSURANCE	7,965.00		7,168.00		7,168.00		797.00	10.01
101-441-823.000	LICENSE FEES	300.00		0.00		0.00		300.00	100.00
101-441-850.000	COMMUNICATION EXPENSE	1,400.00		221.78		110.89		1,178.22	84.16
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	3,000.00		759.88		336.92		2,240.12	74.67
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	13,000.00		6,649.25		3,423.75		6,350.75	48.85
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	6,000.00		213.56		213.56		5,786.44	96.44
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00		0.00		0.00		500.00	100.00
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	3,000.00		201.69		201.69		2,798.31	93.28
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		124.00		124.00		676.00	84.50
101-441-943.000	EQUIPMENT RENTAL EXPENSE	500.00		0.00		0.00		500.00	100.00
101-441-955.000	SAFETY	1,500.00		129.29		129.29		1,370.71	91.38
101-441-963.000	MISC EXPENSE	1,000.00		0.00		0.00		1,000.00	100.00
101-441-967.000	PROJECT COSTS	5,000.00		0.00		0.00		5,000.00	100.00
101-441-970.001	CAPITAL OUTLAY-EQUIPMENT	26,000.00		4,336.50		4,336.50		21,663.50	83.32
Total Dept 441 - PUBLIC WORKS		228,233.00		35,167.52		22,590.62		193,065.48	84.59
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING									
101-448-924.000	STREET LIGHT EXPENSE	34,000.00		4,583.38		2,283.65		29,416.62	86.52
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		34,000.00		4,583.38		2,283.65		29,416.62	86.52
Dept 536 - WATER/SEWER									
101-536-938.000	SEWER EXPENSE	3,400.00		826.49		826.49		2,573.51	75.69
101-536-939.000	WATER EXPENSE	1,800.00		384.93		384.93		1,415.07	78.62
Total Dept 536 - WATER/SEWER		5,200.00		1,211.42		1,211.42		3,988.58	76.70
Dept 722 - ZONING									
101-722-702.706	PART TIME WAGES	7,034.00		1,314.40		528.08		5,719.60	81.31
101-722-710.000	EMPLOYER FICA	666.00		132.34		72.18		533.66	80.13
101-722-727.000	OFFICE SUPPLIES	100.00		0.00		0.00		100.00	100.00
101-722-850.000	COMMUNICATION EXPENSE	200.00		0.00		0.00		200.00	100.00
Total Dept 722 - ZONING		8,000.00		1,446.74		600.26		6,553.26	81.92
Dept 728 - ECONOMIC DEVELOPMENT									
101-728-801.000	CONTRACTED SERVICES	2,000.00		0.00		0.00		2,000.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		2,000.00		0.00		0.00		2,000.00	100.00
Dept 751 - PARKS AND RECREATION									
101-751-723.000	WORKMEN'S COMPENSATION	270.00		0.00		0.00		270.00	100.00
101-751-728.000	SUPPLIES	2,000.00		618.72		618.72		1,381.28	69.06
101-751-882.000	SWIFTY'S PLACE	250.00		0.00		0.00		250.00	100.00
101-751-920.000	GAS AND ELECTRIC	3,600.00		516.98		238.10		3,083.02	85.64
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,000.00		17.48		10.49		1,982.52	99.13
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	26,000.00		5,229.48		5,229.48		20,770.52	79.89

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT REMAIN
		AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND								
Expenditures								
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	5,000.00	1,032.35	1,032.35		3,967.65	79.35	
101-751-970.000	CAPITAL OUTLAY	200,000.00	0.00	0.00		200,000.00	100.00	
Total Dept 751 - PARKS AND RECREATION		239,120.00	7,415.01	7,129.14		231,704.99	96.90	
TOTAL EXPENDITURES		1,082,449.00	127,089.57	72,526.79		955,359.43	88.26	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		1,080,292.00	45,019.87	44,340.06		1,035,272.13	95.83	
TOTAL EXPENDITURES		1,082,449.00	127,089.57	72,526.79		955,359.43	88.26	
NET OF REVENUES & EXPENDITURES		(2,157.00)	(82,069.70)	(28,186.73)		79,912.70	(3,704.8)	

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PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
202-000-575.000	ACT 51 / STREETS	207,000.00		35,940.68		18,928.98		171,059.32	82.64
202-000-665.000	INTEREST	2,000.00		396.25		45.19		1,603.75	80.19
Total Dept 000 - BALANCE SHEET / GENERAL		209,000.00		36,336.93		18,974.17		172,663.07	82.61
TOTAL REVENUES		209,000.00		36,336.93		18,974.17		172,663.07	82.61
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
202-449-702.001	DEPT HEAD WAGES	3,700.00		710.61		284.25		2,989.39	80.79
202-449-710.000	EMPLOYER FICA	359.00		70.00		38.27		289.00	80.50
202-449-711.000	EMPLOYERS SHARE OF PENSION	359.00		0.00		0.00		359.00	100.00
202-449-712.002	ADMIN BENEFITS	1,107.00		104.28		52.14		1,002.72	90.58
202-449-731.000	COLD/HOT PATCH	750.00		0.00		0.00		750.00	100.00
202-449-734.000	SALT/SAND ROADS	4,500.00		(1,350.42)		0.00		5,850.42	130.01
202-449-801.000	CONTRACTED SERVICES	6,000.00		0.00		0.00		6,000.00	100.00
202-449-806.000	AUDIT SERVICES	1,500.00		0.00		0.00		1,500.00	100.00
202-449-863.000	STREET STRIPING	2,500.00		0.00		0.00		2,500.00	100.00
202-449-865.000	STREET SIGNS	1,000.00		0.00		0.00		1,000.00	100.00
202-449-867.000	STREET REPAIRS	72,000.00		0.00		0.00		72,000.00	100.00
202-449-944.867	VEHICLE RENTAL - STREET REPAIRS	5,000.00		0.00		0.00		5,000.00	100.00
202-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00		0.00		0.00		5,000.00	100.00
202-449-956.000	STORM SEWER	7,000.00		0.00		0.00		7,000.00	100.00
202-449-963.000	MISC EXPENSE	1,500.00		0.00		0.00		1,500.00	100.00
202-449-999.000	TRANSFERS OUT	30,000.00		0.00		0.00		30,000.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		142,275.00		(465.53)		374.66		142,740.53	100.33
Dept 450 - MAINTENANCE / CONSTRUCTION									
202-450-702.001	MAINTENANCE WAGES	3,608.00		685.70		275.52		2,922.30	81.00
202-450-710.000	MAINTENANCE EMPLOYER FICA	369.00		52.45		21.08		316.55	85.79
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	369.00		126.38		50.78		242.62	65.75
202-450-712.002	MAINTENANCE BENEFITS	172.00		25.54		12.77		146.46	85.15
Total Dept 450 - MAINTENANCE / CONSTRUCTION		4,518.00		890.07		360.15		3,627.93	80.30
Dept 869 - SNOW REMOVAL									
202-869-702.001	SNOW REMOVAL WAGES	3,587.00		1,049.11		0.00		2,537.89	70.75
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	359.00		77.61		0.00		281.39	78.38
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	410.00		104.91		0.00		305.09	74.41
Total Dept 869 - SNOW REMOVAL		4,356.00		1,231.63		0.00		3,124.37	71.73
TOTAL EXPENDITURES		151,149.00		1,656.17		734.81		149,492.83	98.90
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		209,000.00		36,336.93		18,974.17		172,663.07	82.61
TOTAL EXPENDITURES		151,149.00		1,656.17		734.81		149,492.83	98.90

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 202 - MAJOR STREET FUND									
NET OF REVENUES & EXPENDITURES		57,851.00		34,680.76		18,239.36		23,170.24	40.05

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PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
203-000-575.000	ACT 51 / STREETS	72,000.00		11,980.22		6,309.66		60,019.78	83.36
203-000-665.000	INTEREST	1,100.00		98.25		48.77		1,001.75	91.07
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		12,078.47		6,358.43		121,021.53	90.93
TOTAL REVENUES		133,100.00		12,078.47		6,358.43		121,021.53	90.93
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
203-449-702.001	DEPT HEAD WAGES	1,743.00		284.24		113.69		1,458.76	83.69
203-449-710.000	EMPLOYER FICA	205.00		27.97		15.28		177.03	86.36
203-449-711.000	EMPLOYERS SHARE OF PENSION	205.00		0.00		0.00		205.00	100.00
203-449-712.002	ADMIN BENEFITS	886.00		41.70		20.85		844.30	95.29
203-449-731.000	COLD/HOT PATCH	750.00		0.00		0.00		750.00	100.00
203-449-734.000	SALT/SAND ROADS	4,500.00		(1,350.43)		0.00		5,850.43	130.01
203-449-801.000	CONTRACTED SERVICES	6,500.00		0.00		0.00		6,500.00	100.00
203-449-806.000	AUDIT SERVICES	1,050.00		0.00		0.00		1,050.00	100.00
203-449-863.000	STREET STRIPING	1,000.00		0.00		0.00		1,000.00	100.00
203-449-865.000	STREET SIGNS	1,000.00		0.00		0.00		1,000.00	100.00
203-449-867.000	STREET REPAIRS	150,000.00		0.00		0.00		150,000.00	100.00
203-449-944.867	VEHICLE RENTAL - STREET REPAIRS	3,000.00		0.00		0.00		3,000.00	100.00
203-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00		0.00		0.00		5,000.00	100.00
203-449-963.000	MISC EXPENSE	1,000.00		0.00		0.00		1,000.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		176,839.00		(996.52)		149.82		177,835.52	100.56
Dept 450 - MAINTENANCE / CONSTRUCTION									
203-450-702.001	MAINTENANCE WAGES	5,812.00		1,097.12		440.85		4,714.88	81.12
203-450-710.000	MAINTENANCE EMPLOYER FICA	528.00		110.48		60.27		417.52	79.08
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	630.00		202.19		81.24		427.81	67.91
203-450-712.002	MAINTENANCE BENEFITS	227.00		40.84		20.42		186.16	82.01
Total Dept 450 - MAINTENANCE / CONSTRUCTION		7,197.00		1,450.63		602.78		5,746.37	79.84
Dept 869 - SNOW REMOVAL									
203-869-702.001	SNOW REMOVAL WAGES	3,587.00		423.91		0.00		3,163.09	88.18
203-869-710.000	SNOW REMOVAL FICA	359.00		31.35		0.00		327.65	91.27
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	410.00		42.39		0.00		367.61	89.66
Total Dept 869 - SNOW REMOVAL		4,356.00		497.65		0.00		3,858.35	88.58
TOTAL EXPENDITURES		188,392.00		951.76		752.60		187,440.24	99.49
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		133,100.00		12,078.47		6,358.43		121,021.53	90.93
TOTAL EXPENDITURES		188,392.00		951.76		752.60		187,440.24	99.49

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	NORMAL	MONTH 04/30/2022 (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 203 - LOCAL STREET FUND										
NET OF REVENUES & EXPENDITURES		(55,292.00)		11,126.71		5,605.83		(66,418.71)		79.88

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 204 - GENERAL HWY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
204-000-402.000	CURRENT REAL PROPERTY TAXES	200,000.00		0.00		0.00		200,000.00	100.00
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	14,000.00		0.00		0.00		14,000.00	100.00
204-000-412.000	DELINQUENT REAL PROPERTY TAX	12,000.00		0.00		0.00		12,000.00	100.00
204-000-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	22,000.00		0.00		0.00		22,000.00	100.00
204-000-665.000	INTEREST	2,200.00		521.55		28.02		1,678.45	76.29
Total Dept 000 - BALANCE SHEET / GENERAL		250,200.00		521.55		28.02		249,678.45	99.79
TOTAL REVENUES		250,200.00		521.55		28.02		249,678.45	99.79
Expenditures									
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)									
204-446-702.001	ADMINISTRATION WAGES	9,563.00		1,634.39		653.75		7,928.61	82.91
204-446-710.000	ADMINISTRATION FICA	892.00		160.94		87.98		731.06	81.96
204-446-711.000	ADMIN EMPLOYERS SHARE OF PENSION	1,051.00		0.00		0.00		1,051.00	100.00
204-446-712.002	ADMIN BENEFITS	1,473.00		239.84		119.92		1,233.16	83.72
204-446-801.000	CONTRACTED SERVICES	500.00		0.00		0.00		500.00	100.00
204-446-806.000	AUDIT SERVICES	1,500.00		0.00		0.00		1,500.00	100.00
204-446-891.000	SIDEWALK REPLACEMENT PROGRAM	45,000.00		567.50		567.50		44,432.50	98.74
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	5,355.00		2,970.00		2,970.00		2,385.00	44.54
204-446-995.987	CAP IMPROVE BOND I INTEREST	810.00		442.80		442.80		367.20	45.33
204-446-995.988	CAP IMPROV BOND II INTEREST	7,792.00		0.00		0.00		7,792.00	100.00
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		185,836.00		79,415.47		78,241.95		106,420.53	57.27
Dept 450 - MAINTENANCE / CONSTRUCTION									
204-450-702.001	STREET ADMIN SALARY	21,525.00		4,114.01		1,653.06		17,410.99	80.89
204-450-710.000	STREET ADMIN FICA	2,101.00		414.22		225.95		1,686.78	80.28
204-450-711.000	EMPLOYERS SHARE OF PENSION	2,311.00		758.21		304.66		1,552.79	67.19
204-450-712.002	STREET ADMIN BENEFITS	797.00		124.70		62.35		672.30	84.35
Total Dept 450 - MAINTENANCE / CONSTRUCTION		26,734.00		5,411.14		2,246.02		21,322.86	79.76
TOTAL EXPENDITURES		212,570.00		84,826.61		80,487.97		127,743.39	60.09
Fund 204 - GENERAL HWY:									
TOTAL REVENUES		250,200.00		521.55		28.02		249,678.45	99.79
TOTAL EXPENDITURES		212,570.00		84,826.61		80,487.97		127,743.39	60.09
NET OF REVENUES & EXPENDITURES		37,630.00		(84,305.06)		(80,459.95)		121,935.06	(124.04)

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00		0.00		0.00		30,000.00	100.00
248-000-665.000	INTEREST	60.00		7.98		3.88		52.02	86.70
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		7.98		3.88		31,052.02	99.97
TOTAL REVENUES		31,060.00		7.98		3.88		31,052.02	99.97
Expenditures									
Dept 275 - DDA									
248-275-727.000	OFFICE SUPPLIES	50.00		0.00		0.00		50.00	100.00
248-275-801.000	CONTRACTED SERVICES	8,000.00		0.00		0.00		8,000.00	100.00
248-275-806.000	AUDIT SERVICES	150.00		0.00		0.00		150.00	100.00
248-275-815.000	DUES & MEMBERSHIPS	25.00		0.00		0.00		25.00	100.00
248-275-816.000	EDUCATION & TRAINING	500.00		0.00		0.00		500.00	100.00
248-275-880.000	COMMUNITY PROMOTION	1,000.00		0.00		0.00		1,000.00	100.00
248-275-881.000	ADVERTISING	500.00		500.00		500.00		0.00	0.00
248-275-967.000	BEAUTIFICATION	44,000.00		247.40		247.40		43,752.60	99.44
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00		0.00		0.00		2,600.00	100.00
Total Dept 275 - DDA		56,825.00		747.40		747.40		56,077.60	98.68
TOTAL EXPENDITURES		56,825.00		747.40		747.40		56,077.60	98.68
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		31,060.00		7.98		3.88		31,052.02	99.97
TOTAL EXPENDITURES		56,825.00		747.40		747.40		56,077.60	98.68
NET OF REVENUES & EXPENDITURES		(25,765.00)		(739.42)		(743.52)		(25,025.58)	97.13

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PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 290 - ARTS									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
290-000-401.001	ART IN THE PARK REVENUE-NEXT FY	2,000.00		0.00		0.00		2,000.00	100.00
290-000-401.290	ART IN THE PARK REVENUE	2,500.00		600.00		300.00		1,900.00	76.00
290-000-539.000	STATE GRANTS	6,000.00		5,730.00		0.00		270.00	4.50
290-000-610.000	FOOD BOOTH FEES	600.00		245.00		75.00		355.00	59.17
290-000-611.000	CONCESSIONS	1,500.00		0.00		0.00		1,500.00	100.00
290-000-675.000	DONATIONS-PRIVATE SOURCES	6,000.00		600.00		600.00		5,400.00	90.00
290-000-695.000	MISC REVENUE	200.00		0.00		0.00		200.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		18,800.00		7,175.00		975.00		11,625.00	61.84
TOTAL REVENUES		18,800.00		7,175.00		975.00		11,625.00	61.84
Expenditures									
Dept 752 - ARTS									
290-752-701.000	OPER EXPENSE-GRANT DISBURSEMENT	50.00		0.00		0.00		50.00	100.00
290-752-724.000	REFUND/REIMBURSEMENTS	60.00		0.00		0.00		60.00	100.00
290-752-728.000	SUPPLIES	2,000.00		0.00		0.00		2,000.00	100.00
290-752-740.000	POSTAGE	200.00		7.70		7.70		192.30	96.15
290-752-793.000	OPERATING EXPENSE	200.00		140.00		140.00		60.00	30.00
290-752-794.000	T-SHIRTS	500.00		0.00		0.00		500.00	100.00
290-752-795.000	SOUND	1,500.00		1,513.35		1,513.35		(13.35)	(0.89)
290-752-796.000	ROLLS	175.00		0.00		0.00		175.00	100.00
290-752-798.000	CONCESSIONS SUPPLIES	500.00		0.00		0.00		500.00	100.00
290-752-806.000	AUDIT SERVICES	150.00		0.00		0.00		150.00	100.00
290-752-851.000	RADIOS	100.00		0.00		0.00		100.00	100.00
290-752-852.000	TELEPHONE	625.00		99.03		49.51		525.97	84.16
290-752-881.000	ADVERTISING	7,000.00		29.95		29.95		6,970.05	99.57
290-752-890.001	CLEAN UP	150.00		0.00		0.00		150.00	100.00
290-752-898.000	ENTERTAINMENT	1,300.00		0.00		0.00		1,300.00	100.00
290-752-953.000	PORT A POTTY	600.00		0.00		0.00		600.00	100.00
290-752-963.000	MISCELLANEOUS EXPENSE	250.00		0.00		0.00		250.00	100.00
290-752-964.000	PARK IMPROVEMENTS	5,000.00		0.00		0.00		5,000.00	100.00
290-752-967.000	PROJECT COSTS	2,500.00		0.00		0.00		2,500.00	100.00
Total Dept 752 - ARTS		22,860.00		1,790.03		1,740.51		21,069.97	92.17
TOTAL EXPENDITURES		22,860.00		1,790.03		1,740.51		21,069.97	92.17
Fund 290 - ARTS:									
TOTAL REVENUES		18,800.00		7,175.00		975.00		11,625.00	61.84
TOTAL EXPENDITURES		22,860.00		1,790.03		1,740.51		21,069.97	92.17
NET OF REVENUES & EXPENDITURES		(4,060.00)		5,384.97		(765.51)		(9,444.97)	(32.63)

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 291 - CAR SHOW									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
291-000-610.000	FOOD BOOTH FEES	25.00		0.00		0.00		25.00	100.00
291-000-625.000	REGISTRATIONS	900.00		0.00		0.00		900.00	100.00
291-000-665.000	INTEREST	5.00		0.53		0.26		4.47	89.40
291-000-675.000	DONATIONS-PRIVATE SOURCES	2,150.00		0.00		0.00		2,150.00	100.00
291-000-678.000	T-SHIRT REVENUE	200.00		0.00		0.00		200.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		3,280.00		0.53		0.26		3,279.47	99.98
TOTAL REVENUES		3,280.00		0.53		0.26		3,279.47	99.98
Expenditures									
Dept 753 - CAR SHOW									
291-753-728.000	SUPPLIES	800.00		0.00		0.00		800.00	100.00
291-753-794.000	T-SHIRTS EXPENSE	200.00		0.00		0.00		200.00	100.00
291-753-881.000	ADVERTISING	650.00		0.00		0.00		650.00	100.00
291-753-887.000	TROPHIES	800.00		0.00		0.00		800.00	100.00
291-753-888.000	FLYERS	170.00		0.00		0.00		170.00	100.00
291-753-892.000	DOOR PRIZES	150.00		0.00		0.00		150.00	100.00
291-753-893.000	DJ	350.00		0.00		0.00		350.00	100.00
291-753-953.000	PORT A POTTY	150.00		0.00		0.00		150.00	100.00
Total Dept 753 - CAR SHOW		3,270.00		0.00		0.00		3,270.00	100.00
TOTAL EXPENDITURES		3,270.00		0.00		0.00		3,270.00	100.00
Fund 291 - CAR SHOW:									
TOTAL REVENUES		3,280.00		0.53		0.26		3,279.47	99.98
TOTAL EXPENDITURES		3,270.00		0.00		0.00		3,270.00	100.00
NET OF REVENUES & EXPENDITURES		10.00		0.53		0.26		9.47	94.70

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
590-000-614.000	SEWER REVENUE	0.00	253,985.61	201,835.53	(253,985.61)	0.00
590-000-615.000	SEWER PENALTIES	0.00	481.26	105.63	(481.26)	0.00
590-000-619.000	LAB TESTING REVENUE	0.00	40.00	40.00	(40.00)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	254,506.87	201,981.16	(254,506.87)	0.00
TOTAL REVENUES		0.00	254,506.87	201,981.16	(254,506.87)	0.00
Fund 590 - SEWER FUND:						
TOTAL REVENUES		0.00	254,506.87	201,981.16	(254,506.87)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	254,506.87	201,981.16	(254,506.87)	0.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDDT REMAIN
		AMENDED BUDGET	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 591 - WATER FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
591-000-402.591	WATER REVENUE	950,000.00		124,113.16		82,041.37		825,886.84	86.94
591-000-445.000	PENALTIES & INTEREST	5,500.00		320.16		160.32		5,179.84	94.18
591-000-539.002	WELLHEAD PROTECTION	2,750.00		0.00		0.00		2,750.00	100.00
591-000-607.000	WATER HOOK UP FEES	4,500.00		0.00		0.00		4,500.00	100.00
591-000-608.000	WATER TURN ON/OFF FEES	1,200.00		70.31		70.31		1,129.69	94.14
591-000-609.000	FINAL READ INCOME	500.00		80.20		50.20		419.80	83.96
591-000-665.000	INTEREST	4,000.00		982.55		93.44		3,017.45	75.44
591-000-674.000	INCENTIVE PROGRAM	3,000.00		0.00		0.00		3,000.00	100.00
591-000-695.000	MISC REVENUE	8,000.00		0.00		0.00		8,000.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		979,450.00		125,566.38		82,415.64		853,883.62	87.18
TOTAL REVENUES		979,450.00		125,566.38		82,415.64		853,883.62	87.18
Expenditures									
Dept 536 - WATER/SEWER									
591-536-702.001	DEPT HEAD WAGES	50,994.00		9,940.85		3,983.78		41,053.15	80.51
591-536-702.704	FULL TIME WAGES	157,000.00		28,628.86		11,824.10		128,371.14	81.77
591-536-702.705	OVER TIME WAGES	2,563.00		0.00		0.00		2,563.00	100.00
591-536-702.706	PART TIME WAGES	2,050.00		0.00		0.00		2,050.00	100.00
591-536-702.710	WATER LICENSE STIPEND	5,000.00		0.00		0.00		5,000.00	100.00
591-536-710.000	EMPLOYER FICA	20,500.00		3,503.91		1,851.16		16,996.09	82.91
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,550.00		3,631.13		1,492.08		18,918.87	83.90
591-536-712.000	HEALTH INSURANCE EXPENSE	49,200.00		6,530.32		3,789.92		42,669.68	86.73
591-536-712.002	ADMIN BENEFITS	5,227.00		790.70		395.35		4,436.30	84.87
591-536-713.000	DENTAL INSURANCE EXPENSE	5,338.00		794.82		397.41		4,543.18	85.11
591-536-714.000	OPTICAL PLAN EXPENSE	681.00		109.22		54.61		571.78	83.96
591-536-720.000	DISABILITY INSURANCE	2,800.00		378.00		189.00		2,422.00	86.50
591-536-721.000	LIFE INSURANCE EXPENSE	855.00		124.48		62.24		730.52	85.44
591-536-723.000	WORKMEN'S COMPENSATION	2,350.00		0.00		0.00		2,350.00	100.00
591-536-725.000	MEALS & MILEAGE	200.00		0.00		0.00		200.00	100.00
591-536-727.000	OFFICE SUPPLIES	1,000.00		0.00		0.00		1,000.00	100.00
591-536-728.000	SUPPLIES	1,500.00		0.00		0.00		1,500.00	100.00
591-536-732.000	CHEMICAL SUPPLIES	3,000.00		0.00		0.00		3,000.00	100.00
591-536-740.000	POSTAGE	1,500.00		197.76		197.76		1,302.24	86.82
591-536-741.000	MEDICAL & PHYSICALS	200.00		0.00		0.00		200.00	100.00
591-536-744.000	CLOTHING EXPENSE	1,200.00		0.00		0.00		1,200.00	100.00
591-536-751.000	GASOLINE PURCHASES	4,000.00		361.10		0.00		3,638.90	90.97
591-536-780.000	METER REPLACEMENT	7,000.00		0.00		0.00		7,000.00	100.00
591-536-801.000	CONTRACTED SERVICES	29,500.00		2,299.25		2,055.50		27,200.75	92.21
591-536-805.000	ATTORNEY FEES	1,000.00		0.00		0.00		1,000.00	100.00
591-536-806.000	AUDIT SERVICES	3,900.00		0.00		0.00		3,900.00	100.00
591-536-815.000	DUES & MEMBERSHIPS	4,000.00		50.00		0.00		3,950.00	98.75
591-536-816.000	EDUCATION & TRAINING	3,000.00		0.00		0.00		3,000.00	100.00
591-536-821.000	BANK FEES	100.00		0.00		0.00		100.00	100.00
591-536-822.000	FLEET INSURANCE	15,500.00		15,500.00		15,500.00		0.00	0.00
591-536-827.000	WATER TESTING FEES	2,500.00		132.00		44.00		2,368.00	94.72
591-536-850.000	COMMUNICATION EXPENSE	3,800.00		779.20		389.57		3,020.80	79.49
591-536-900.000	PRINTING & PUBLISHING	200.00		0.00		0.00		200.00	100.00
591-536-920.000	GAS AND ELECTRIC	55,000.00		6,489.22		2,155.54		48,510.78	88.20
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	23,000.00		266.98		257.51		22,733.02	98.84
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	66,000.00		2,365.27		849.27		63,634.73	96.42
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,500.00		0.00		0.00		1,500.00	100.00

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDDT
		AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 591 - WATER FUND						
Expenditures						
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	6,000.00	0.00	0.00	6,000.00	100.00
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	75,000.00	74,235.00	74,235.00	765.00	1.02
591-536-932.000	NEW WATER MAINS	30,000.00	8,993.00	8,993.00	21,007.00	70.02
591-536-933.000	WELL REPAIRS	5,000.00	0.00	0.00	5,000.00	100.00
591-536-937.000	IRON REMOVAL	85,000.00	59,548.00	59,548.00	25,452.00	29.94
591-536-946.000	SCADA CONTROL SYSTEM	2,500.00	0.00	0.00	2,500.00	100.00
591-536-963.000	MISC EXPENSE	4,000.00	0.00	0.00	4,000.00	100.00
591-536-970.001	CAPITAL OUTLAY-EQUIPMENT	5,000.00	0.00	0.00	5,000.00	100.00
591-536-980.001	HARDWARE	9,200.00	769.85	769.85	8,430.15	91.63
591-536-980.002	SOFTWARE	500.00	0.00	0.00	500.00	100.00
591-536-994.000	CAPITAL IMPROVEMENT BOND	26,600.00	0.00	0.00	26,600.00	100.00
591-536-994.001	CAPITAL IMPROVEMENT BOND II	16,500.00	0.00	0.00	16,500.00	100.00
591-536-994.002	USDA BOND 2016	69,000.00	0.00	0.00	69,000.00	100.00
591-536-995.000	INTEREST EXPENSE	75,763.00	1,402.20	1,402.20	74,360.80	98.15
Total Dept 536 - WATER/SEWER		965,771.00	227,821.12	190,436.85	737,949.88	76.41
TOTAL EXPENDITURES		965,771.00	227,821.12	190,436.85	737,949.88	76.41
Fund 591 - WATER FUND:						
TOTAL REVENUES		979,450.00	125,566.38	82,415.64	853,883.62	87.18
TOTAL EXPENDITURES		965,771.00	227,821.12	190,436.85	737,949.88	76.41
NET OF REVENUES & EXPENDITURES		13,679.00	(102,254.74)	(108,021.21)	115,933.74	(647.53)

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	REMAIN
Fund 999 - PAYROLL CLEARING						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
999-000-665.000	INTEREST	0.00	0.96	0.40	(0.96)	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		<u>0.00</u>	<u>0.96</u>	<u>0.40</u>	<u>(0.96)</u>	<u>0.00</u>
TOTAL REVENUES		<u>0.00</u>	<u>0.96</u>	<u>0.40</u>	<u>(0.96)</u>	<u>0.00</u>
Fund 999 - PAYROLL CLEARING:						
TOTAL REVENUES		0.00	0.96	0.40	(0.96)	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>0.96</u>	<u>0.40</u>	<u>(0.96)</u>	<u>0.00</u>
TOTAL REVENUES - ALL FUNDS		2,705,182.00	481,214.54	355,077.02	2,223,967.46	82.21
TOTAL EXPENDITURES - ALL FUNDS		2,683,286.00	444,882.66	347,426.93	2,238,403.34	83.42
NET OF REVENUES & EXPENDITURES		<u>21,896.00</u>	<u>36,331.88</u>	<u>7,650.09</u>	<u>(14,435.88)</u>	<u>(65.93)</u>

New Business

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-25

APPROVING, AUTHORIZING, AND DIRECTING THE VILLAGE PRESIDENT TO SIGN A FIREWORKS PERMIT FOR THE LAKE ODESSA FAIR FOR JUNE 25, 2022

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 25, 2021 at approximately 10:00 pm; 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.

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 25, 2022 at approximately 10:00 pm, at the Lake Odessa Fairgrounds.
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 18, 2022

Patrick Reagan, Village Manager/ Clerk

2022 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

P.O. Box 669
Lake Odessa, MI 48849

AGE OF APPLICANT 18 YEARS OR OLDER

YES 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

YES 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

YES NO

NAME OF OTHER ASSISTANT

TBD

ADDRESS OF OTHER ASSISTANT

AGE OF OTHER ASSISTANT 18 YEARS OR OLDER

YES NO

EXACT LOCATION OF PROPOSED DISPLAY

Lake Odessa Fairgrounds

DATE OF PROPOSED DISPLAY

June 25, 2022(Rain: TBD)

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

BRITTON GALLAGHER

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY

ONE CLEVELAND CENTER, 1375 E 9TH ST 30TH FLOOR, CLEVELAND OH, 44114

NUMBER OF FIREWORKS

KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)

Approx. 165

2.5 Shells

Approx. 320

3" shells

Approx. 125

4" shells

Approx. 50

5" shells

Approx. 5

Varrious Barrage Cakes 2.5" and smaller

SIGNATURE OF APPLICANT

DATE

2022 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.
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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 P.O. Box 669 , 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 25, 2022 (Rain date: TBD)	TIME Approx. 10:00 pm
BOND OF INSURANCE FILED Yes		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 _____, 2022. <hr style="width: 80%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center; font-size: small;">(Signature and Title of Legislative Body Representative)</p>

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/29/2022

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 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 Britton-Gallagher and Associates, Inc. One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C No. Ext): 216-658-7100		FAX (A/C, No): 216-658-7101
	E-MAIL ADDRESS: info@brittongallagher.com		
INSURED Great Lakes Fireworks LLC 3275 W M76 P.O. Box 276 West Branch MI 48661	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest Indemnity Insurance Co.		10851
	INSURER B : Everest Denali Insurance Company		16044
	INSURER C : Axis Surplus Ins Company		26620
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 14135414

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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			SI8GL01969-221	1/21/2022	1/21/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SI8CA00273-221	1/21/2022	1/21/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			P-001-000798280-01	2/4/2022	1/21/2023	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

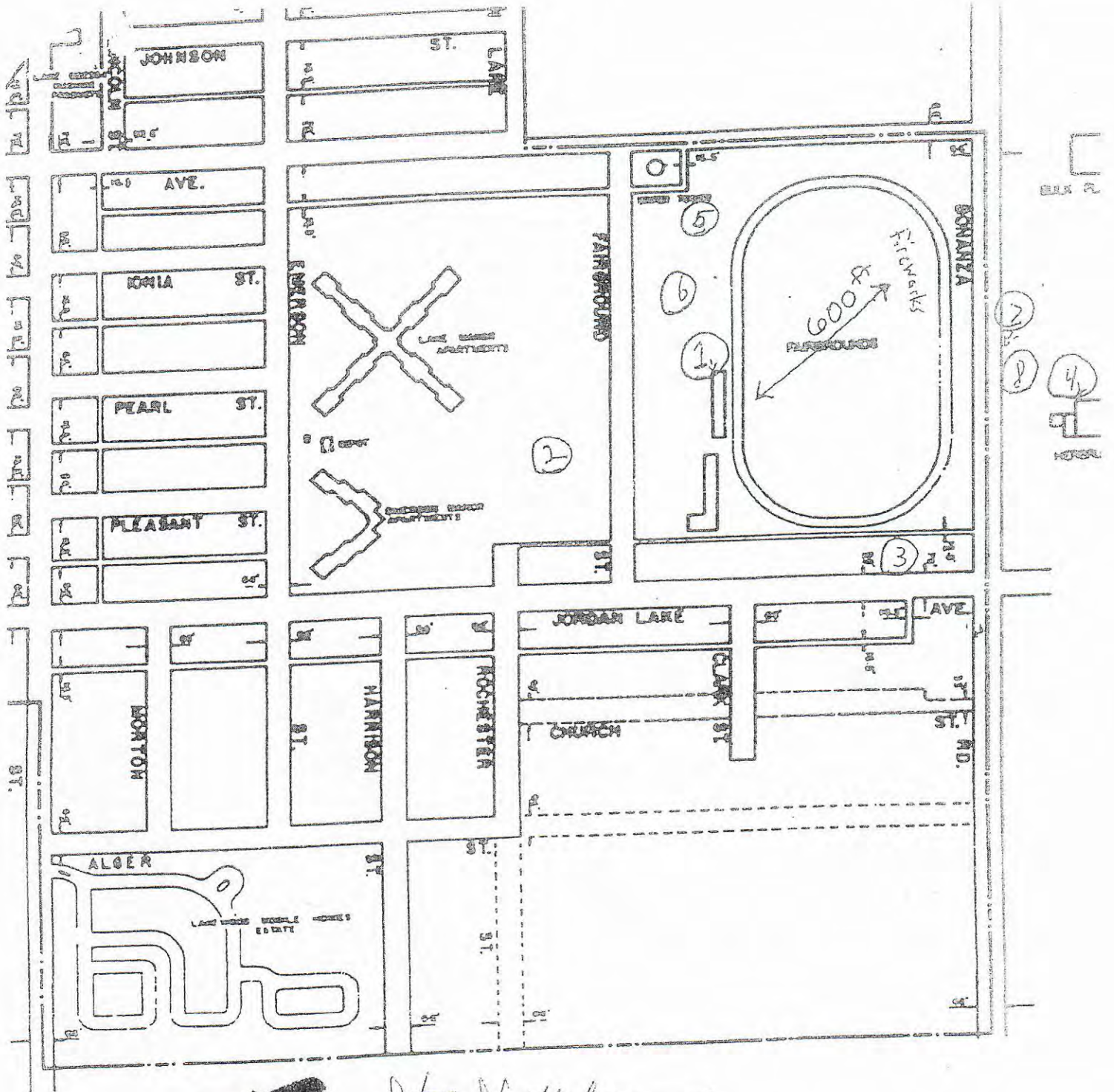
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
 DISPLAY DATE: 6/25/2022 RAIN DATE: TBD LOCATION: Lake Odessa Fairgrounds, 1640 4th Ave., Lake Odessa, MI

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.

CERTIFICATE HOLDER**CANCELLATION**

LAKE ODESSA CIVIC & AGRICULTURAL ASSOCIATION p.o.box 669 LAKE ODESSA 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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Steve Skellern

David Dwyer



WOLVERINE
ENGINEERS & SURVEYORS, INC.
312 NORTH ST., MASON, MI 48854

REVISED: DECEMBER, 1999

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-26

APPROVING THE SUBMITTAL OF A SPECIAL EVENT LIQUOR LICENSE TO THE MICHIGAN DEPARTMENT OF REGULATORY AFFAIRS (LARA) FOR THE AUGUST 6, 2022 “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 10:00 am to 4:00 pm on August 6, 2022 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 6, 2022, “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 16, 2022

Patrick Reagan, Village Manager/ Clerk



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

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 checked="" type="radio"/> Yes <input type="radio"/> No			<i>Leave Blank - MLCC Use Only</i>
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.)			
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>2/20/1889</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, Jordan Lake Street, Lake Odessa, MI 48849	
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 checked="" type="radio"/> Yes <input 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="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 5px;">40</div> feet X <div style="border: 1px solid black; padding: 5px; margin-right: 5px;">40</div> feet = <div style="border: 1px solid black; padding: 5px; margin-right: 5px;">1,600</div> square feet </div> <p style="margin-left: 40px;">Width Length</p>	
Describe type and height of the barrier that will be used to enclose the outdoor area: 4' high snow fencing around the perimeter of 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 personel stationed at the entrance gate to service area, checking all ID's and applying wristbands to those 21 or over with a valid ID. Only people with a wristband will be allowed to purchase alcohol. Also, we will 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 Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? Yes No

11. Is the event location within the commons area of a Social District? Yes No
 If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to MCL 436.1551(3). Submit the documentation and the diagram 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	8/6/22		Describe event being held: Wine tasting event.
	Date		
	10:00 am	4:00 pm	
Start Time	End Time	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	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 type="radio"/> No

2			Describe event being held:
	Date		
	Start Time	End Time	
Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	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		
	Start Time	End Time	
Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	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		
	Start Time	End Time	
Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	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		
	Start Time	End Time	
Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	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		
	Start Time	End Time	
Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	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 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	50.00	<p>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.</p> <p>Make checks payable to: State of Michigan</p>	<p><i>Leave Blank - MLCC Use Only</i></p>
x Number of Special Licenses:	1		
= Special License Fees: <i>MLCC Fee Code: 4008</i>	50.00		
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
= TOTAL FEES DUE:	50.00		

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

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.

Karen L Banks, (616) 374-8698

Print Name and Phone Number of President _____ Signature of President _____ Date _____

Print Name of Notary _____ Signature of Notary _____ Date _____

Notary Public, State of Michigan, County of	▼	Acting in the County of	▼
My commission expires			

Patrick T Reagan, (616) 374-8698

Print Name and Phone Number of Secretary _____ Signature of Secretary _____ Date _____

Print Name of Notary _____ Signature of Notary _____ Date _____

Notary Public, State of Michigan, County of	▼	Acting in the County of	▼
My commission expires			


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: 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 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: 5-11-2022	

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: First Congregational Church of Lake Odessa	
Address of church or school: 767 Fourth Avenue	
City: Lake Odessa	Zip Code: 48849
Phone number: 616-374-8753	Email: portlandpastor@yahoo.com
Name of clergy member or superintendent: Marilyn Danielson	
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: 5/10/22	

***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:	



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

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 Karen L Banks on May 16, 2022 at 7:00 pm
 (Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Village of Lake Odessa
 (Name of Organization)

for a Special License to serve alcohol on August 6, 2022
 (Event Date or Dates)

to be located at Lake Odessa Village Park
 (Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be recommended 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



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

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. Includes items like Inspection Fee(s), Special License Fee(s), etc.

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.



Jordan Lake St

Jordan Lake St

Jordan Lake St

Christian Counseling

Google

Bank of America

My Working Kitchen

50

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-27

A RESOLUTION TO AUTHORIZE PERMIT PARKING DURING ART IN THE PARK ON SATURDAY, AUGUST 6, 2022

WHEREAS, the Lake Odessa Area Arts Commission ("Arts Commission") is a municipal commission whose members are appointed and governed by the Lake Odessa Village Council; and

WHEREAS, the Arts Commission administers the annual Art in the Park, a community event sanctioned and approved by the Lake Odessa Village Council, to be held on Saturday, August 6, 2022; and

WHEREAS, Art in the Park is held one day per year during the summer months in the Village Park and attracts thousands of visitors to Lake Odessa;

WHEREAS, the increased influx of visitors during said event tends to inhibit the usual flow of pedestrian or vehicular traffic in and around the Village Park; and

WHEREAS, the Arts Commission, in conjunction with the Village of Lake Odessa Police and Public Works Departments, is responsible for ensuring public safety and providing adequate traffic and crowd control during said event; and

WHEREAS, the Arts Commission requests that, in order to manage safe and efficient traffic flow for this event, they be authorized to require that vehicles parked between the hours of 6:00 a.m. and 6:00 p.m. in the following public parking areas display a valid parking permit issued by the Arts Commission:

- 1) The unpaved lot in the Village Park immediately south of the Third Avenue road end, commonly referred to as "the park turnaround"; and
- 2) The paved lot in the Village Park along Jordan Lake Street (M-50); and

WHEREAS, that any non-profit organization which monitors and provides staffing for one or both of the above-referenced parking areas during Art in the Park at the invitation of the Arts Commission shall be permitted to accept donations for the parking of vehicles during the event; except those drivers whose vehicles bear a valid handicap permit or sticker shall be allowed to park free of charge in designated handicap parking spaces.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves and authorizes the Arts Commission -- in order to manage safe and efficient traffic flow for this event -- to require that vehicles parked between the hours of 6:00 a.m. and 6:00 p.m. in the aforementioned public parking areas display a valid parking permit issued by the Arts Commission on Saturday, August 6, 2022.
2. The Lake Odessa Village Council further approves that any non-profit organization which monitors and provides staffing for one or both of the above-referenced parking areas during Art in the Park at the invitation of the Arts Commission shall be permitted to accept donations for the parking of vehicles during the event; except those drivers whose vehicles bear a valid handicap permit or sticker shall be allowed to park free of charge in designated handicap parking spaces.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 16, 2022

Patrick Reagan, Village Manager/ Clerk

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-28

APPROVING THE FORWARDING OF A REZONING REQUEST TO THE VILLAGE'S PLANNING COMMISSION FOR STUDY, PUBLIC HEARING, AND RECOMMENDATION

WHEREAS, a request for a rezoning of properties was submitted to the Village by Stuart Ventures, LLC, the owner of properties at 826 Third Avenue and property on Second Avenue. A copy of this application is attached to this resolution; and

WHEREAS, the property owners are applying to have the zoning of their properties changed from R-3 (Low/Medium Density Residential) and R-1 (Low Density Residential) to MF (Medium High Density Multiple Family) with a proposed use of developing their properties for multi-family homes and an assisted living center; and

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

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves moving a rezoning request from Stuart Ventures, LLC to the Village's Planning Commission for study, the holding of a required public hearing, and a recommendation of further action to the Village Council.
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 16, 2022

Patrick Reagan, Village Manager/ Clerk

PAID

MAY 10 2022

1# 1016 \$400.00
KSF



Lake Odessa
Page Memorial Building
839 Fourth Avenue
Lake Odessa, MI 48849

Phone: (616) 374-7110

Fax: (616) 374-0040

website: www.lakeodessa.org

Village of Lake Odessa Rezoning Application

This application must be completed in full and approved by the Village of Lake Odessa Council before beginning any construction, excavation or use regulated by the Village of Lake Odessa Zoning Ordinance.

Applicant Information

Name Stuart Ventures, LLC

Address 7357 Woodland Rd

City Lake Odessa State MI Zip 48849

Phone Numbers (269) 367.4152 () ()

Property Owner Information (if different from applicant) Same as applicant - except for Lot 7 of Block 15 (information below)

Name Lakewood Public Schools

Address 639 Jordan Lake St

City Lake Odessa State MI Zip 48849

Phone Numbers (616) 374.8043 () ()

(Attach separate pages if additional owners)

Present Use of the Property(s)

Present use _____

Block 15, Lot 7: Driveway ingress/egress

Block 23, Lots 1-4 & 9-12: Vacant with mowed grass

Block 24, Lots 1-4: Vacant with mowed grass

Village of Lake Odessa Rezoning Application (page 2)

Property Information

Parcel Tax ID Number Block 15, Lot 7: 34-101-200-000-655-00
Block 23, Lots 1-4 & 9-12, Block 24, Lots 1-4: 34-101-200-001-060-10

Attach legal description(s) of proposed parcel(s) requested to be rezoned

Attach scaled map(s) of proposed parcels(s) requested to be rezoned

Address(es) of property(s) proposed to be rezoned

Block 15, Lot 7: 826 Third Ave, Lake Odessa, MI 48849

Block 23, Lots 1-4 & 9-12, Block 24, Lots 1-4: Second Ave, Lake Odessa, MI 48849

Attach separate pages for any additional parcels

Proposed Desired Rezoning Change and Reason for the Requested Change:

Present Zoning District(s) Block 15, Lot 7: R-3 Low/Medium Density Residential
Block 23, Lots 1-4 & 9-12, Block 24, Lots 1-4: R-1 Low Density Residential

Proposed Zoning District(s) MF Medium High Density Multiple Family

The intent of the project is to redevelop the property with multi-family homes and an assisted living center.

Multiple horizontal lines provided for additional input or notes.

Village of Lake Odessa Rezoning Application (page 3)

Affidavit

I certify and affirm that I am the property owner(s) or the owner's authorized agent(s) and that I agree to conform to applicable zoning laws of Village of Lake Odessa. I also certify and affirm that this application is accurate and complete to the best of my knowledge. I hereby give permission for Village representatives to visit this location. I understand that if my request is granted, other ordinance requirements may be applicable.

Signature(s)

See Stuart member Stuart Ventures LLC
[Signature] STEVEN C. SKALKA LAKEWOOD PUBLIC SCHOOLS

Date 5/9/22

Attach separate sheet for additional signatures

Administrative Use

Fee paid _____ Date received _____

Date of Hearing _____ Date Published _____ Date 300' Notices sent _____

Date Posted at Village Office _____

Village of Lake Odessa Planning Commission Recommendation

Application Approved _____

Application Denied _____

Reasons

PROPOSED PARCELS TO BE REZONED

LOTS 1, 2, 3, 4, 9, 10, 11, AND 12 OF BLOCK 23; LOTS 1, 2, 3, AND 4 OF BLOCK 24; ALSO, LOT 7 OF BLOCK 15 OF THE VILLAGE OF LAKE ODESSA, IONIA COUNTY MICHIGAN, ACCORDING TO THE PLAT THEREOF.

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-29

APPROVING CERTAIN AMENDMENTS TO THE VILLAGE OF LAKE ODESA EMPLOYEE HANDBOOK

WHEREAS, the Village of Lake Odessa employs individuals to perform various functions, and to provide services to, Village residents, businesses, and visitors; and

WHEREAS, each employee is responsible for providing high-quality service to the Village; and

WHEREAS, the Village had previously revised the existing "Employee Handbook," in October 2021; and

WHEREAS, after speaking with representatives from the health insurance provider and the Village's 401(k) provider, it was determined that clarifications were necessary; and

WHEREAS, changes were made to the 401(k) language and to various instances where the handbook stated "employee" rather than "full-time employee;" and

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

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves and adopts the proposed amended Village Employee Handbook as presented.
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 16, 2022

Patrick Reagan, Village Manager/ Clerk



EMPLOYEE HANDBOOK

EFFECTIVE _____, 2021

REVISED MAY 16, 2022

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INTRODUCTION

The Village of Lake Odessa is committed to providing sound, effective public services to the residents of the Village in the most efficient and reliable manner possible. The Village's ability to accomplish this goal is affected by the quality and capabilities of its employees who are charged with carrying out this mission. The Village understands that in order to attract and retain top quality employees, it must maintain a competitive posture with regard to compensation and fringe benefits and such benefits must be administered in a uniform manner. The purpose of this Employee Handbook is to inform employees of the benefits, responsibilities, and expectations associated with employment with the Village.

This Handbook applies to all Village employees and administrative officials. To the extent this Handbook conflicts with express terms and conditions of a collective bargaining agreement, the applicable agreement shall govern.

This Handbook outlines the main features of the Village's employment policies, procedures, and certain other information. This Handbook cannot cover every issue regarding employment with the Village and may be changed from time to time at the Village's sole discretion.

The Village may from time to time in its sole discretion make exceptions to stated policies or take action in a particular way where no policy has been established. These instances are based on special circumstances and should not be considered as revising or establishing policy.

Questions regarding the Employee Handbook should be directed to the Village Manager.

SECTION 1. EMPLOYMENT

1.01 IMPORTANT NOTICE

Except as specifically set forth in this “Important Notice” section, the language in this Handbook is not intended to establish a contract between the Village and any of its employees for either employment or the providing of any term, condition, compensation, or benefit of employment. You have the right to terminate your employment and compensation with or without cause and with or without notice at any time, and the Village retains the same right. The only contractual provisions of this Handbook are contained in the following paragraphs (a) through (e). If you are not covered by a collective bargaining agreement, by signing this Handbook you contract with the Village in the following matters:

a) *Authority to Contract.* No employee, official, or representative of the Village, except as authorized in accordance with law, has any authority to enter into any agreement for employment for any specific or definite period of time, or to make any agreement contrary to the terms of this Handbook. Any such agreement must be made in writing and signed by the Village Manager to be effective. The Village reserves the right to alter, modify, amend, or terminate Village policies and benefits in a manner believed to be in the Village’s and its employees’ best interests. Any such changes or modifications shall only be effective prospectively. In addition, as to insurance or retirement plans, the terms of the policies or official plan documents control, regardless of any statements contained in the Handbook to the contrary.

b) *Limitations on Claims.* You agree that any lawsuit, claim or charge against the Village and/or its agents arising out of your employment or termination of employment, including but not limited to claims arising under state or federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other claims or suits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. You waive any statute of limitations that exceeds this time limit.

c) *Confidentiality of Village Information.* You agree to treat all information, records, and documents to which you may have access in the course of your employment at the Village as strictly confidential both during and after employment ends. You agree not to disclose to any person, firm, association, corporation, or other entity any confidential information acquired in the course of employment with the Village.

d) *Reimbursement.* Upon termination of employment, you are responsible for returning any Village property in your possession or under your control and for paying any expenses or other amounts that you may owe to the Village at that time. If you have not done so, by signing this Handbook, you authorize the Village to deduct the amount(s) owed from any wage or benefit payments that may be due from you.

e) *Jurisdiction and Choice of Law.* All provisions of this Handbook and any disputes arising out of this Handbook shall, in all respects, be governed by the laws of the State of Michigan.

1.02 AT-WILL EMPLOYMENT

Unless provided otherwise by a valid collective bargaining agreement, the employment relationship between the employee and the Village is terminable at the will of either the employee or the Village at any time, with or without cause, and with or without notice. No employee, administrative official, agent or other representative of the Village has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which amends or contradicts the at-will employment relationship. The only exceptions are variances expressly authorized in writing and signed by the Village Manager.

1.03 VILLAGE MANAGEMENT

The overall policies of the Village are determined by the Village Council. The day-to-day operations are managed by the Village Manager, assisted by Department Supervisors. The Village Manager and Department Supervisors constitute the management structure of the Village.

1.04 EQUAL OPPORTUNITY EMPLOYMENT

To provide equal opportunity and advancement opportunities to all individuals, employment decisions at the Village will be based solely upon merit, qualifications, and abilities. The Village does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, disability, genetic information, age, pregnancy, weight, height, marital status, familial status, veteran or military status, or any other characteristic or activity protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor, their Department Head, or the Village Manager. Employees can raise concerns, make reports of discrimination, or participate in an investigation into a discrimination complaint without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

1.05 OUTSIDE EMPLOYMENT

Employees who are considering outside or supplemental employment must receive prior written approval from the Village Manager. In no case shall outside or supplemental employment conflict with or impair an employee's job responsibilities to the Village. Further, employees engaged in outside or supplemental employment shall:

- Not solicit for the outside employment while conducting their Village job functions.
- Not be engaged in the outside employment activities while conducting their Village job functions.
- Not use the name of the Village as a reference or credential in advertising or soliciting customers.
- Not use Village supplies, facilities, staff, or equipment in conjunction with any outside or supplemental employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the Village.
- Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the employee's duties for the Village.

The Village shall not be liable, either directly or indirectly, for any activities performed during any outside or supplemental employment.

SECTION 2. EMPLOYMENT STATUS & RECORDS

2.01 EMPLOYEE CATEGORIES

Regular Full-Time Employees: Employees normally scheduled to work forty (40) hours or more in a workweek throughout the work year.

Part-Time Employees: Employees normally scheduled to work ~~on average, less than thirty (30) hours per week throughout the year,~~

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Deleted: between twenty (20) and thirty-two (32) hours per week, on average, throughout the calendar year.

Seasonal/Temporary Employees: Employees hired for a limited time period, such as summer months, or to perform a specific, limited function.

2.02 EMPLOYEE INFORMATION

Employees are responsible for notifying the Village in writing of changes in their personal information such as changes to one's address, contact information, or dependent or marital status (for tax and/or benefit purposes). The Village is not responsible for problems arising because employees fail to update the Village on such changes.

2.03 PERSONNEL FILES

The Village keeps personnel files on all employees. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records. Personnel files are the property of the Village. Because personnel files contain confidential information, the only people who can see them are those with a legitimate business reason. If you wish to review your own file in accordance with applicable law, please contact the Village Manager. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of the Village is present.

2.04 INTRODUCTORY PERIOD

The first 12 months of employment are considered to be an introductory period for both the employee and the Village. A new employee can evaluate the job and work environment to decide if he or she is suited to the Village and his or her position. It is equally a time for the Village to evaluate the employee's skills and performance to determine whether he or she should be considered as a regular employee. The completion of the introductory period is not intended to be construed as a promise or contract for continued employment rights or the providing of any compensation or benefit, nor does it alter any rights of the Village or the employee regarding termination of employment or the employee's at-will employment relationship.

2.05 COMPENSATION AND PERFORMANCE

The Village has established pay rates for all job classifications. Pay rates are reviewed as needed by management. Adjustments are made by the Village as it deems appropriate.

The Village believes that each employee needs and appreciates feedback on overall performance. The Village also believes each employee should be given the opportunity to share thoughts about their job and performance and about the Village in general. This interchange should occur on a continuing basis. In most situations the appraisal process is informal, by regular communications between the employee and supervisor.

Performance reviews and corresponding pay increases are normally conducted upon completion of six months of employment and annually thereafter. You will be given the opportunity at these times to individually speak with your supervisor about the quality and quantity of your work. Job knowledge, work habits, teamwork, regular attendance, and punctuality will also be discussed. Your job performance may affect your pay rate. Pay increases are not automatic and may be granted or withheld at the sole discretion of the Village. Performance reviews become part of the employee's personnel file.

2.06 SOCIAL SECURITY NUMBER PRIVACY

The Village obtains and uses a variety of confidential information in the conduct of its business. This includes documents and other records containing Social Security numbers. Any and all documents and records containing Social Security numbers must be obtained, used and disclosed only for legitimate business reasons. Such documents and records must also be treated as confidential, which means they must be retained in secured areas or files, password protected when stored on computers, disclosed only to authorized persons, and destroyed at an appropriate time and in an appropriate manner consistent with Village policies and procedures and other legal requirements. Employees who obtain, use or disclose Social Security numbers for improper, unauthorized or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution. For additional information, please see your supervisor or the Village Manager.

SECTION 3. EMPLOYEE BENEFITS

3.01 HEALTH INSURANCE

The Village provides a health care plan that includes medical, dental, and vision coverage for full-time employees. Details of these specific coverages are attached to this Handbook and may be modified from time to time as changes occur.

Employees that are eligible for and opt for health insurance coverage through the Village will contribute 20% of the cost of ~~medical insurance premiums~~.

The Village offers an alternative benefit for full-time employees who are covered by their spouse's medical and/or dental insurance and elect not to have the medical and/or dental insurance provided by the Village. This benefit is a specific cash payment in lieu of insurance benefits. In order to qualify for this benefit, an employee must be covered by her or his spouse's insurance and provide proof of such coverage. The maximum annual benefit payable for an eligible employee who elects neither health nor dental insurance is \$3,300.00. Details of this alternative benefit are available at the Page Building.

3.02 LIFE INSURANCE

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The Village pays the premiums for group life insurance for **full-time** employees and their spouses and dependent children. The life insurance benefit is \$50,000 for an **eligible** employee. An employee and her or his dependents become eligible for coverage after completion of the employee's introductory period. Further details of the life insurance benefit are available at the Page Building.

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3.03 RETIREMENT PLAN

Upon employment with the Village, an employee who has attained age 21 may participate in the 401(k) Deferred Compensation Plan, which is a plan to provide retirement income. Employees who work at least 1,000 hours per year may participate in the 401(k) Plan. Employees may contribute from 4% to the annual IRS limit for contributions (in whole percent increments) to the plan, and the contribution is tax deferred. The Village will match an employee's contribution, up to 10%. The Plan is subject to IRS rules. Eligible employees may enroll in the plan during the months of March and September.

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3.04 PAID SICK LEAVE

Full-time employees accumulate one (1) sick leave day per month, not to exceed twelve (12) days per year, with a maximum accumulation of 600 hours. Upon request employees shall furnish satisfactory evidence of the need for sick leave use. Falsification of a medical document or falsely setting forth the reasons for the absence will result in discipline up to and including discharge.

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It is the responsibility of the employee to communicate with their supervisor their use of sick leave. Failure to report the use of sick time to the employee's supervisor will result in discipline up to and including discharge.

An employee eligible for sick leave with pay may use such leave for the following: 1) absence due to illness, surgery, or operation in the employee's immediate family which is limited to current spouses, children, and parents; 2) absence to act as a pallbearer; or 3) absence due to illness, surgery, or operation of the employee.

Only the sick leave record kept by the Village Office shall be considered official. All sick leave must be requested in writing to the Department Head who will deliver said request to the Village Office so that the official record can be updated.

Sick leave is a benefit to be used according to the above requirements and is not to be converted to cash upon death, retirement, resignation, or termination. Any sick time accrued in excess of 600 hours, as of the end of a fiscal year, will be paid out at 50% of the employee's current rate of pay.

3.05 TRANSFER OF SICK LEAVE

Subject to the prior written approval of the Village Manager, a **full-time** employee may donate up to eighty (80) hours of their accumulated sick leave to another employee for use during a catastrophic illness. The Village Manager will consider the following factors in determining whether to allow or deny the transfer of sick leave:

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- a) Unless twenty (20) hours or less is donated in any calendar year, the donating employee must retain a minimum of one hundred (100) hours of accumulated sick leave after the transfer of the donated time.
- b) A donating employee may give a maximum of eighty (80) hours of sick leave to other employees during any calendar year.
- c) All sick leave hours donated must be voluntary and no employees will be required to take part in this program.
- d) Donations may be from any Village department.
- e) The receiving employee must have worked for the Village at least six (6) months.
- f) The receiving employee shall not have been disciplined for sick leave abuse.
- g) The receiving employee must have exhausted all accumulated comp, sick, and vacation leave prior to a transfer from another employee.
- h) No more than 320 hours in total may be contributed to the benefit of any one employee for any single catastrophic leave per fiscal year (March 1 to February 28/29).
- i) Both employees must sign a memorandum of understanding which explains the transfer of sick leave time from one employee to another before the donated time is approved. (In the event that the receiving employee is unable to sign, a spouse or family member may sign for him/her.)
- j) Only sick time may be transferred from one employee to another. Vacation and personal time shall not be transferred under any circumstances.

3.06 FUNERAL LEAVE

Upon request, a full-time employee will be granted a leave of absence, with pay, for up to three (3) normally scheduled working days following the date of death of a member of the employee's immediate family. The immediate family is defined as a spouse, parent, child, sibling, parent of a current spouse, brother or sister of a current spouse, grandchild, and grandparent.

In cases where an employee has significant travel to attend a funeral of a member of the immediate family, the employee may request personal leave to be taken in conjunction with the funeral leave or may request to use unused sick leave in conjunction with the employee's funeral leave time, subject to approval by the Village Manager.

The Village may request documentation to support an employee's request for funeral leave.

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3.07 JURY DUTY LEAVE

A full-time employee summoned by the court to serve as a juror shall be given a leave of absence for the period of his/her jury duty. For each day that an employee serves as a juror when an employee otherwise would have worked, the employee shall receive their regular base wages. The employee shall turn over to the Village all juror fees that they receive from the court other than mileage. In order to receive jury duty pay, an employee must: 1) give the Village advance notice of the time that they are to report for jury duty; 2) give satisfactory evidence that they served as a juror at the summons of the court on the day they claim such pay; and 3) return to work promptly if, after they are summoned by the court, they are excused from service. All jury duty leave must be communicated, with a copy of the summons from the court, to the employee's supervisor prior to taking leave.

3.08 PERSONAL BUSINESS TIME

A full-time employee with ninety (90) or more days of employment will be allowed sixteen (16) hours of personal business time per fiscal year (March through February). These are not additional vacation days. Requests to use personal business time must be made to the employee's supervisor one (1) day in advance of the use requested, except in cases of emergency. A request to use personal business time may be denied if the absence of the employee would unreasonably interfere with the services of the Village. There shall be no accumulation or carryover of personal business time from one fiscal year to another. Terminated employees will not be paid for unused personal business time. Failure to properly request the use of personal business time, prior to using it, may result in discipline up to and including termination.

3.09 HOLIDAYS

The Village recognizes eleven (11) paid holidays each year. These include New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. The actual day off for a holiday may change from year to year depending on the day of the week where the holiday falls. A holiday schedule for each year is posted in January.

Full-time employees will be paid a day's pay at their regular straight time rate of pay for each holiday recognized by the Village. A full-time hourly employee who is required to work on a holiday will be paid one and one-half times her or his regular straight time rate of pay for all hours worked on the holiday, in addition to holiday pay. Shifts that straddle a holiday and non-holiday will be paid based on the number of hours worked on the actual holiday.

Holiday pay will be based on the shift length currently scheduled by the Department Head. For example, if the department is working ten (10) hour shifts, then the holiday pay will be for ten (10) hours.

If a holiday recognized by the Village falls during an employee's vacation, that day will be considered a holiday and not a vacation day.

Employee eligibility for holiday pay is subject to the following conditions and qualifications:

- a) The employee must otherwise have been scheduled to work on such day if it had not been observed as a holiday; provided, however, that holidays which occur on a Saturday or Sunday will be paid to an otherwise eligible employee. Holidays which fall on a weekend may be observed on a Friday or Monday, at the sole discretion of the Village.
- b) The employee must work their hours on the Village's last scheduled day before and the first scheduled day after the holiday, unless otherwise excused by the Manager.
- c) A full-time employee who is scheduled and fails to work on a holiday as required will not be entitled to holiday pay.

3.10 COMPENSATORY TIME

Full-time non-exempt employees may choose to receive compensatory time in lieu of paid overtime. Employees may accumulate up to 40 hours of compensatory time each fiscal year. Employees may request to have compensatory time paid out at any time. The Village will pay out all compensatory time balances at the end of each fiscal year.

3.11 VACATION

Full-time employees earn vacation with pay in accordance with the following schedule:

- At least 1 year but less than 5 years of service: 80 hours
- At least 5 years but less than 10 years: 120 hours
- At least 10 years but less than 19 years: 160 hours
- 19 years or more: 200 hours

Vacation time shall be calculated upon the employees hiring date. Vacation pay will be computed at the employee's regular straight time hourly rate of pay. Vacation time may be taken in half hour periods.

An employee who has attained six (6) months of service, but not one year, may elect to take five days (40 hours), which will be subtracted from the employee's vacation entitlement on his/her first anniversary date.

Any employee with one year of service or more, who separates from employment with the Village for any reason other than discharge, shall be paid for all accumulated and unused vacation time, provided that the employee provides Village management with twenty-eight (28) days' written notice of resignation.

Employees may schedule time off for their vacations during the twelve (12) months following the anniversary date each year provided that, in the opinion of the Village Manager, such time off does not unreasonably interfere with the efficient operation of the Village and the Village's obligation to the public in general.

Vacation schedules shall be arranged with the prior approval of the employee's supervisor at least five (5) workdays in advance if the length of the vacation is to be more than one (1) week. The supervisor shall be informed of any vacation of one (1) week or less in duration at least one (1)

workday prior to the vacation. Exceptions may be made to the above notice requirements for good cause. Department Heads must receive approval, in writing, from the Village Manager prior to using vacation time. Using vacation time without written approval by the supervisor may result in discipline, up to and including termination.

If a holiday recognized by this Handbook falls during an employee's vacation, he/she will receive holiday pay for the holiday, and no vacation time will be deducted from the employee's vacation hours for that day so long as the employee complies with the Holidays policy set forth herein.

Employees may roll over a maximum of eighty (80) hours of vacation hours from one year to the next, if they have 80 hours of unused vacation prior to their anniversary date of hire. All requests for the rollover of vacation time must be made by the employee in writing and must be done prior to the employee's hiring anniversary date or other date as previously agreed to with the Village Manager or, in the case of the Village Manager, with the Village Council. Employees shall be encouraged to take annual vacations. Employees with more than one year of service are required to take at least 40 hours of vacation per year.

3.12 MEDICAL LEAVE

Medical leave will be granted upon proper application, subject to the Village's right to require medical proof satisfactory to the Village. Unless otherwise required by law, any employee may be on medical leave for a period of disability of not more than one (1) year, or the length of her or his employment at the time the leave began, whichever is less, and employment shall not continue beyond that time. The Village may request, as a condition of continuance of any medical leave, certification of continuing disability satisfactory to the Village.

In situations where an employee's physical or mental condition raises a question as to the employee's capability to perform her or his job, the Village may require a medical examination, and, if appropriate, require the employee to take a medical leave of absence. An employee should report any condition which may become disabling as soon as the employee becomes aware of that condition. An employee returning to work from a medical leave of absence of more than three (3) days must present a physician's certificate satisfactory to the Village indicating the employee is able to return to work.

Although medical leaves of absence are without pay, an employee on medical leave of absence may be entitled to payment under some other provision, such as use of paid sick days or from disability insurance.

An employee who becomes pregnant will be granted an unpaid maternity leave for a period of twelve (12) weeks prior to and/or after the birth or adoption of a child.

SECTION 4. TIMEKEEPING & PAYROLL

4.01 TIMEKEEPING

Non-exempt employees are responsible for accurately recording the hours they work on the designated form or computer program. The law requires the Village to keep accurate records of time

worked in order to correctly calculate employee pay and benefits. If you are a non-exempt employee, you must accurately record the time you start and stop work, when you start and end any meal periods, and when you leave the workplace for personal reasons.

Falsifying time records is a serious matter. You may not change time after it is already recorded, purposely enter a false time, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees must not perform work if they are not "on the clock." Unless authorized in writing by management, they are not expected to perform any work before or after their shift and are not expected to answer phone calls, emails, or texts after their shift.

4.02 PAY PERIODS

Pay periods for all employees are bi-weekly, beginning on a Wednesday and ending two weeks later on Tuesday. Pay checks are issued on the Thursday following the end of the pay period. All Village employees must utilize direct deposit. Employees must provide deposit information to the Village Treasurer to allow for direct deposits.

4.03 OVERTIME

Employees are required to work overtime when directed to do so by management. Except for those employees authorized and required to perform occasional emergency work in order to maintain essential Village services, employees are not permitted to work overtime without prior approval from the employee's Department Head. Employees who work unapproved overtime may be subject to discipline, up to and including termination of employment.

Full-time non-exempt employees that are approved to work more than forty (40) hours in a workweek will be paid overtime in accordance with the Fair Labor Standards Act at one and a half (1½) times the employee's regular rate. Employees are responsible for accurately and timely recording all hours worked.

For the purpose of computing overtime, an employee absent on authorized sick leave with pay, jury leave with pay, recognized holiday, or vacation will be considered to have worked her or his normal work shifts during such absence. Employees absent on unpaid leave will not be considered to have worked during such absence.

4.04 PAYCHECK ERRORS

It is the Village's policy and practice to pay employees in compliance with federal and state law. The Village prohibits improper deductions from employee pay, including any deduction that might affect exempt status, and is prepared to correct any mistakes or improper deductions. Employees who believe any mistakes or improper deductions have been made to their pay should report their concerns immediately to the Village Manager. The Village will make all appropriate corrections as soon as reasonably possible and take steps necessary to assure future compliance.

SECTION 5. WORK CONDITIONS & HOURS

5.01 NORMAL WORKWEEK/WORKDAY

The normal workday for full-time non-exempt employees will consist of eight (8) hours. The normal workweek will consist of forty (40) hours. However, the Village may adjust schedules, hours, and shifts as it deems necessary and prudent. When schedules are changed, employees will be provided written notice thereof fourteen (14) days in advance if possible. This section is not a guarantee of any number of hours per day or days per workweek.

Some executive, management, administrative, and professional positions are exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees will be notified of their exempt status. It is expected that exempt employees maintain a consistent presence at the Village. The consistent physical presence of our exempt employees is critical to effective teamwork, customer relations, the supervision of employees, and the overall success of the Village. Exempt employees are generally expected to work a minimum of forty (40) hours in a workweek and may be required to work more than forty (40) hours in a workweek to meet the demands of the position or to attend after-hours meetings and events. Exempt employees are expected to be at work during the Village's regular business hours.

5.02 LUNCH AND BREAK PERIODS

Lunch and break periods are scheduled by the employee's supervisor. Employees will generally receive a fifteen (15) minute break period during each half of their work day. Department of Public Works employees are normally scheduled to work Monday through Friday from 7:00 a.m. to 3:30 p.m., with a one-half hour unpaid lunch period.

5.03 CALL-BACK PAY

Non-exempt employees may sometimes be called back to work at a time other than their scheduled work shift. In such a case, the non-exempt employee will be paid a minimum of two (2) hours of overtime.

5.04 NO PYRAMIDING

There will be no pyramiding or duplication of overtime premiums or other premium pay provided for in this Handbook.

5.05 SMOKING AND TOBACCO USE

Smoking is prohibited in any Village building, on any Village property (including in a parked personal vehicle), in a Village-owned vehicle/ equipment, or on a Village work/ jobsite. The use of e-cigarettes and smokeless tobacco products is also prohibited, in the same manner as smoking, under this policy.

5.06 VEHICLE USE

It is the policy of the Village to acquire and maintain non-emergency passenger vehicles ("Village vehicles") for use by Village employees in the performance of their job duties. Village vehicles are not personal vehicles, and may not be used for any employee's personal use or for any use unrelated

to a legitimate Village function. A copy of the official vehicle use policy is attached and can be found in the Appendix section of this Handbook.

Village employees operating any type of motorized vehicles shall use all safety restraint systems and devices provided in such equipment at all times while on duty. The driver of any such vehicle is also responsible to make every reasonable effort to ensure that all make use of safety devices. Any employee who discovers an inoperable restraint system or safety device shall promptly report to her or his supervisor the inoperable equipment.

5.07 COMMERCIAL DRIVER'S LICENSE

Some employees are required by law to have a commercial driver's license. The Village pays the cost for required commercial driver's licenses and for physical examinations of drivers required by law.

5.08 PURCHASES

Any purchases for Village accounts must be approved in advance, pursuant to the Village's Purchasing Policy, adopted in 2019. A copy of this policy is attached in the Appendix section of this Handbook.

5.09 FUEL CARDS

Fuel credit cards offer an efficient way for Village staff to refuel Village-owned vehicles in the course of Village business, and a way to track fuel purchases and monitor fuel use. The purpose of this policy is to provide rules, guidance and procedures for the use of fuel credit cards. A copy of the official fuel card policy is attached in the Appendix section of this Handbook.

5.10 SEMINARS AND CONFERENCES

Village employees may attend seminars, conferences, etc., subject to approval by the Village Manager and if the department budget allows. All approval must be obtained in advance of the conference or seminar.

The Village will reimburse employees for reasonable expenses in connection with these events, including mileage at the IRS rate, lodging (if more than 50 miles from home/work) and meals. All spouse and/or guest expenses must be paid by the employee.

Allowances for meals will be based on the following schedule:

- Breakfast: When travel begins prior to 7:00 a.m. and extends beyond 8:30 a.m. - \$12.00
- Lunch: When travel begins prior to 11:30 a.m. and extends beyond 2:00 p.m. - \$15.00
- Dinner: When travel begins prior to 5:00 p.m. and extends beyond 7:00 p.m. - \$23.00

Forms to be utilized for expense reimbursement are available from your supervisor or from the Page Building. Expense forms must be submitted in a timely manner and must include itemized receipts for all expenses over \$5.00. Reimbursements will be made on a separate check within a reasonable time. The purchase of alcoholic beverages will not be reimbursed. Expenses without itemized receipts will not be reimbursed. Failure to provide an itemized receipt will forfeit any reimbursement.

All expenses incurred through the use of a Village credit card must include an itemized receipt. Failure to provide an itemized receipt will result in discipline, up to and including termination.

If an advance is made for expenses, the expense forms, itemized receipts and balance of the advance, if any, must be turned in the first work day following the seminar, conference, etc.

Employees are encouraged to utilize Village-owned vehicles for travel when both possible and feasible. Employees should refer to the Village's Vehicle Use policy for further information and guidance.

Approval for the attendance of conferences and trainings must be requested, in writing, prior to registration. Failure to request approval, or attending without approval, may result in discipline, up to and including termination.

5.11 REDUCTION IN WORKFORCE

It is the Village's goal to maintain full employment for everyone. However, there may be times when layoffs become necessary in order to provide more cost-efficient services. Some examples of a need for layoff include shortage of funds or work, elimination of a position, changes in duties, or changes in organization. Layoffs may be implemented on a Village-wide basis, or in one or more departments or job classifications.

In the event it becomes necessary to reduce the workforce, the Village will determine which employees will be affected based upon a number of factors, including classification, need, department, qualifications, productivity, attitude, attendance, and general performance. The exact method or manner of this reduction and subsequent recall is at the sole discretion of the Village. The duties performed by an employee scheduled for layoff may be reassigned to other employees. No vacation, sick leave, holidays, or other benefits will be earned during a layoff.

5.12 DRESS AND APPEARANCE

The Village expects you to use good taste in selecting apparel that reflects professionalism and is not offensive to the community or fellow employees. Neatness, personal cleanliness, and a businesslike appearance must be maintained at all times.

5.13 SOLICITATION AND DISTRIBUTION

In the interest of efficiency, convenience, the continued goodwill of the community, and for the protection of Village employees, there shall be no solicitation or distribution of literature pertaining to non-Village business of any kind by any person during working time in working areas. This policy does not apply to break or meal periods, to non-working areas, or bulletin boards, which are supplied by the Village if specifically authorized. Solicitation pertaining to non-Village business by non-employees is prohibited at all times on all Village premises, except for Village-sponsored programs.

5.14 ABSENCES FROM WORK

If an employee is unable to report for work for any reason, it is the responsibility of the absent employee to notify their supervisor as soon as possible before the beginning of their scheduled shift. If it is not possible to notify the supervisor before the start of the shift, it should be done

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as soon as possible. Failure on the part of the employee to notify their supervisor of an absence prior to the beginning of a scheduled shift may result in discipline, up to and including termination.

SECTION 6. LEAVES OF ABSENCE

6.01 PERSONAL LEAVE OF ABSENCE

At the sole discretion of the Village, a personal leave of absence without pay may be granted upon the showing of a proper need. This leave shall not exceed thirty (30) calendar days per year. Requests for a Personal Leave of Absence must be in writing and approved by the Village Manager prior to taking the leave.

Employees who are absent from work due to any authorized unpaid personal leave will not be eligible for holiday pay or vacation and sick leave accrual during the specified time period. Any employee who desires to maintain insurance coverage while on an approved unpaid personal leave of absence must make appropriate arrangements in advance to pay for all missed payroll deductions.

6.02 MILITARY LEAVE

The Village complies with the protections provided to employees serving their country by applicable state and federal laws. Please contact the Village Manager for further information as it pertains to the administration of military leave.

6.03 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Village is covered by the Family and Medical Leave Act. However, because of our small size, none of our employees are eligible for FMLA leave. The Village does provide medical leaves of absence, including maternity leave. Personal leaves of absence may also be requested.

SECTION 7. CONDUCT & DISCIPLINARY ACTION

7.01 EMPLOYEE CONDUCT

All Village employees are required to conduct themselves in a manner that reflects a positive image for the Village. Employees are expected to perform their duties safely with honesty and integrity. Below is a list of rules that all employees are required to adhere to. The list is not all-inclusive, and the Village reserves the right to change, add, and/or revise these as it deems appropriate and necessary. Nothing stated in this policy, including the work rules, changes the at-will employment relationship.

Violation of any rules, or failure to perform assigned duties, may subject employees to discipline, up to and including termination, depending on the seriousness of the violation in the sole judgment of the Village. Although in some situations the Village may elect to use corrective action, an employee has no right to or guarantee of a specific progression or number of disciplinary steps.

Prohibited employee conduct includes, but is not limited to, the following:

1) Insubordination and Related Misconduct

- a) Failure or refusal to follow instructions or orders from a supervisor, disrespect toward a supervisor, neglect of duty, failure or refusal to carry out job duties or assignments, or other forms of insubordination.

2) Dishonesty and Related Misconduct

- a) Theft or dishonesty of any kind. This includes but is not limited to lying, falsification (either written or verbal) of personnel records, official Village records or reports, or withholding information in a Village investigation.

3) Improper Treatment of Others and Related Misconduct

- a) Discrimination or reprisal against an employee, participant in a Village program or activity, citizen, or other person(s) doing business with the Village because of color, race, religion, sex, national origin, height, weight, age or handicap or any other reason prohibited by federal or state law.
- b) Violating the Village's Harassment and Employee Dignity policy.
- c) Interfering with the work of another employee, including, but not limited to, restricting production or influencing another to do so.
- d) Discourteous treatment of fellow employees, vendors, citizens or visitors.
- e) Engaging in abusive, intimidating, threatening or coercive treatment, either physical and/or mental, of another employee or the public on Village time or premises.
- f) Engaging in offensive, immoral, indecent or illegal conduct, or using offensive language toward the public, or in public, or toward Village officers or employees, while on or off duty.
- g) Making or publishing false, vicious or malicious statements concerning anyone.

4) Misuse of Village Property and Records and Related Misconduct

- a) Carelessness or negligence relating to, or misuse or intentional destruction of, Village property or monies or another employee's property.
- b) Misuse or removal of any Village record of any nature, or disclosing such record or confidential information without proper authorization.
- c) Violating the Village's Information Technology Systems policy.
- d) Unauthorized use of Village vehicles, machines, tools and/or equipment.

- e) Accessing Village facilities or being present on Village property without authorization.
- f) Excessive or improper time spent for personal purposes or excessive or improper personal use of phones, computers, equipment or other technology.
- g) Removal or defacing of any material on Village bulletin boards or posting of unauthorized materials.

5) Unsafe Acts and Related Misconduct

- a) Horseplay.
- b) Provoking, instigating or participating in a fight on Village time or premises.
- c) Failure to observe safety rules and common safety practices.
- d) Smoking or tobacco use in an unauthorized area.
- e) Failure to report any job-related accidents or injuries to a supervisor as soon as possible.
- f) Failure to report damage, defects or hazardous conditions relating to Village property or a Village vehicle to a supervisor as soon as possible.
- g) Any deliberate or careless conduct endangering the safety of oneself or others.
- h) Unauthorized carrying, use or possession of fireworks, firearms, explosives or weapons while on duty or on Village property.

6) Absenteeism, Sick Leave Abuse and Related Misconduct

- a) Abuse of sick leave, habitual absenteeism, or other forms of leave.
- b) Failure to report known or anticipated absence or late arrival in advance of the employee's work shift.
- c) Quitting work or leaving the duty area without authorization.
- d) Habitual or excessive tardiness or leaving early.
- e) Absence from work without authorized leave.

7) Illegal and Unethical Acts and Related Misconduct

- a) Using, or threatening or attempting to use personal or political influence in an effort to secure promotion, leave of absence, transfer or change of grade, pay or character of work, or other advantage.
- b) Inducing or attempting to induce, any employee in the service of the Village to act in violation of the law or any departmental or Village rule(s), regulation(s) or order(s).
- c) Accepting any fee, gift or other considerations of value as a Village employee for personal gain or preferential treatment.
- d) Conviction or violation of any criminal or penal statute or ordinance.
- e) Engaging in action(s) which constitute a conflict of interest toward the Village or adversely affects the Village's regard or reputation in the community.

8) Misuse of Village Motor Vehicles and Related Misconduct

- a) Failure to operate a motor vehicle safely, receiving a motor vehicle violation, not wearing a seat belt or being an at fault driver in an accident.
- b) Operating a vehicle in a reckless manner, driving at excessive speed (excluding emergency vehicles operating according to department policy), driving under the influence of alcohol or illegal drugs or drugs that impair driving ability, leaving the scene of an accident, carrying unauthorized passengers, or gross negligence while operating a vehicle.
- c) Violating any Village policy relating to driving or vehicles.
- d) Unnecessarily allowing Village vehicles or equipment to idle or leave keys in Village vehicles or equipment unattended.

9) Improper Personal Behavior and Related Misconduct

- a) Vending, soliciting, distributing literature, circulating a petition, or collecting contributions on the Village's time or premises without prior authorization from the Village Manager.
- b) Failure to maintain a work appearance that is appropriate to an employee's job duties.
- c) Sleeping on the job.
- d) Violating any Village policy relating to drugs or alcohol.

10) Other Misconduct

- a) Violation of any departmental rule or other official regulation, policy, order or rule of the Village.

7.02 HARASSMENT AND EMPLOYEE DIGNITY

The Village is committed to maintaining a work environment that fosters dignity and respect among all employees. Every Village employee has the right to work in an environment free from harassment, discrimination, and unprofessional conduct. All Village employees are expected to conduct themselves with dignity, respect, and professionalism towards fellow employees, the citizens of the Village, and all other people who may have contact with the Village.

Harassment of employees, residents, contractors, visitors, or any other person will not be tolerated. This policy includes, but is not limited to, harassment that is based on protected legal characteristics such as sex, race, color, religion, sexual orientation or identity, national origin, age, height, weight, marital status, pregnancy status, military or veteran status, genetic information, physical or mental disability, citizenship or immigration status.

This policy prohibits all forms of physical acts or conduct, attempted acts, statements, gestures, jokes, written or graphic material, and e-mail or other communications, that are harmful, offensive, derogatory, abusive, insulting, threatening, or intimidating. Violation of this policy will result in disciplinary action up to and including termination of employment.

One form of conduct that is prohibited by this policy is harassment based on sex. The following description of sexual harassment illustrates the types of behavior that will be considered to be harassment. Sexual harassment includes, but may not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where 1) submission to this conduct becomes a condition of any person's continued employment with the Village; 2) submission to or rejection of this conduct becomes the basis for employment decisions affecting any person; or 3) this conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

The Village also expects all employees to conduct themselves professionally while at work. Unprofessional conduct is conduct of any type which is inappropriate in the workplace or demeaning towards others, as such conduct may be identified by the Village in its sole discretion. In determining whether or not conduct is inappropriate or unprofessional, the Village will rely on its judgment and common sense as applied in light of the facts of the situation, as well as the need to maintain a positive and efficient workplace. Unprofessional conduct includes, but is not limited to, the types of conduct described above, even if such conduct may not necessarily be unlawful. Employees who have engaged in such unprofessional conduct may be disciplined up to and including termination.

Each employee is responsible to ensure that his or her behavior complies with the standards expressed in this policy. Behavior that is harassing or unprofessional toward others will not be excused simply because the actor or actors did not intend any harm or offense.

Employees who are witnesses to, or who are subjected to, any form of discrimination, harassment, or unprofessional conduct, are required to immediately notify a supervisor or Village official to report the conduct. A supervisor or other Village official should also be notified even if witnessed conduct

in violation of this policy is perpetrated by a person who is not employed by the Village. Depending on the circumstances and nature of the conduct a reporting employee may see or be subjected to, reports may also be directed to the Village Clerk or President as appropriate.

Each report will be given serious consideration and investigated promptly. Reports and investigations will be handled with discretion, and appropriate corrective action will be taken. Retaliation against anyone who has lodged a complaint, has expressed a concern about workplace conduct or professionalism, or has cooperated in an employer investigation, is prohibited by this policy. The initiation of any complaint made in good faith shall not be grounds for disciplinary action by the Village. Village employees who make complaints that are proven to be intentionally false may be subject to disciplinary action, however, up to and including termination.

This policy does not prohibit (nor will it be applied so as to restrict) the lawful exercise of any right guaranteed by state or federal law.

7.03 PROHIBITED SUBSTANCES

It is the policy of the Village to maintain a safe, healthy, and efficient environment for all of its employees and the public. The unauthorized possession, use, or abuse of any legal or illegal drugs or alcohol in the workplace poses an unacceptable risk to that critically important goal. With this in mind, the following is prohibited employee conduct:

- 1) Possession, use, consumption, manufacture, distribution, dispensation, solicitation, or sale of a prohibited substance off Village time or premises that adversely affects the employee's work performance, his own or others' safety at work, or the Village's regard or reputation in the community.
- 2) Storing any prohibited substance or drug paraphernalia in a locker, desk, automobile, or other repository.
- 3) Failure to keep prescribed medicine in its original container.

For purposes of this policy, prohibited substances include:

- 1) Drugs that are illegal under local, state, and/or federal law (including marijuana in any form), other controlled substances (including trace amounts), and other substances which have the effect of altering the physical and/or mental abilities of the employee.
- 2) Imitation controlled substances as defined by applicable law.
- 3) Alcoholic beverages and any beverage, mixture or preparation, including any medication, containing alcohol.

The Village recognizes that on occasion employees must use prescription or over-the-counter drugs to legitimately treat various conditions. An employee using a prescription drug or over-the-counter medication which is known to or may cause impairment is responsible for being aware of any potential effect such drug may have on his/her judgment or ability to perform his/her duties and must

inform their supervisor of his/her use of the drug. In addition, employees must maintain a prescription drug in its original container showing it has been prescribed to the employee and use the drug only as directed.

The Village is a drug-free workplace. Because of the seriousness of the substance abuse issue, applicants for employment are required to undergo pre-employment drug and alcohol testing. Active employees may also be required to undergo drug and alcohol testing if the Village has reasonable suspicion of drug or alcohol use by the employee. This testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Village, and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. A positive test or refusal to submit to testing will be grounds for discipline, up to and including termination.

This policy encompasses and includes by reference all of the provisions of the United States Department of Transportation controlled substance testing regulations as contained in 49 CFR Part 391, Subpart H, and all other pertinent provisions, as they apply to certain vehicle operators and supervisory personnel. Among other things, these regulations mandate the random testing of certain vehicle operators, and the training of such employees and their supervisors in the issues of substance abuse.

The Village has established an Employee Assistance Program (EAP) to inform you about the dangers of drug abuse in the workplace and to help you understand the Village's policy of maintaining a drug-free workplace. Contact the Village Manager for more information.

All employees must abide by the terms of this Prohibited Substances Policy if they are to remain employees of the Village. For everyone's health and safety, please help maintain a drug-free and alcohol-free work environment.

7.04 COMMUNICATION AND COOPERATION

The Village strives to create an atmosphere of trust, cooperation, and respect among employees. To achieve this goal, an "open door" policy is maintained and is intended to encourage open communications and to quickly settle differences, misunderstandings, or complaints. Please discuss any concerns you may have with your Department Head or the Village Manager.

All employees should work together, regardless of their designated positions, and work to the best of their ability and cooperate with fellow employees. Any spare time should be spent helping someone else. Village employees do not work entirely as individuals, but as a team, all doing their best. Please be interested, helpful, and considerate while working. You are expected to treat fellow employees with respect and consideration.

7.05 DISPUTE RESOLUTION PROCEDURE

The Village is committed to an orderly system for resolving employee disputes or complaints. A dispute or complaint includes disciplinary action (excluding termination) or the interpretation or

application of this Handbook. This Dispute Resolution Procedure does not affect employee status as defined elsewhere in this Handbook, including the At-Will Employment section.

Step One: An employee who has a dispute/complaint is to schedule a meeting with his or her immediate supervisor and attempt to resolve the dispute/complaint. At this meeting, or within five (5) working days after the meeting, the immediate supervisor will verbally respond to the employee. This step may be skipped by the employee if there is an aggravated problem which would not be appropriate to take to their supervisor.

Step Two: If not resolved at Step One and the employee wishes to pursue the matter, the employee should schedule a meeting with their Department Head and attempt to resolve the dispute/complaint. At the meeting, or within five (5) working days after the meeting, the Department Head will verbally respond to the employee. The Department Head will also keep a written record of the response.

Step Three: If not resolved at Step Two and the employee wishes to pursue the matter, the employee is to submit the dispute/complaint in writing to the Village Manager within one (1) week after Step Two is completed, but in no event later than two (2) weeks after the events giving rise to the dispute/complaint. The written dispute/complaint should state what happened, when it happened, the policy or procedure in dispute, and the resolution sought. Within two (2) weeks after receiving the written dispute/complaint, the Village Manager will schedule a conference and discuss the dispute/complaint with the employee. Within five (5) working days after the conference, the Village Manager will provide a decision in writing to the employee. This decision will be final and binding on all concerned.

Time Limitations: Time limits may be extended by mutual agreement in writing. Late appeals at any step may be filed only upon showing good cause in writing for the delay. Any unanswered dispute/complaint not appealed within the time limits will be considered settled on the basis of the last answer. The Village will try to respond to the dispute/complaint; however, if the Village fails to respond at any step within the specified time limits, the employee may appeal to the next step of the procedure.

SECTION 8. SAFETY & SECURITY

8.01 WORKPLACE SAFETY

Employees are required to comply with all safety requirements, whether established by the Village or by federal, state, or local law. Any safety violation or any accidents resulting in injuries to employees must be reported immediately to management. Safety and required personal protective equipment must be used at all times when required.

You are required to report known unsafe working conditions in order that any potential hazard can be eliminated. It is your responsibility to practice safe working habits. Acceptance of this responsibility is essential if you and your fellow employees are to maintain a safe and secure working environment. It is individual action—your action—which results in safe work practices and makes the Village a safe place to work.

Proper housekeeping is a very important part of safety. Form the habit of putting everything in its proper place. When everyone does their part, the Village becomes a more pleasant and safe place to work.

Labels are placed on the containers of certain potentially hazardous chemicals by the manufacturers and/or the Village. These labels identify the chemical in the container along with appropriate hazard warnings and the name of the manufacturer. These labels must not be removed at any time.

The Village also maintains a Safety Data Sheets (SDS) for any hazardous chemical used in the workplace. Each SDS identifies chemicals and provides other information relating to spill procedures, personal protection and health data. Any SDS is available to all employees upon request. All appropriate employees will be trained in the use of these hazardous chemicals and any questions concerning their use should be directed to the applicable Department Head.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, tell your supervisor, Department Head, or the Village Manager. You can report any concerns about workplace safety anonymously and without fear of reprisal.

8.02 WORKPLACE VIOLENCE PREVENTION

The Village is committed to preventing workplace violence and making the workplace a safe place to work. This policy explains the Village's guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on the premises at any time.

Village employees are expected to treat co-workers, including supervisors and temporary employees, with courtesy and respect at all times. Fighting verbally or physically, playing tricks on others, and behaving in any manner that might endanger other people is strictly prohibited. The Village does not allow behavior at any time that threatens, intimidates, bullies, or coerces another employee or a member of the public. This includes off-duty periods. The Village does not permit any act of harassment that is based on an individual's sex, race, age, or any other characteristic protected by federal, state, or local law.

You should immediately report threats or acts of violence with as many details as you can recall to your supervisor or management. You should also immediately report any suspicious person or activities to a supervisor. Never place yourself in danger. If you see or hear trouble or a disturbance, do not try to see what is happening or try to intervene and stop it. Call a supervisor immediately.

The Village will promptly and completely investigate all reports of violent acts or threats of violence, and all suspicious people and activities. The Village will protect the identity of any person who makes a report when practical. Until an investigation is completed, an employee may be suspended, either with or without pay, if the Village thinks it is necessary for safety reasons or to complete the investigation.

Firearms, weapons, fireworks, and other dangerous or hazardous devices and substances are prohibited on or in Village vehicles and Village property (except as authorized for law enforcement

personnel). A state or federal license to carry a weapon, concealed or otherwise, does not supersede this policy. This policy does not apply to off-duty employees nor to firearms legally possessed and stored in an employee's personal vehicle. The Village reserves the right to search all Village owned or leased vehicles, as well as all packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering or located on Village property where circumstances concerning the enforcement of this policy or other work rules and procedures warrant such action. Any employee failing or refusing a search or committing acts or threats of violence will be subject to discipline, up to and including termination of employment.

8.03 ACCIDENTS

All accidents or incidents involving Village vehicles or equipment, a community member's property, or people, no matter how minor, must be reported immediately to your supervisor or Department Head with as much information as possible.

8.04 WORKPLACE SECURITY

Knowledge of and compliance with the Village's security policies and procedures is required of every employee. Each employee will have an identification badge of some sort, issued by the Village, which must be worn or carried at all times when performing their duties.

Visits to the Village by friends or family of employees are discouraged in work areas. In some departments it is not allowed at all. Check with your Department Head regarding departmental rules regarding visits by friends and family. Should it be necessary for a friend or relative to speak with you during working hours, the individual must wait in the lobby/receptionist area and be escorted by you personally. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on Village premises, employees should immediately notify their supervisor.

The Village will assist its employees in safeguarding their personal property while at work. However, the Village cannot assume responsibility for the personal belongings of its employees.

Authorized employees are issued access to Village facilities and/or restricted areas where applicable. Your means of access (badge, key code, key, etc.) is not to be loaned to any other employee or person except by authorization of your supervisor or Department Head. Employees shall not have means of access duplicated or have an unauthorized means of access in their possession. An employee with an unauthorized or duplicate means of access in his possession will be subject to discipline up to and including termination.

For the safety and security of Village employees, visitors, community members, and property, the Village reserves the right to inspect the contents of all vehicles, packages, containers, and other items brought onto Village premises. Desks, lockers, and other storage areas may be provided for the convenience of employees, but employees should not have an expectation of privacy of any items stored in these Village-provided storage areas. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Village premises.

8.05 WORK-RELATED INJURY OR ILLNESS

Any work-related injury or illness, no matter how minor, must be reported immediately to your direct supervisor or to Human Resources. Federal and state law requires that certain work-related injuries be reported to the appropriate federal or state agency. The Village accident/incident report form must be completed at the time of the injury and can be found either on the Village's employee intranet or directly through your department supervisor.

8.06 VILLAGE VEHICLES AND DISTRACTED DRIVING

Employees are expected and required to be alert and attentive to their duties at all times, including periods of on-duty driving and equipment operation. Distracted driving can be caused by many factors, including but not limited to, such activities as cell phone manipulation and use; texting; eating or drinking; attention to a radio communication, pager, or mobile data terminal; adjusting a radio/cassette/CD; listening to audio or music using a portable device; attention to distractions outside of the vehicle, such as an accident, unusual event, or searching for an address; adjusting vehicle/climate controls; being startled by or attention to a moving object within the vehicle; or conversations with passengers. Some of these distractions are controlled by the driver.

The Village wants to maintain a safe and healthy workplace, and to control potential risk to our employees, passengers, and the general public, employees driving Village vehicles must use extreme caution when driving and utilizing two-way radios or cell phones. Preferably, when possible, employees should proceed to safe location, park the care and complete the conversation. Please "hang up and drive." Employees must not send or read texts while driving.

SECTION 9. TECHNOLOGY

9.01 INFORMATION TECHNOLOGY SYSTEMS

The Village owns and operates various computer systems, which are provided for use by employees in support of Village activities. All users are responsible for seeing that these systems are used in a proper, effective, ethical, and lawful manner. This policy applies regardless of the user's location when accessing the network.

Violations of this policy are subject to discipline, up to and including termination of employment. Persons who use Village systems or equipment for defamatory, illegal, or fraudulent purposes, or who break into unauthorized areas of the Village's systems, may also be subject to civil liability and criminal prosecution.

Use of Systems and Equipment

All Village property, including computers, computer systems, e-mail, voicemail, internet service, telephone systems, fax machines, wire services, and other equipment and services, are provided for business use. Very limited, occasional use of these Village systems for personal, non-business purposes is permitted. Employees must demonstrate responsible judgment in this use. Personal use of Village systems must be limited to non-working time, must not be disruptive to the work of any employee, and must not put the Village's technology at risk to be infected with viruses or other adverse technologies. Also, use of Village systems for promoting, buying or selling goods or services, or group solicitations is prohibited. Equipment may not be modified in any way except by authorized personnel. Employees may not use Village telephones to record personal conversations. Employees with access to telephone call recording are limited to using the recording feature for business purposes only. Employees may not use Village telephones to record internal calls with other employees.

System Security

All users of Village systems are required to maintain the security and integrity of Village systems and information from access by unauthorized persons. Workspaces and equipment must not be left unattended in a manner that could permit any unauthorized person to obtain unauthorized access. Authorized use must be only with the user's own user name, password, or other access device. Users may not share user names, passwords, or access devices with any other person, except when business needs require and an appropriate manager has given written authorization.

Access and Monitoring

Employees should not assume that electronic communications are private. Security procedures, such as passwords, are designed to control access to Village systems, not to guarantee the personal privacy or confidentiality of any message or document. Employees should keep personal records and information at home, as the Village does not provide privacy or confidentiality of non-business information stored in files (electronic or hard copy) at work.

The Village reserves the right to access and review everything on all information systems and equipment, including directories, discs, files, databases, e-mail messages, voicemail messages, and any data stored or used in connection with Village information systems. Electronic files that have been deleted or erased may remain stored in the Village's computer or telephone systems. The Village retains the right to access such information for as long as it may be obtained from any source, even after it has been deleted or erased. All e-mail messages are archived and stored on a Village server pursuant to the Village's retention policies.

The Village does not monitor employee communications on a continuous basis. But individual use patterns (for example, telephone numbers dialed, websites accessed, call lengths, etc.) may be monitored on occasion. This is done to evaluate the optimum utilization of technology resources and to detect patterns of use that could suggest improper or illegal activity. The Village may employ web filtering and block websites based on categories determined by the Village.

Each employee who uses Village communication systems, by doing so, consents to the Village monitoring his or her communications over those systems, as authorized by law, when the Village finds that a business reason warrants it.

E-Mail and Internet Use

The Village strictly prohibits the use of information and communication systems for any communication or activity which is obscene, pornographic, profane, abusive, defamatory, derogatory, discriminatory, a violation of any civil or criminal law or statute, or a violation of any Village policy or standard. If a user has any question about whether a particular use or communication is improper, it is the user's responsibility to ask an appropriate supervisor before engaging in the activity.

Revealing Village business information, community member or customer information, or trade secret information by e-mail or the internet is prohibited. Any other messages that may adversely affect the Village, its customers, the public or employees are also prohibited. Internet and e-mail may not be used for personal gain, personal business, or advancement of personal views. No one should make any online statement about the Village except as expressly authorized by management. If you have any question about whether a particular use is improper, ask an appropriate supervisor before engaging in the activity.

Communicating anonymously or by an assumed name is prohibited. E-mail messages should be written in a professional manner. Consider your routing list carefully and exercise the same care you would with any written document before sending an electronic message.

Delete or archive unwanted and obsolete messages. It is each employee's responsibility to keep their mailboxes manageable and up to date. All messages are archived automatically.

If you receive an e-mail message from an unknown sender, delete the message to prevent viruses and other risks to Village information systems. If you receive a message that was not intended for you, inform the sender immediately and delete the message from your mailbox.

Users of Village equipment may not access any external or public computer or network, except for specific business purposes with express authorization by a supervisor. Any user who is authorized to connect to any outside computer or network is obligated to take all necessary measures to ensure the security of the Village's systems and information. Employees may not install, add, or download any other computer software to Village systems without prior approval by the Village.

Employees may not monitor or intercept anything on the Village's computer system without authorization; obtain unauthorized access to any part of the Village's information system; use Village systems to obtain unauthorized access to any other computer or system; use anyone else's user name or password without Village permission; or use Village systems in a way that has the purpose or effect of concealing or disguising the user's identity.

Software

The Village has acquired rights to use certain software programs on the Village's communication and information systems for business purposes. Software is protected by copyright law. The Village's right to use software is subject to license agreements with the publisher or seller of the software. Those license agreements generally prohibit users from copying, selling, loaning, or giving away software, or using or duplicating it in any way that is not expressly authorized by the license agreement. Therefore, any software that is available through the Village's information systems may not be used in any way other than in the regular course of Village business.

Only IT personnel or agents contracted by them may install or remove software or hardware on any Village computer system. IT personnel may, at their discretion, authorize staff to perform specific software or hardware installations. All other software or hardware installations are strictly prohibited.

Portable Devices

The Village may provide employees with portable technology, including laptop computers, cell phones, smartphones, and tablets, in order to support Village business. Such portable technology is to be used solely by the employee and solely for the benefit of the Village. Upon termination of employment, or upon request by the Village, each employee must immediately return to the Village all equipment which is Village property or contains any confidential or proprietary information belonging to the Village or its clients/customers or the public. Employees are strictly prohibited from using any portable technology for Village business unless the portable technology is owned and provided by the Village. Use of non-Village-owned portable technology for Village business, including the access, sharing, or retrieval of information from Village systems, is not permitted.

Remote Work

Any employee working remotely to any significant degree will be required to sign an agreement stating the terms under which he or she will be permitted to telecommute and creating reasonable protections for the use and transmittal of Village information.

9.02 SOCIAL MEDIA

The Village recognizes that many of its employees use social media for personal communication and enjoyment. In general, the Village views social media positively and respects the right of employees to use social media as a medium of self-expression. An employee's online activities, however, can reflect negatively on the Village or have negative consequences for the Village, especially if you choose to identify yourself as a Village employee or to discuss matters related to the Village. This policy is designed to protect the Village's interests, while allowing its employees to engage in the use of social media as freely as possible.

Social media includes social networking sites (such as Facebook); video and photo-sharing websites (such as YouTube and Instagram); micro-blogging sites (such as Twitter); blogs, including corporate blogs, personal blogs, or blogs hosted by traditional media publications; forums and discussion boards; online encyclopedias (such as Wikipedia); and any other website that allows individuals to publish their own content or comment on content posted by others.

Some employees, as part of their job duties and responsibilities with the Village, may be authorized to create social media content on behalf of the Village. These employees will receive written authorization describing the content they are entitled to create and any restrictions or policies that apply to their individual circumstances.

Employees who use social media for personal use are reminded that they are personally responsible for the content of any social media they create. If you use social media, you must comply with the following:

- 1) Make it clear that the views you express are yours only and that they do not necessarily reflect the views of the Village. You should neither claim nor imply you are speaking on the Village's behalf. If you identify yourself as a Village employee, refer to the work done by Village government, or provide a link to the Village's website, you are required to include the following disclaimer in a reasonably prominent place: "The views expressed on this post are mine and do not necessarily reflect the views of the Village of Lake Odessa."
- 2) Do not disclose any confidential or proprietary information of the Village or concerning residents of the Village.
- 3) Do not use any Village logo in any social media posting.
- 4) Your social media postings should not violate any other applicable policy of the Village, including those set forth in the Employee Handbook. You may not harass, defame, demean, or threaten any other person or entity.
- 5) Assume your social media posting is accessible to the general public. You must be respectful to the Village, its employees, constituents, partners and affiliates, and others. Do not let your personal perspectives, opinions, or postings cause damage to the Village and/or its interests.
- 6) If a member of the news media or blogger contacts you about a social media posting that concerns the Village, refer that person to the Village Manager.

9.03 CELLPHONE REIMBURSEMENT

The Village will reimburse an employee who is not issued a Village cell phone and is instead using their personal cell phone for Village business during working hours. The reimbursement will be added to the employee's paycheck during the first pay day of each month. Determination of eligibility for this reimbursement shall be the responsibility of the Village Manager. The Village will pay \$25.00/month for the use of personal cell phones so long as the following conditions are met:

- 1) The cell phone is the personal property of the employee.
- 2) The employee has registered the cell phone number with the Village Manager's office
- 3) The employee maintains the cell phone in good working order at his/her own expense.
- 4) The Village is not liable for any damages or phones lost while the employee is on the job.

- 5) The employee is expected to carry the cell phone and have it on during the course of the work day.
- 6) The Village Manager has agreed that use of the employee's cell phone is advantageous to the Village.
- 7) Village employees that have been issued a department cell phone are not eligible for reimbursement compensation.

SECTION 10. MISCELLANEOUS

10.01 HANDBOOK REVISIONS

This Handbook may be revised prospectively at the sole discretion of the Village. However, no one is authorized to make changes in the terms of this Handbook, except through written revision adopted by the Village Council. No officer, employee, agent, or other representative of the Village has any power to create, modify, or enter into any agreement for employment or relating to terms and conditions of employment, including termination, except the Village Manager through a written and signed agreement. Any representation by any other person or in any other manner is without authority and is not valid.

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-30

APPROVING THE QUOTE FROM PITSCH COMPANIES FOR THE DEMOLITION OF THE VACANT WATERWORKS BUILDING LOCATED AT 1310 JORDAN LAKE AVENUE

WHEREAS, the Village of Lake Odessa owns, operates, and maintains various properties inside of the Village; and

WHEREAS, one of these properties, colloquially known as the “Waterworks Building,” located at 1310 Jordan Lake Avenue, is vacant, quickly becoming dilapidated, and has outlived its useful life; and

WHEREAS, in the adopted 2022-2023 Village budget, \$35,000 was budgeted for the demolition of this building; and

WHEREAS, the Department of Public Works Director Jesse Trout has sought quotes for this work, per the Village’s adopted purchasing policy. Three quotes have been received – from Walnut Grove Excavating for a total cost of \$20,136.00, from Michigan Custom Excavating, for a total cost of \$23,850, and from Pitsch Companies for a total cost of \$16,000.00. The quotes received are attached to this resolution; and

WHEREAS, Village staff recommends that the quote from Pitsch Companies be accepted and approved for the cost of \$16,000.00.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves the attached quote from Pitsch Companies for the demolition of the Village’s Waterworks Building, located at 1310 Jordan Lake Avenue, for the sum of \$16,000.00..
2. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 16, 2022

Patrick Reagan, Village Manager/ Clerk

Demolition Engineers
 Asbestos Abatement
 Salvaged Building Materials
 Excavating & Underground Services
 Concrete Recycling



Landfill Operation
 Dumpster Service
 Portable Toilet Service
 Land Development

HOME OFFICE
 675 Richmond NW Grand Rapids, MI 49504

PHONE (616) 363-4895
www.pitschco.com

FAX (616) 363-5585

SANITARY DIVISION
 7905 Johnson Rd. Belding, MI 48809

PROPOSAL SUBMITTED TO	Lake Odessa	PHONE		DATE	May 15, 2022
STREET	1204 Jordan Lake Avenue	JOB NAME	Demolition and removal of house		
CITY, STATE AND ZIP CODE	Lake Odessa, Michigan	JOB LOCATION	1310 Jordan Lake Avenue , Lake Odessa		
CONTACT NAME	Jesse Trout	FAX		EMAIL	jtrout@lakeodessa.org
				CELL	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Pitsch Companies will provide the labor and equipment needed to complete the following tasks:

- Conduct a Pre-Demolition asbestos survey*
- Pay for and obtain a Demolition Permit from the local authority
- File a 10-Day Notification with State of Michigan
- Village to arrange for all utility disconnects "for the purpose of demolition",
- Pitsch will cut and cap the sanitary line at the time of demolition and arrange for the inspection
- To the extent practical, salvage various items from the structure prior to demo.
- Detach the house's breezeway from the garage (**garage stays**)
- Transport all wood and combustible debris to a licensed landfill,
- Recycle the ferrous and non-ferrous metals (pipe, beams, siding etc...)
- Excavate the foundation walls, footings and floor slabs, and transport them off site.
- Tape off the area. We understand the DPW will backfill and restore the lot.

Option: Backfill and restore with topsoil, seed and mulch – Add \$ 1,600.00

Note: * The costs for abatement, if necessary, is NOT included. A separate quote will be presented.

We Propose to hereby furnish material and labor – complete in accordance with above specifications, for the sum of:

Sixteen Thousand and No/100 Dollars \$ **16,000.00**

Payment to be made as follows:

~~50% Down~~, Net 30 Days. A 1 ½% monthly (18% APR) finance charge will be applied thereafter. If paying by credit card, a 3% service fee will be added to the amount due.

All material is to be 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 orders 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 Workers Compensation Insurance. We are not responsible for damage caused to driveways, walks, and/or yards as a result of our demolition operations.

Authorized Signature

Gene Gutting, P.E. Project Manager

Note: This proposal may be withdrawn by us if not accepted within **90 days**

Acceptance of Proposal. The above 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.

Date of Acceptance _____

Signature _____



Walnut Grove Excavating

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

☎ (616) 374-7228
✉ jtrout@lakeodessa.org

ESTIMATE	#392
ESTIMATE DATE	May 05, 2022
TOTAL	\$20,136.00

CONTACT US

8533 Sterling Heights Dr
Clarksville, MI 48815

☎ (616) 295-3982
✉ office@walnutgroveexcavating.com

ESTIMATE

Services	qty	unit price	amount
Labor - Excavator - Volvo Demolish building.	1.0	\$9,000.00	\$9,000.00
JackHammer	1.0	\$3,500.00	\$3,500.00
Quad Axle - Trucking Trucking of Brick and Concrete from site.	16.0	\$125.00	\$2,000.00
Materials	qty	unit price	amount
Dumpster 3 dumpsters	3.0	\$650.00	\$1,950.00
Sand Sand to backfill foundation.	76.0	\$12.50	\$950.00
Top soil Top Soil the finished area	48.0	\$32.00	\$1,536.00
Hydroseed Hydroseed all Excavated areas	1.0	\$1,200.00	\$1,200.00
Subtotal			\$20,136.00
Total			\$20,136.00

Please understand that this is an estimate and that we do everything possible to make it as accurate as possible, but please understand we work in environment where unforeseen items may change the price. We will do everything possible to communicate early and often if I see any possible changes from this estimate. Walnut Grove Excavating is not responsible for any mis-marked or unmarked utility lines (Sprinkler, Dog Fence, Phone....etc) that were not marked.

Terms & Conditions: Estimate is good for 30 days. Payment is expected at completion of work. Any job over \$10,000.00 down payment of half will be required. We accept check, ACH and credit card. If paying with credit card 3% will be added to the total invoice.

JOB # 185

JOB D P W	BID #
ADDRESS 1310 Jordan LK Ave	DATE 5-9-22
FIRM Michigan Custom Excavating	PREPARED BY Gordon Erb
ADDRESS 3851 BONANZA rd Lake Odessa MI 48849	APPROVED BY
TYPE OF WORK Building removal / Reseeded	PHONE 269 838 1005

WORK INCLUDED	AMOUNT OF BID
Removal of all wood product, shingles, glass, insulation ect to be hauled to dump site.	
All brick and concrete to be seperated and hauled to rcdi Mix plant for recycling.	
(Note: Jackhammers will be used)	
fill dirt and Topsoil brought in leveled off and seeded	
Total	\$23,850.00
Any Questions 269-838-1005	
Gordon Erb	
Thanks	
TOTAL BID	

EXCLUSIONS AND QUALIFICATIONS

ACKNOWLEDGMENT OF ADDENDA	TAX
DELIVERY	EXCLUDED
	INCLUDED
	RECEIVED BY

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2022-31

APPROVING THE PAYMENT OF ASSESSMENT FOR PROPOSED IMPROVEMENTS ON THE KLINGMAN AND JARSTFER DRAIN CHANNEL PROJECT

WHEREAS, the Village of Lake Odessa is situated on the northern shore of Jordan Lake; and

WHEREAS, the Ionia County Drain Commissioner is tasked with the maintenance, repair, and improvement of certain drains and channels the are located in the Village and drain into Jordan Lake; and

WHEREAS, the Drain Commission received a petition, from property owners that reside on the Klingman and Jarfster Drain/ Channel, located to the west of Pineview Drive, that requested that this channel be dredged to allow for better access for watercraft; and

WHEREAS, property owners – private, public, and commercial – have been assessed for this proposed work, which is to cost approximately \$360,000.00. A letter outlining the project and the assessment from the Drain Commissioner, Robert Rose, is attached to this resolution; and

WHEREAS, the percentage breakdown for this work and the corresponding assessment is as follows: Village of Lake Odessa., 10%; Odessa Township, 10%; Ionia County, 20%; Michigan Department of Transportation, 4.92%; CSX, 0.96%; property owners abutting the Klingman and Jarsfter Drain, 54.12%; and

WHEREAS, the cost to the Village is \$36,000; and

WHEREAS, the Ionia County Drain Commissioner, who is responsible for this project, had contacted Village staff and stated that this assessment could be paid over the course of ten years, which would include interest or the Village could pay the total amount of \$36,000 in one lump sum with no interest, which would save the Village money; and

WHEREAS, Village staff recommends that the wisest and most efficient use of funds would be to pay the entire amount of \$36,000.00 in one lump sum; and

WHEREAS, as no funds were budgeted for this work a budget amendment will be necessary.

NOW THEREFORE BE IT RESOLVED:

1. The Lake Odessa Village Council approves paying the \$36,000.00 assessment for the proposed work on the Klingman and Jarstfer Drain/ Channel project in one lump sum rather than over the course of ten-years.
2. The \$36,000.00 payment is assessed to the Village of Lake Odessa by the Ionia County Drain Commissioner, who is responsible for this drain/ channel, all assessments, and the corresponding project.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: May 16, 2022

Patrick Reagan, Village Manager/ Clerk

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



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

IONIA COUNTY DRAIN COMMISSIONER

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

May 13, 2022

To The Village Council of Lake Odessa

The Ionia County Drain Commission has held the Day of Review for the Klingman and Jarstfer Drain Channel Project Petition. The work will consist of dredging the lower end of the drain which is the Lake access to the properties on both sides of the channel portion of the drain. Also, we repaired the tile outlet portion of the drain on Laurel Drive.

The Total Computation of Cost is \$360,000 spread over ten years on the Winter Tax Bill only. The Village Apportionment is 10% of the Comp of Cost which is \$36,000. The Village has the option of prepaying this cost before the Drain Commission gets the Bond. Or the Village can pay the annual assessment including interest for ten years. At this time, I do not know what our interest rate will be for the bond.

Sincerely Submitted,

Robert J. Rose

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

RESOLUTION 2022-32

**A RESOLUTION TO SET A PUBLIC HEARING TO VACATE A PORTION OF 3RD
STREET AND A NUMBER OF UNDEVELOPED ALLEYS THAT RUN
PERPENDICULAR TO 3RD STREET BETWEEN 3RD AVENUE AND JORDAN LAKE
AVENUE**

WHEREAS, the Village Council, pursuant to Section 13 and Section 14 of the General Law Village Act, 1895 PA 3, desires to declare its intent to vacate, abandon, discontinue, and/or abolish the following land in the Village of Lake Odessa, County of Ionia, State of Michigan:

That part of platted Third Street (60 feet wide), in the Plat of the Village of Lake Odessa, lying between the East line of Third Avenue (60 feet wide), and the West line of Jordan Lake Avenue (66 feet wide), Ionia County, Michigan; and

That part of the platted alley located in Block 22, in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street and North of a line extending from the Southeast corner of Lot 10, Block 22, to the Southwest corner of Lot 3, Block 22, Ionia County, Michigan; and

That part of Platted Second Avenue in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street, and North of a line extending from the Southeast corner of Lot 3, Block 22, to the Southwest corner of lot 10 Block 23, Ionia County, Michigan; and

That part of the platted alley located in block 23, in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street and North of a line extending from the Southeast corner of Lot 9, Block 23, to the Southwest corner of Lot 4, Block 23, Ionia County, Michigan; and

That part of Platted First Avenue in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street, and North of a line extending from the Southeast corner of Lot 4, Block 23, to the Southwest corner of lot 4 Block 24, Ionia County, Michigan.

(collectively the "ROWS"); and

WHEREAS, in order to so vacate, abandon, discontinue, and/or abolish the ROWs, the Village Council must first conduct a public hearing to hear objections to the proposed resolution to vacate, abandon, discontinue, and/or abolish the ROWs; and

WHEREAS, the Village Council desires to schedule a public hearing to review and hear objections to the proposed vacation, abandonment, discontinuance, and/or abolishment of the ROWs, the date of which public hearing shall be not less than 4 weeks from the date of the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. The Village Council hereby considers it advisable to, and declares its intent to, vacate, abandon, discontinue, and/or abolish the ROWs.
- 2. The Village Council shall meet at 7:00 p.m. on June 20, 2022 at the Page Memorial Building located at 839 Fourth Avenue, Lake Odessa, Michigan 48849, for the purpose of reviewing and hearing objections to the proposed resolution to vacate, abandon, discontinue, and/or abolish the ROWs.
- 3. As required by Section 13 of the General Law Village Act, the Village Clerk shall cause notice of the hearing and the adoption of this resolution of the Village Council’s intent to vacate, abandon, discontinue, and/or abolish the ROWs to be given as provided in the Open Meetings Act, 1976 PA 267.

At a regular meeting of the Lake Odessa Village Council held on May 16, 2022, motion by Council Member _____, with support by Council Member _____, to adopt the foregoing Resolution.

Ayes: _____
 Nays: _____
 Absent: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution _____, adopted by the Lake Odessa Village Council at a regular meeting held on _____, 2022, the original of which is on file in my office and available to the public pursuant to the required statutory procedure.

Date: _____

 Patrick Reagan, Village Manager/Village Clerk

PROJECT DESCRIPTION FOR A
REQUEST TO VACATE A VILLAGE STREET OR ALLEY

PARCEL A REDEVELOPMENT

Applicant:

Stuart Ventures, LLC
Attn: Dr. Lee and Ruth Ann Stuart
7357 Woodland Rd
Lake Odessa, MI 48849
P: 269.367.4152

Objective:

The purpose of these vacation requests is to remove the public street and alley encumbrances from the property to facilitate the redevelopment.

Current Land Use:

The property is currently zoned MF and R-1 with an abandoned masonry building located at the SW corner of the property that is in the process of being removed. The rest of the property is vacant with mowed grass and small sections of asphalt and concrete in poor condition.

Future Land Use:

The intent of the project is to redevelop the property with multi-family homes and an assisted living center.

Tax Description of Entire Property

Lots 3 and 10 in Block 22, Village Of Lake Odessa, Ionia County, Michigan, according to the recorded plat of said village.

Lots 1, 2, 11, 12, In Block 22, Village Of Lake Odessa, Ionia County, Michigan, according to the recorded plat of said village.

Lots 1, 2, 3, 4, 9, 10, 11, and 12, Block 23. Also Lots 1, 2, 3, And 4, Block 24 of the Village Of Lake Odessa, Ionia County, Michigan, according to the recorded plat of said village.

Received by: _____

Received Date: _____

WELCOME TO OUR FRIENDLY PORT

Lake Odessa

Page Memorial Building

839 Fourth Avenue

Lake Odessa, Michigan 48849

REQUEST TO VACATE A VILLAGE STREET OR ALLEY

I, Dr. Lee and Ruth Ann Stuart, owner of the property located at 826 Third Ave, Lake Odessa, MI 48849
would like to request the following street or alley (circle one) be vacated as follows:

NAME OF STREET Block 22 Alley (See Exhibit - Highlighted Yellow)

STARTING POINT OF STREET OR ALLEY REQUESTED TO BE ABANDONED South limit of Lots 3 and 10 to north limits of Lots 1 and 12 of Block 22 (See Exhibit - Highlighted Yellow)

REASON FOR REQUEST The purpose of this vacation request (along with the other 4 vacation requests) is to remove the public ROW encumbrances from the property to facilitate the redevelopment. The development will include construction of multi-family homes and an assisted living center.

SIGNED Lee Stuart Ruth Ann Stuart DATE 2-15-22

Please provide the names of property owners adjacent to the street or alley requested to be vacated and the amount of frontage owned:

Property Owner Name	Address	Amount of Frontage Owned
Stuart Ventures LLC	826 Third Ave, Lake Odessa, MI 48849	396 feet

Please note that a map of the proposed area for vacation is helpful. Please note that, per Section 28-4 of the Village Code of Ordinance, a legal description of the proposed area must accompany this application. Upon the submittal of a completed application, a copy of this form will be sent to the Village Council for consideration.

Sec. 28-4. - Vacation of streets and alleys.

Applications for the vacation of any street or alley in the village shall be filed in writing with the village clerk, who shall present such applications to the council at its next regular meeting following the date of filing the application. The application shall be on a form provided by the office of the village clerk, which shall set forth in detail the legal description of the alley or street to be vacated and the location of such alley or street and shall indicate the number of feet of frontage adjoining or abutting such alley or street and the names of the owners of the property adjoining or abutting each side of the alley or street to be vacated, who are in favor of vacating such street or alley.

(Code 1962, § 10-4.12; Code 1993, § 14-4)

Legal Description

That part of the platted alley located in Block 22, in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street and North of a line extending from the Southeast corner of Lot 10, Block 22, to the Southwest corner of Lot 3, Block 22, Ionia County, Michigan.

Received by: _____

Received Date: _____

WELCOME TO OUR FRIENDLY PORT

Lake Odessa

Page Memorial Building

839 Fourth Avenue

Lake Odessa, Michigan 48849

REQUEST TO VACATE A VILLAGE STREET OR ALLEY

I, Dr. Lee and Ruth Ann Stuart, owner of the property located at 826 Third Ave, Lake Odessa, MI 48849
would like to request the following street or alley (circle one) be vacated as follows:

NAME OF STREET 2nd Avenue (See Exhibit - Highlighted Green)

STARTING POINT OF STREET OR ALLEY REQUESTED TO BE ABADONED South limit of Lot 3 of Block 22 and Lot 10 of Block 23 to north limit of Lot 1 of Block 22 and Lot 12 of Block 23 (See Exhibit - Highlighted Green)

REASON FOR REQUEST The purpose of this vacation request (along with the other 4 vacation requests) is to remove the public ROW encumbrances from the property to facilitate the redevelopment. The development will include construction of multi-family homes and an assisted living center.

SIGNED Lee Stuart DATE 2-15-22

Please provide the names of property owners adjacent to the street or alley requested to be vacated and the amount of frontage owned:

Property Owner Name	Address	Amount of Frontage Owned
Stuart Ventures LLC	826 Third Ave, Lake Odessa, MI 48849	396 feet

Please note that a map of the proposed area for vacation is helpful. Please note that, per Section 28-4 of the Village Code of Ordinance, a legal description of the proposed area must accompany this application. Upon the submittal of a completed application, a copy of this form will be sent to the Village Council for consideration.

Sec. 28-4. - Vacation of streets and alleys.

Applications for the vacation of any street or alley in the village shall be filed in writing with the village clerk, who shall present such applications to the council at its next regular meeting following the date of filing the application. The application shall be on a form provided by the office of the village clerk, which shall set forth in detail the legal description of the alley or street to be vacated and the location of such alley or street and shall indicate the number of feet of frontage adjoining or abutting such alley or street and the names of the owners of the property adjoining or abutting each side of the alley or street to be vacated, who are in favor of vacating such street or alley.

(Code 1962, § 10-4.12; Code 1993, § 14-4)

Legal Description

That part of Platted Second Avenue in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street, and North of a line extending from the Southeast corner of Lot 3, Block 22, to the Southwest corner of lot 10 Block 23, Ionia County, Michigan.

Received by: _____

Received Date: _____

WELCOME TO OUR FRIENDLY PORT

Lake Odessa

Page Memorial Building

839 Fourth Avenue

Lake Odessa, Michigan 48849

REQUEST TO VACATE A VILLAGE STREET OR ALLEY

I, Dr. Lee and Ruth Ann Stuart, owner of the property located at 826 Third Ave, Lake Odessa, MI 48849

would like to request the following street or alley (circle one) be vacated as follows:

NAME OF STREET Block 23 Alley (See Exhibit - Highlighted Cyan)

STARTING POINT OF STREET OR ALLEY REQUESTED TO BE ABANDONED South limit of Lot 9 of Block 23 and Lot 4 of Block 23 to north limit of Lot 12 of Block 23 and Lot 1 of Block 23 (See Exhibit - Highlighted Cyan)

REASON FOR REQUEST The purpose of this vacation request (along with the other 4 vacation requests) is to remove the public ROW encumbrances from the property to facilitate the redevelopment. The development will include construction of multi-family homes and an assisted living center.

SIGNED Lee Stuart Ruth Ann Stuart DATE 2-15-22

Please provide the names of property owners adjacent to the street or alley requested to be vacated and the amount of frontage owned:

Property Owner Name	Address	Amount of Frontage Owned
Stuart Ventures LLC	826 Third Ave, Lake Odessa, MI 48849	528 feet

Please note that a map of the proposed area for vacation is helpful. Please note that, per Section 28-4 of the Village Code of Ordinance, a legal description of the proposed area must accompany this application. Upon the submittal of a completed application, a copy of this form will be sent to the Village Council for consideration.

Sec. 28-4. - Vacation of streets and alleys.

Applications for the vacation of any street or alley in the village shall be filed in writing with the village clerk, who shall present such applications to the council at its next regular meeting following the date of filing the application. The application shall be on a form provided by the office of the village clerk, which shall set forth in detail the legal description of the alley or street to be vacated and the location of such alley or street and shall indicate the number of feet of frontage adjoining or abutting such alley or street and the names of the owners of the property adjoining or abutting each side of the alley or street to be vacated, who are in favor of vacating such street or alley.

(Code 1962, § 10-4.12; Code 1993, § 14-4)

Legal Description

That part of the platted alley located in block 23, in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street and North of a line extending from the Southeast corner of Lot 9, Block 23, to the Southwest corner of Lot 4, Block 23, Ionia County, Michigan.

Received by: _____

Received Date: _____

WELCOME TO OUR FRIENDLY PORT

Lake Odessa

Page Memorial Building

839 Fourth Avenue

Lake Odessa, Michigan 48849

REQUEST TO VACATE A VILLAGE STREET OR ALLEY

I, Dr. Lee and Ruth Ann Stuart, owner of the property located at 826 Third Ave, Lake Odessa, MI 48849
would like to request the following street or alley (circle one) be vacated as follows:

NAME OF STREET 1st Avenue (See Exhibit - Highlighted Purple)

STARTING POINT OF STREET OR ALLEY REQUESTED TO BE ABANDONED South limit of Lot 4 of Block 23 and Lot 4 of Block 24 to north limit of Lot 1 of Block 23 and Lot 1 of Block 24 (See Exhibit - Highlighted Purple)

REASON FOR REQUEST The purpose of this vacation request (along with the other 4 vacation requests) is to remove the public ROW encumbrances from the property to facilitate the redevelopment. The development will include construction of multi-family homes and an assisted living center.

SIGNED Lee Stuart Request DATE 2-15-22

Please provide the names of property owners adjacent to the street or alley requested to be vacated and the amount of frontage owned:

Property Owner Name	Address	Amount of Frontage Owned
Stuart Ventures LLC	826 Third Ave, Lake Odessa, MI 48849	396 feet

Please note that a map of the proposed area for vacation is helpful. Please note that, per Section 28-4 of the Village Code of Ordinance, a legal description of the proposed area must accompany this application. Upon the submittal of a completed application, a copy of this form will be sent to the Village Council for consideration.

Sec. 28-4. - Vacation of streets and alleys.

Applications for the vacation of any street or alley in the village shall be filed in writing with the village clerk, who shall present such applications to the council at its next regular meeting following the date of filing the application. The application shall be on a form provided by the office of the village clerk, which shall set forth in detail the legal description of the alley or street to be vacated and the location of such alley or street and shall indicate the number of feet of frontage adjoining or abutting such alley or street and the names of the owners of the property adjoining or abutting each side of the alley or street to be vacated, who are in favor of vacating such street or alley.

(Code 1962, § 10-4.12; Code 1993, § 14-4)

Legal Description

That part of Platted First Avenue in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street, and North of a line extending from the Southeast corner of Lot 4, Block 23, to the Southwest corner of lot 4 Block 24, Ionia County, Michigan.

Received by: _____

Received Date: _____

WELCOME TO OUR FRIENDLY PORT

Lake Odessa

Page Memorial Building

839 Fourth Avenue

Lake Odessa, Michigan 48849

REQUEST TO VACATE A VILLAGE STREET OR ALLEY

I, Dr. Lee and Ruth Ann Stuart, owner of the property located at 826 Third Ave, Lake Odessa, MI 48849
would like to request the following street or alley (circle one) be vacated as follows:

NAME OF STREET 3rd Street (See Exhibit - Highlighted Red)

STARTING POINT OF STREET OR ALLEY REQUESTED TO BE ABADONED East limit of Third Ave public right-of-way to west limit of Jordan Lake Ave public right-of-way (See Exhibit - Highlighted Red)

REASON FOR REQUEST The purpose of this vacation request (along with the other 4 vacation requests) is to remove the public ROW encumbrances from the property to facilitate the redevelopment. The development will include construction of multi-family homes and an assisted living center.

SIGNED Lee Stuart Ruth Ann Stuart DATE 2-15-22

Please provide the names of property owners adjacent to the street or alley requested to be vacated and the amount of frontage owned:

Property Owner Name	Address	Amount of Frontage Owned
Stuart Ventures LLC	826 Third Ave, Lake Odessa, MI 48849	724.7 feet
Lakewood Public Schools	Second Ave Lake Odessa, MI 48849	440 feet
Twin City Foods Inc	Second St Lake Odessa, MI 48849	284.7 feet
Public Right-of-Way	N/A	330 feet

Please note that a map of the proposed area for vacation is helpful. Please note that, per Section 28-4 of the Village Code of Ordinance, a legal description of the proposed area must accompany this application. Upon the submittal of a completed application, a copy of this form will be sent to the Village Council for consideration.

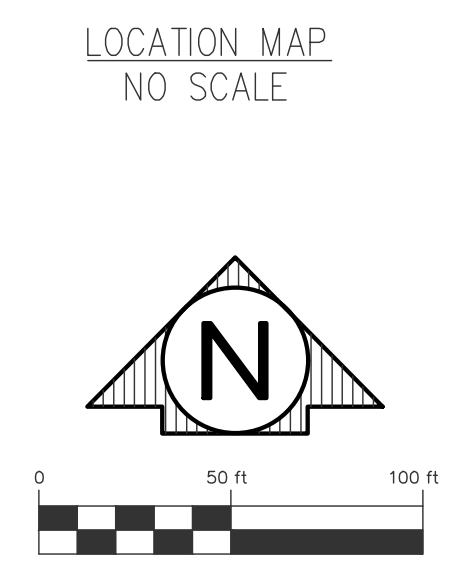
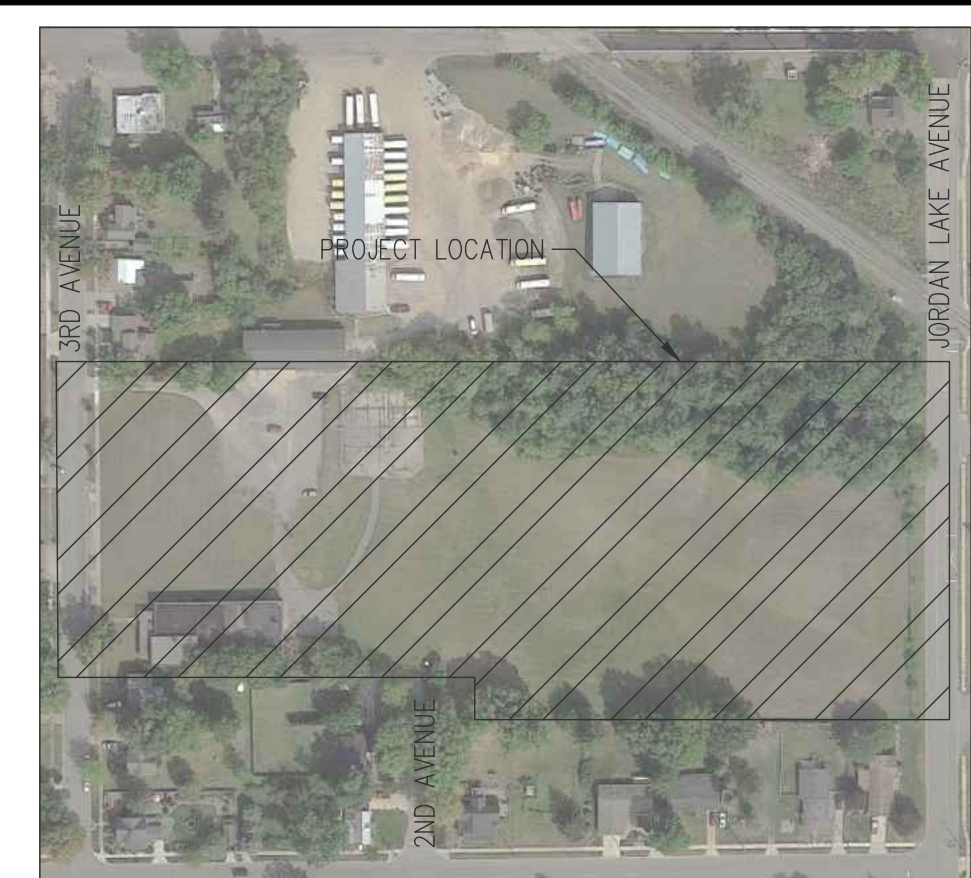
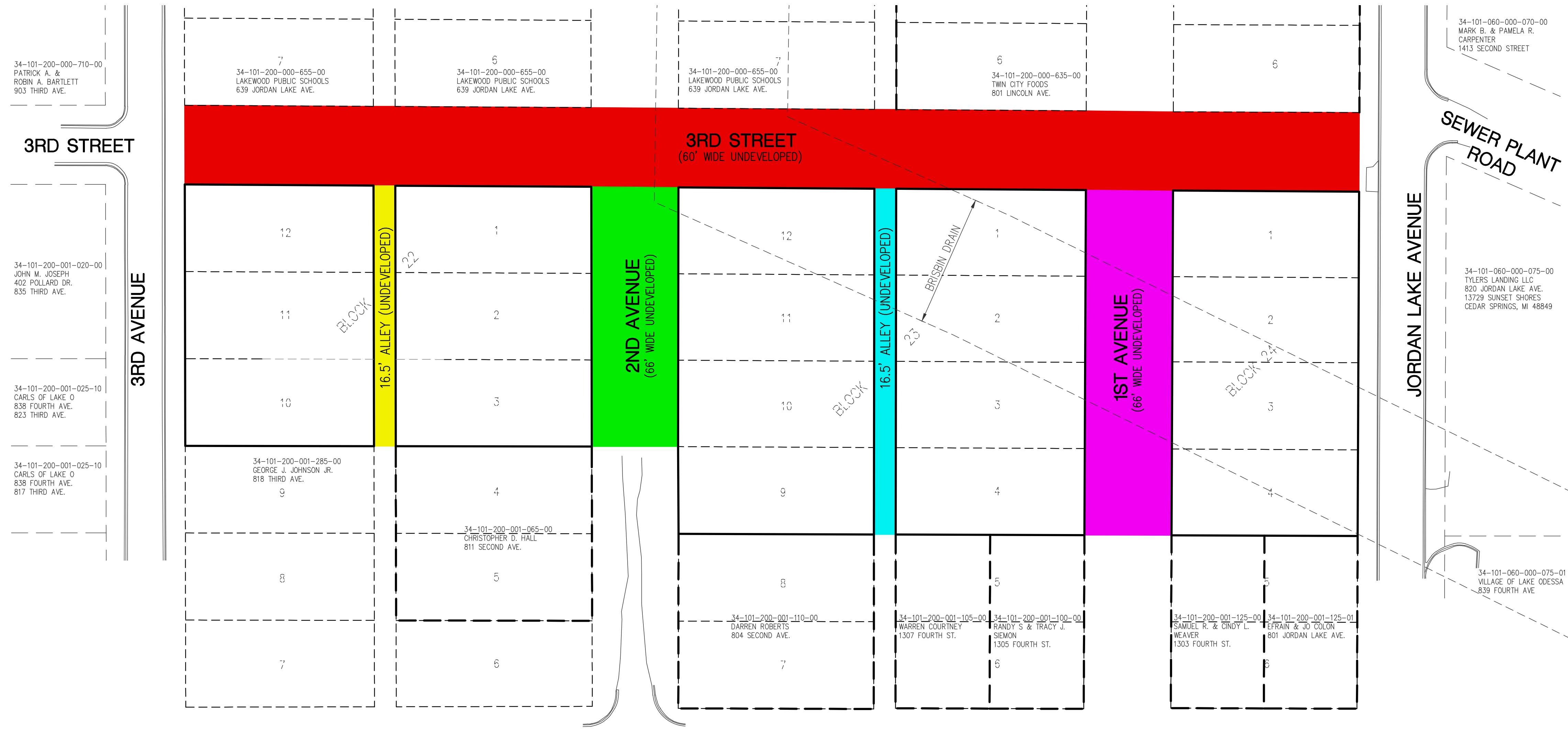
Sec. 28-4. - Vacation of streets and alleys.

Applications for the vacation of any street or alley in the village shall be filed in writing with the village clerk, who shall present such applications to the council at its next regular meeting following the date of filing the application. The application shall be on a form provided by the office of the village clerk, which shall set forth in detail the legal description of the alley or street to be vacated and the location of such alley or street and shall indicate the number of feet of frontage adjoining or abutting such alley or street and the names of the owners of the property adjoining or abutting each side of the alley or street to be vacated, who are in favor of vacating such street or alley.

(Code 1962, § 10-4.12; Code 1993, § 14-4)

Legal Description

That part of platted Third Street (60 feet wide), in the Plat of the Village of Lake Odessa, lying between the East line of Third Avenue (60 feet wide), and the West line of Jordan Lake Avenue (66 feet wide), Ionia County, Michigan.



Lake Odessa Street and Alley vacation descriptions

Third Street
That part of platted Third Street (60 feet wide), in the Plat of the Village of Lake Odessa, lying between the East line of Third Avenue (60 feet wide), and the West line of Jordan Lake Avenue (66 feet wide), Ionia County, Michigan.

Block 22 alley
That part of the platted alley located in Block 22, in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street and North of a line extending from the Southeast corner of Lot 10, Block 22, to the Southwest corner of Lot 3, Block 22, Ionia County, Michigan.

2nd Avenue
That part of Platted Second Avenue in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street, and North of a line extending from the Southeast corner of Lot 3, Block 22, to the Southwest corner of lot 10 Block 23, Ionia County, Michigan.

Block 23 alley
That part of the platted alley located in block 23, in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street and North of a line extending from the Southeast corner of Lot 9, Block 23, to the Southwest corner of Lot 4, Block 23, Ionia County, Michigan.

1st Avenue
That part of Platted First Avenue in the Plat of the Village of Lake Odessa, lying South of the South line of Third Street, and North of a line extending from the Southeast corner of Lot 4, Block 23, to the Southwest corner of lot 4 Block 24, Ionia County, Michigan.

PLAN DATE: FEBRUARY 2022
PROJECT MGR: AJW
REVIEWER: WEG
SCALE: 1" = 50'

ROWE PROFESSIONAL SERVICES COMPANY

4345 44th Street SE, Suite A
Kentwood, MI 49512

O: (616) 272-7125
F: (800) 974-1704
www.rowepsc.com

PREPARED FOR
STUART VENTURES LLC
ASSISTED LIVING DEVELOPMENT
RIGHT-OF-WAY VACATION EXHIBIT
PART OF SECTION 33, T5N, R7W, IONIA CO., MI

PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION
###	###
###	###
###	###
###	###
###	###
###	###

REV:

SHT# 1 OF 1
JOB No: 20W0070

R:\Projects\214\2022\10.33.MI\Projects\214\2022\10.33.MI_Vacation_Exhibit\214\2022\10.33.MI_Vacation_Exhibit.dwg

Miscellaneous Correspondence

Jordan Lake News

Newsletter of the Jordan Lake–Lake Board

Produced by PLM Lake & Land Management Corp.

Jordan Lake Improvement Board Management Goals

- The primary goal of aquatic plant management in Jordan Lake is the control of exotic aquatic plants. The exotic plant species, Eurasian watermilfoil, curly leaf pondweed and Starry stonewort, will be controlled throughout Jordan Lake. The abundance of these species will be reduced to the maximum extent possible.
- Preserve native species diversity and cover of native plants sufficient to provide habitat for fish and other aquatic organisms. Native plants will be managed to encourage the growth of plants that support the Jordan Lake fishery provided that they do not excessively interfere with recreational uses of the lake.
- Identify and Implement any preventative measures to protect the lake from further nutrient enrichment.
- Protect the health and water quality of the lake through annual monitoring and reporting.
- Prevent introductions of new aquatic invasive species through educational outreach.
- Communicate and advocate sound environmental solutions involving water safety, lake health, water pollution and weed & algae control.



Jordan Lake Improvement Board

https://www.barrycounty.org/departments_and_officials/advisory_boards_and_commissions/JLIB.php



DID YOU KNOW?

YOUR actions can protect Jordan Lake. Yard waste such as leaves and grass clippings contribute unnecessary nutrients to aquatic ecosystems. When in doubt, keep it out.

Jordan Lake is home to 14 native aquatic plant species.

Natural shorelines are very beneficial, providing erosion control, nutrient and pollution absorption, increase in wildlife and fish habitat and reduction of nuisance geese on lawns.

There are no fishing restrictions associated with any of the herbicide treatments. The herbicides used do not accumulate in fish tissue or bioaccumulate within the environment.

Removing exotic plants from the lake makes room for beneficial native plants to flourish.

NOTICE Jordan Lake 2022 Treatment Program

The property owners in this area are planning to have the waters chemically treated to control lake weeds and/or algae. This notice is being circulated in accordance with Department of Environment, Great Lakes & Energy (EGLE) procedures. Due to the uncertainty of weather, the treatment schedule is approximate. Please watch your shoreline for the posting of the 8.5 x 11 inch, yellow or green signs. The signs will indicate the date of the treatment, the products used, and any restrictions on the use of treated water for swimming, watering lawns, etc. One or more treatments involving water restrictive products may be applied. Please be aware that only products approved by the State of Michigan and the Federal government are being used. We anticipate using one or more of the products listed. Please read the restrictions. Again, the restrictions that apply to the products actually used in a particular treatment will be found on the signs posted on the day of treatment.

Tentative Treatment Schedule 2022

Late April: WQ Sampling, Vegetation Survey

Early May: Shoreline Weed & Algae Treatment

Late May: Weed/Algae Treatment Opt.

Early June: Algae/Spot Weed Treatment Opt.

Late June: Weed/Algae Treatment Opt., WQ Sampling

Mid July: Algae/Weed Treatment Opt.

Mid August: Algae Treatment, Weed Treatment/Opt.

Late August: Vegetation Survey, WQ Sampling

Early September: Algae/Weed Opt.

Jordan Lake Board

Ben Geiger (Chairperson): bgeiger@barrycounty.org

517-574-9100

Robert Rose: rrose@ioniacounty.org

Jim Dull: jdull@barrycounty.org

Karen Banks: klbanks602@gmail.com

Scott Belgin: scottbeglin@yahoo.com

Von Goodemoot: von@wowway.com

Rick King: king-rick@sbcglobal.net

Gunnard Johnson: gunnardj@yahoo.com

WATER USE RESTRICTIONS

Renovate/Triclopyr: Swimming or bathing: 1 day. Irrigation of Established lawns and turf: 0 Days. Household use & Irrigation excluding grasses: 120 days or once assay determines product to be non-detectable. Fish consumption: No restrictions.

Renovate OTF/Triclopyr: Swimming or bathing: 1 day. Irrigation of Established lawns and turf: 0 Days. Household use & Irrigation excluding grasses: 120 days or once assay determines product to be non-detectable. Non-crops "gardens": 2-14 Days depending on treatment conditions. Livestock watering: N/A.

Florpyrauzifen-Benzyl/ProcellaCOR: Swimming or bathing: 1 day. Household use, irrigation, lawns and turf: 0 Days. Non-crops "gardens": 2-14 Days depending on treatment conditions. Growing crops: until assay indicates 1ppb or less. Livestock watering: N/A.

Sculpin G/2,4-d amine: Swimming or bathing: 1 day. Household use, irrigation, lawns and turf: 0 Days. Non-crops "gardens": 2-14 Days depending on treatment conditions. Growing crops: assay of less than 100ppb. Livestock watering: See product label. Fish consumption: No restrictions.

Aqua Strike/Endothall Diquat dibromide: Swimming or bathing: 1 day. Animal consumption of treated water: 1 day. Domestic water use and irrigation of turf & ornamentals: 3 days. Crop irrigation: 5 days.

Tribune/Diquat dibromide: Swimming or bathing: 1 day. Animal consumption of treated water: 1 day. Domestic water use and irrigation of turf & ornamentals: 3 days. Crop irrigation: 5 days.

Hydrothol 191/Dimethylalkylamine salt of Endothall Aquathol K/Dipotassium salt of Endothall: Swimming or bathing: 1 day. Household uses, irrigation, livestock watering: 2 weeks.

Clipper, Propeller, Schooner/Flumioxazin: Swimming or bathing: 1 day. Domestic water use and irrigation of turf & ornamentals: 3 days. Crop irrigation: 5 days.

Nautique/copper carbonate, Komeen/copper as elemental: Swimming or bathing: 1 day.

PLM Blue, Cygnet Select: water dye (tracer), **Copper Sulfate:** copper sulfate, **Citrine Plus-Ultra, Captain-XTR, SeClear and SeClear G:** chelated copper, **Cygnet Plus, PolyAn:** Adjuvant, **AquaSticker, M.D. pellets:** gram negative, naturally occurring bacteria. **PLM Enzyme:** enzymes, **Phoslock:** phosphorus locking technology, Eutrosorb technology. **NO RESTRICTIONS!!**

For a complete listing of all product labels, please see our website.

Site-Specific recommendations to limit ornamental irrigation with ProcellaCOR, Renovate & Sculpin granular treated water will typically last 2-14 days. Contact PLM for further information.

The chemicals used for Aquatic Nuisance Control are registered by the U.S. Environmental Protection Agency and the Department of Environment, Great Lakes and Energy. The potential for damage to fish and other non-target organisms is minimal provided that the product is used as directed on the product label and the permit. To minimize the possible effects on health and the environment, the treated water is restricted for the above purposes.

Method of Application: Chemical application will be made via boat, back pack, and/or land vehicle applying liquid surface products by surface spray and/or injection. Granular product application will be surface broadcast.

***Certified Applicators:** Salvatore Adams, Preston Adgate, Andrew Anger, Jason Broekstra, Adam Cichon, William Conklin, Gerald Dailey, Jaimee Desjardins, William Ducham, Jeff Fischer, BreAnne Grabill, Dustin Grabill, Christian Halquist, Steve Hanson, Sean Hawkins, Kyle Heath, Jake Hunt, Garrett Johnson, James Lee, Blake Mallory, Michael Pichla, Elijah Quinn, Eric Reed, Colton Risner, Eric Roberts, James Scherer, Alison Schermerhorn, Ben Schermerhorn, Casey Shoaff, Lucas Slagel, Keith terHorst, Jeff Tolan, Andy Tomaszewski, Dennis Vangessel, Andrew Weinberg, Elliot Wollman

From: [Karen Banks](#)
To: [Patrick Reagan](#)
Subject: Fw: Jordan Lake Treatment - Wednesday
Date: Friday, May 13, 2022 2:34:01 PM
Attachments: [image001.png](#)
[Jordan Lake Newsletter 2022.pdf](#)

Patrick, would you please include the e-mail below, along with the Jordan Lake Newsletter, in the council packet under Misc. Correspondence? Note their message about spraying next Wednesday.

~Karen

From: Karen Banks <klbanks602@gmail.com>
Sent: Friday, May 13, 2022 2:31 PM
To: Karen Banks <president@lakeodessa.org>
Subject: Fwd: Jordan Lake Treatment - Wednesday

----- Forwarded message -----

From: **Jaimee Desjardins** <jaiimeed@plmcorp.net>
Date: Fri, May 13, 2022 at 8:51 AM
Subject: Jordan Lake Treatment - Wednesday
To: <jaiimeed@plmcorp.net>

Hello JLIB,

We were out to the lake this week and despite the colder spring, Curlyleaf pondweed (exotic) and algae were in full bloom. Therefore, we will be out on Wednesday to conduct the first treatment of the season. There will be a 1-day swimming and 3-day irrigation restriction within posted treatment areas. Please let me know if you have any questions or concerns.

Have a great weekend.

Thank you,
Jaimee Desjardins, Environmental Scientist
West MI Regional Manager
PLM Lake & Land Management Corp.
616-891-1294 ext 2005
[PLM Newsletter](#)



P