



**PROPOSED AGENDA**  
**REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL**  
**MONDAY, APRIL 17, 2023 - 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 following Village Council meetings:**

- a) Minutes from the Joint Special meeting of March 15, 2023
- b) Minutes from the regular Village Council meeting of March 20, 2023
- c) Minutes from the special Village Council meeting of April 10, 2023

**VII. Bills:**

- a) Approve bills equal to or less than \$3,000.00 each from 3/1/2023 to 3/31/2023.
- b) Approve bills in excess of \$3,000.00 each, including:
  1. Snaplock Industries – Arts Commission Dance Floor -- \$3,021.20 (*Paid*)
  2. Gregg Guidance, LLC – Interim Manager 2/16/23 – 2/28/23 -- \$3,383.02 (*Paid*)
  3. Gregg Guidance, LLC – Interim Manager 3/1/23 – 3/15/23 -- \$5,956.04 (*Paid*)
  4. Hutson Inc. – Buffalo Turbine Cyclone Blower -- \$6,955.00 (*Paid*)
  5. Michigan Municipal League – Classification/Compensation Study -- \$8,726.25 (*Paid*)
  6. Ferguson Waterworks – Fire Hydrant -- \$3,316.00 (*Paid*)
  7. Dixon Engineering, Inc. – 2023 Asset Management Services -- \$74,253.00 (*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 Area Arts Commission March 16, 2023 Meeting Minutes
- b) Lake Odessa Area Arts Commission March 23, 2023 Special Meeting Minutes
- c) Lake Odessa Area Arts Commission April 5, 2023 Special Meeting Minutes
- d) Lakewood Recreational Authority April 3, 2023 Meeting Minutes
- e) Downtown Development Authority March 29, 2023 Meeting Minutes
- f) Planning Commission March 27, 2023 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 Committee
- b) Finance Committee
- c) Parks & Recreation Committee
- d) UTV Committee

**XI. Presentations**

- a) None

**XII. Discussion Items**

- a) None

**XIII. Unfinished Business**

- a) Proposed Ordinance 2023-01: Adoption of the proposed Ordinance to Amend the Code of Ordinances by amending Chapter 36-Zoning, Article IV – Supplemental Use Regulations, Section 36-94.

**XIV. New Business:**

- a) Proposed Ordinance 2023-02: Adoption of the proposed Ordinance to Amend the Code of Ordinances by adding Article IV, "Utility Terrain Vehicles," to Chapter 32, "Traffic and Vehicles" to regulate Utility Terrain Vehicles.
- b) Proposed Resolution 2023-21: Approving Council Policy 2023-02 – Title VI Non-Discrimination Plan.
- c) Proposed Resolution 2023-22: Approving Council Policy 2023-03 – Investment of Surplus Funds.
- d) Proposed Resolution 2023-23: Approving Council Policy 2023-04 – Brush and Yard Waste Collection.
- e) Proposed Resolution 2023-24: Declaring a moratorium on permitting some food trucks in the Village of Lake Odessa.
- f) Proposed Resolution 2023-25: Authorizing settlement of water billing dispute.
- g) Discussion: Maintenance of Improved Alleys.

**XV. Miscellaneous Correspondence:**

- a) None

**XVI. Trustee Comments**

**XVII. Public Comment**

**XVIII. Adjournment**

VILLAGE OF LAKE ODESSA  
and  
ODESSA TOWNSHIP

MINUTES  
JOINT SPECIAL MEETING  
MARCH 15, 2023  
ODESSA TOWNSHIP HALL  
3862 LAUREL DRIVE  
LAKE ODESSA, MICHIGAN 48849

Meeting called to order at 7:00 pm by Township Supervisor Secor and Village President Karen Banks.

**ROLL CALL**

Council present: President Karen Banks, Trustee Terri Cappon, Trustee Carrie Johnson, Trustee Michael Brighton, Trustee Martha Yoder

Absent: Trustee Rob Young, Trustee Jennifer Hickey

Staff present: Gregg Guetschow, Kathy Forman

Visitors present: Susan Mulford-Hudson, Bill Hudson, Kathy Staup, Carolyn Mayhew, Robert Peters, Steve Hicks, Steve Werner, Kylie McClelland, Mike Rohrbacher, Anne Nagi, Denny Sauers Jr., Bob & Tawny Barker, Joni Sauers, Von Goodemoot, William Alford, Chari Burd, Beth Barrone, Melissa McClelland, Cheyenne Hill and Georgina Hill.

**APPROVAL OF THE AGENDA**

Motion by Caudill, supported by Rohrbacher, to approve the agenda. Motion carried unanimously by voice vote of members present.

**DESIGNATION AND APPROVAL OF MEETING CHAIRPERSON**

Motion by Banks, supported by Caudill to approve Secor to be the chairperson for this special meeting. Motion carried unanimously by voice vote of members present.

**APPROVAL OF PUBLIC COMMENT POLICY (For Special Meeting)**

Motion by Secor, supported by Banks to adopt the Special Meeting Public Comment Policy. Motion carried unanimously by voice vote of members present.

**JORDAN LAKE TRAIL OVERVIEW/UPDATE**

Bill Hudson presented a Jordan Lake Trail powerpoint. Engineer Mark Stoor stated that the MDOT Trail can be split and the M-50 crossing will be move to make it a safer crossing.

**LAKWOOD RECREATIONAL AUTHORITY DISCUSSION**

Council and Board members discussed the Lakewood Recreational Authority.

**TRUSTEE COMMENTS**

Johnson – Excellent job on the presentation.

Brighton – No comment.

Yoder – Thanked everyone.

Cappon – No comment.

Banks – Thank you for board and community support. Thanked the donors.

**PUBLIC COMMENT**

William Alford, 11777 Reflection Drive, Woodland, commented in support of the trail.

Kathy Staup, 1481 Cemetery Road, Lake Odessa, shared concerns about the trail.

Melissa McClelland, 9700 Davenport Road, Woodland, commented in support of the trail.

Kylie McClelland, 14960 Cemetery Road, Lake Odessa, commented in support of the trail.

Joni Sauer, 7576 Kecia Court, Lake Odessa, commented in support of the trail.

Beth Barrone, 1338 Johnson Street, Lake Odessa, shared concerns about the trail.

Chari Burd, 2115 Lapo Road, Lake Odessa, commented in support of the trail.

Carrie Johnson, 1429 Fourth Avenue, Lake Odessa, commented that MDOT approved the plan.

Mark Stoor, GEI Consultants, stated that MDOT did approve the M-50 trail crossing.

**ADJOURNMENT**

Without objection meeting adjourned at 9:11 pm.

Respectfully submitted,

Kathy S. Forman  
Village Clerk / Treasurer

VILLAGE OF LAKE ODESSA  
MINUTES  
REGULAR COUNCIL MEETING  
MARCH 20, 2023  
PAGE MEMORIAL BUILDING  
839 FOURTH AVENUE  
LAKE ODESSA, MICHIGAN 48849

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

**ROLL CALL**

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

Absent: Trustee Rob Young

Staff present: Gregg Guetschow, Kathy Forman, Jesse Trout

Visitors present: Mollie McCloud, Lakewood News, Bob Greene, Carolyn Mayhew

**APPROVAL OF THE AGENDA**

Motion by Cappon, supported by Yoder, to approve the agenda. Motion carried unanimously by voice vote of members present, 6-0.

**PUBLIC COMMENT ON AGENDA ITEMS**

No public comment was heard.

**MINUTES**

Motion by Johnson, supported by Hickey, to approve the minutes from the February 20, 2023 regular meeting: Motion carried unanimously by voice vote of members present, 6-0.

**BILLS**

Motion by Yoder, supported by Cappon, to approve expenditures equal to or less than \$3,000.00 for the period 2/1/2023 thru 2/28/2023. Motion carried unanimously by voice vote of members present, 6-0.

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

**CONSENT AGENDA**

None

**DEPARTMENTAL REPORTS**

Manager's Report: Report submitted.

Police: Report submitted.

DPW: Report submitted.  
Finance: Report submitted.  
Zoning: Report submitted.

**COMMITTEE REPORTS:**

Personnel Committee: No report.  
Finance Committee: No report.  
Parks & Recreation Committee: No report  
UTV Committee: Mr. Guetschow gave a draft of the proposed village ordinance to the committee for review. A meeting is being scheduled.

**PRESENTATIONS**

a) None

**DISCUSSION ITEMS**

a) None

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

a) Proposed Resolution 2023-15: Approving the proposed Budget for the Lakewood Recreational Authority.

Motion by Yoder, supported by Hickey, to approve proposed resolution 2023-15. Banks called for a roll call vote. Yes: Yoder, Hickey, Brighton, Cappon, Johnson, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

b) Proposed Resolution 2023-16: Approving the proposed Budget Amendment for Fiscal Year 2022-23.

Motion by Cappon, supported by Johnson, to approve proposed resolution 2023-16. Banks called for a roll call vote. Yes: Cappon, Johnson, Brighton, Hickey, Yoder, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

c) Proposed Resolution 2023-17: Approving an Arbor Day Proclamation and the holding of a tree planting ceremony on Wednesday, April 26, 2023.

Motion by Cappon, supported by Yoder, to approve proposed resolution 2023-17. Banks called for a roll call vote. Yes: Cappon, Yoder, Hickey, Johnson, Brighton, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

d) Proposed Resolution 2023-18: Authorize closure of the Municipal Employees Retirement System Pension Plan to all new hires.

Motion by Johnson, supported by Hickey, to approve proposed resolution 2023-18. Banks called for a roll call vote. Yes: Johnson, Hickey, Yoder, Cappon, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

e) Proposed Resolution 2023-19: Approving Appointments to the Lakewood Recreational Authority.

Motion by Yoder, supported by Brighton, to approve proposed resolution 2023-19. Banks called for a roll call vote. Yes: Yoder, Brighton, Johnson, Cappon, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

f) Proposed Resolution 2023-20: May Cleanup.

Motion by Cappon, supported by Johnson, to approve proposed resolution 2023-20. Banks called for a roll call vote. Yes: Cappon, Johnson, Yoder, Brighton, Hickey, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

g) Discussion took place about update the May Cleanup policy in the future.

h) Discussion took place about brush collection in the Village of Lake Odessa. Recommendations and proposed policy changes will be presented at the April 2023 Village Council meeting.

#### **MISCELLANEOUS CORRESPONDENCE**

None

#### **TRUSTEE COMMENTS**

Johnson – No comment.

Brighton – No comment.

Cappon – No comment.

Hickey – No comment.

Yoder – Congratulations on the Fluoridation Award.

Banks – Happy Spring!

#### **PUBLIC COMMENT**

Bob Greene, 1030 Fifth Avenue, Asked about the lack of parking on Fourth Avenue and Tupper Lake Street.

#### **ADJOURNMENT**

Motion by Yoder, supported by Johnson, to adjourn the meeting at 7:41 pm, Motion carried by voice vote of members present, 6-0.

Meeting adjourned at 7:41 pm.

Respectfully submitted,



Kathy S. Forman  
Village Clerk / Treasurer

VILLAGE OF LAKE ODESSA  
MINUTES  
SPECIAL COUNCIL MEETING  
APRIL 10, 2023  
PAGE MEMORIAL BUILDING  
839 FOURTH AVENUE  
LAKE ODESSA, MICHIGAN 48849

Meeting called to order at 6:00 pm by Village President Banks.

**ROLL CALL**

Council present: President Karen Banks, Trustee Terri Cappon, Trustee Jennifer Hickey, Trustee Carrie Johnson, Trustee Michael Brighton, Trustee Martha Yoder.

Absent: Trustee Rob Young

Staff present: Gregg Guetschow, Kathy Forman

Visitors present: Jerry Richards

**APPROVAL OF THE AGENDA**

Motion by Brighton, supported by Yoder, to approve the agenda. Motion carried unanimously by voice vote of members present, 6-0.

**PUBLIC COMMENT ON AGENDA ITEMS**

No public comment was heard.

**CLOSED SESSION**

Motion by Johnson, supported by Cappon, to Consider recessing to closed session for the purpose of reviewing applications received for the Village Manager position pursuant to Section 8(f) of Public Act 269 of 1976, as amended. Banks called for a roll call vote. Yes: Johnson, Cappon, Brighton, Hickey, Yoder, Banks; No: None; Absent: Young; Abstain: None. Motion passed unanimously, 6-0.

Council moved to closed session at 6:01

Note: Trustee Rob Young arrived at 6:07 pm.

**RECONVENE OPEN SESSION**

**NEW BUSINESS**

a) Motion by Yoder, supported by Johnson, to direct the MML Facilitator to contact applicant numbers 3, 6 and 10 to determine their interest in interviewing. Motion carried unanimously by voice vote of members present, 7-0.

b) Motion by Cappon, supported by Hickey to cover up to \$1,000 in travel expenses for candidate number 6, receipts to be presented on Saturday, April 15, 2023. Motion carried unanimously by voice vote of members present, 7-0.

**ADJOURNMENT**

Motion by Young, supported by Hickey, to adjourn the meeting at 8:12pm. Motion carried unanimously by voice vote of members present, 7-0.

Meeting adjourned at 8:12 pm.

Respectfully submitted,

Kathy S. Forman  
Village Clerk / Treasurer

**Snaplock Industries**  
 2330 W California Ave  
 Salt Lake City UT 84104  
 801-746-0143 Fax:

## Balance Due Invoice

**Order Date:** 17-Feb-2023  
**Order Number:** 295785-SL

**Customer Number:** 0000045672

**Bill To:**  
 VILLAGE OF LAKE ODESSA  
 KAREN BANKS  
 839 FOURTH AVE  
 LAKE ODESSA MI 48849  
 UNITED STATES OF AMERICA

**Ship To:**  
 VILLAGE OF LAKE ODESSA  
 KAREN BANKS  
 839 FOURTH AVE  
 LAKE ODESSA MI 48849  
 UNITED STATES OF AMERICA

Phone: 269 838 9863

Phone: 269 838 9863

<b>Customer P.O.</b>	<b>Terms</b> CREDIT CARD	<b>Ship VIA</b>	<b>Salesperson</b> SHAUNA CAMERON	<b>Customer Email</b> PRESIDENT@LAKEODESSA.ORG
----------------------	-----------------------------	-----------------	---	---

Item Number	Description	Ord Qty	UOM	Price	Amount
VTOAK	VINYL TILE 12" OAK	400	EACH	\$5.490000	\$ 2,196.00
E2BLAKF	EDGE 2" FEMALE BLACK	38	EACH	\$1.990000	\$ 75.62
E2BLAKFC	EDGE 2" FEMALE CORNER BLACK	2	EACH	\$1.990000	\$ 3.98
E2BLAKM	EDGE 2" MALE BLACK	38	EACH	\$1.990000	\$ 75.62
E2BLAKMC	EDGE 2" MALE CORNER BLACK	2	EACH	\$1.990000	\$ 3.98
DCART	DANCE CART 3' X 3'	1	EACH	\$379.000000	\$ 379.00

290-752-967.001

**Order Note:**



<b>SubTotal</b>	<b>\$ 2,734.20</b>
<b>Freight</b>	<b>\$ 287.00</b>
<b>Tax</b>	<b>\$ 0.00</b>
<b>Total</b>	<b>\$ 3,021.20</b>

Gregg Guidance, LLC

9894134290

720 High Street  
Charlotte, Michigan  
48813  
United States



# Guiding You To Insight, Inspiration & Innovation

Description	Rate	Qty	Line Total
Interim Mgmt. Hrs. February 20, 2023	\$90.00	11.25	\$1,012.50
Mileage February 20, 2023	\$0.655	46	\$30.13
Interim Mgmt. Hrs. February 22, 2023	\$90.00	8.25	\$742.50
Mileage February 22, 2023	\$0.655	46	\$30.13
Interim Mgmt. Hrs. February 24, 2023	\$90.00	9	\$810.00
Mileage February 24, 2023	\$0.655	46	\$30.13
Interim Mgmt. Hrs. February 27, 2023	\$90.00	7.75	\$697.50
Mileage February 27, 2023	\$0.655	46	\$30.13

Amount Due (USD)  
**\$3,383.02**

**Billed To**  
Accounts Payable  
Village of Lake Odessa  
839 Fourth Avenue  
Lake Odessa, Michigan  
48849  
United States

**Invoice Number**  
GG2023-05

**Date of Issue**  
03/13/2023

**Due Date**  
04/12/2023

Subtotal	3,383.02
Tax	0.00
<b>Total</b>	<b>3,383.02</b>
Amount Paid	0.00

101-172-801.000

---

**Amount Due (USD)** \$3,383.02

---

**Terms**

Payment in full is due within 30 days of the date of invoice. Please make checks payable to Gregg Guidance, LLC. Thank you for your business.



# Guiding You To Insight, Inspiration & Innovation

Description	Rate	Qty	Line Total
Interim Mgmt. Hrs. March 1, 2023	\$90.00	8.25	\$742.50
Mileage March 1, 2023	\$0.655	46	\$30.13
Interim Mgmt. Hrs. March 3, 2023	\$90.00	8.25	\$742.50
Mileage March 3, 2023	\$0.655	46	\$30.13
Interim Mgmt. Hrs. March 6, 2023	\$90.00	8.5	\$765.00
Mileage March 6, 2023	\$0.655	46	\$30.13
Interim Mgmt. Hrs. March 7, 2023	\$90.00	8.5	\$765.00
Mileage March 7, 2023	\$0.655	46	\$30.13
Interim Mgmt. Hrs. March 8, 2023	\$90.00	8.5	\$765.00
Mileage March 8, 2023	\$0.655	46	\$30.13
Interim Mgmt. Hrs. March 13, 2023	\$90.00	8.5	\$765.00

**Amount Due (USD)**  
**\$5,956.04**

**Billed To**  
Accounts Payable  
Village of Lake Odessa  
839 Fourth Avenue  
Lake Odessa, Michigan 48849

**Invoice Number**  
GG2023-06

**Date of Issue**  
03/16/2023

**Due Date**  
04/15/2023

101-172-801.000

Mileage, 2023	\$0.655	46	\$30.13
<hr/>			
Interim Mgmt. Hrs. March 14, 2023	\$90.00	0.5	\$45.00
<hr/>			
Mileage March 14, 2023	\$0.655	46	\$30.13
<hr/>			
Interim Mgmt. Hrs. March 15, 2023	\$90.00	12.5	\$1,125.00
<hr/>			
Mileage March 15, 2023	\$0.655	46	\$30.13
<hr/>			

Subtotal 5,956.04

Tax 0.00

Total 5,956.04

Amount Paid 0.00

**Amount Due (USD) \$5,956.04**

**Terms**

Payment in full is due within 30 days of the date of invoice. Please make checks payable to Gregg Guidance, LLC. Thank you for your business.



**HUTSON INC**

2 Industrial Park Drive  
 Williamston, MI 48895  
 Phone (517) 655-4606 Fax (517) 655-3156

**INVOICE**

INVOICE:9378899  
 DATE:02/28/2023

**TO:**  
 LAKE ODESSA VILLAGE  
 4<sup>TH</sup> AVE  
 LAKE ODESSA MI 48849

**SHIP TO:**  
 LAKE ODESSA VILLAGE  
 4<sup>TH</sup> AVE  
 LAKE ODESSA MI 48849

**COMMENTS OR SPECIAL INSTRUCTIONS:**

SALESPERSON	P.O. NUMBER	CUSTOMER P.O.	CUSTOMER ACCOUNT #	TERMS
MATT LOHONE	9378899		162854	Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	BUFFALO TURBINE CYCLONE BLOWER STOCK#352443	\$6,505.00	\$6,505.00
1	OPEN MARKET FREIGHT	\$450.00	\$450.00

ST  
101-441-970.001

SUBTOTAL	\$6,955.00
SALES TAX	\$0.00
DISCOUNT	
<b>TOTAL DUE</b>	<b>\$6,955.00</b>

Make all checks payable to Hutson, Inc.

**Thank you for your business!**



**michigan municipal league**  
Better Communities. Better Michigan.

**INVOICE**

Bill To Patrick Reagan  
Village Manager/Clerk  
Lake Odessa  
839 Fourth Ave.  
Lake Odessa, MI 48849-1077

Sold To Lake Odessa  
839 Fourth Ave.  
Lake Odessa, MI 48849-1077

Invoice #	25818
Invoice Date	12/22/2022
Due Date	Net 30 Days
Customer ID	267

Description	Quantity	Unit Price	Total
Consulting Services	1	8,640.00	8,640.00
Classification/Compensation Study of 8 positions			
Travel & Expenses	1	86.25	86.25

8726.25 ÷ 9

(2) Manager 101-172-801.000 \$1,939.16  
 (2) Police 101-301-801.000 \$1,939.16  
 (5) DPW 101-441-801.000 \$4,847.93

Total	8,726.25
Amount Paid Ck #:	
<b>BALANCE DUE</b>	<b>8,726.25</b>

01-01-00-2009-0000

For questions regarding payment, please call Finance at 734-669-6371.  
 For questions regarding the service, please call 734-662-3246.

Invoice #: 25818

Please remit payment to:  
**Michigan Municipal League**  
 PO Box 7409  
 Ann Arbor, MI 48107-7409

# FERGUSON®

## WATERWORKS

1931 SNOW ROAD  
LANSING, MI 48917-9505

Please contact with Questions: 517-322-0300

VILLAGE OF LAKE ODESSA  
839 FOURTH AVE  
LAKE ODESSA, MI 48849

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0170228	\$3,316.00	6734	1 of 1


**PLEASE REFER TO INVOICE NUMBER WHEN  
MAKING PAYMENT AND REMIT TO:**

FERGUSON WATERWORKS #3386  
PO BOX 802817  
CHICAGO, IL 60680-2817

**MASTER ACCOUNT NUMBER: 590644**

**SHIP TO:**

VILLAGE OF LAKE ODESSA  
1214 JORDAN LAKE ST  
LAKE ODESSA, MI 48849

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID	
3388	3388	MIE	LAKE ODESSA	386	HYDRANT	03/06/23	13816	
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION		UNIT PRICE	UM	AMOUNT	
1	1	E54971D	5-1/4 5BR250 HYD 5'6 OL 3W 2D STORZ		3316.000	EA	3316.00	
							<b>INVOICE SUB-TOTAL</b>	<b>3316.00</b>
<p>*****</p> <p>LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.</p> <p style="text-align: center;">ST 591-536-781</p>								
<p>Looking for a more convenient way to pay your bill?</p> <p>Log in to <b>Ferguson.com</b> and request access to Online Bill Pay.</p> 								

<b>TERMS:</b> NET 10TH PROX	<b>ORIGINAL INVOICE</b>	<b>TOTAL DUE</b>	<b>\$3,316.00</b>
-----------------------------	-------------------------	------------------	-------------------

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

\*Any reference to or incorporation of Executive Order 14042 and/or the EO-implementing Federal clauses (FAR 52.223 -99 and/or DFARS 252.223-7999) is expressly rejected by Seller and shall not apply as Seller is a materials supplier and therefore exempt under the Executive Order.\*

# 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 23-0284  
Date 03/17/2023

Project MI2019EVB-0243 LAKE ODESSA MI

Description	Contract Amount	Prior Billed	Current Billed
<b>2023 Asset Management Services</b>	74,235.00	0.00	74,235.00
Total	74,235.00	0.00	74,235.00

Invoice total 74,235.00

JS

591-536-931.010

## MINUTES

**Lake Odessa Area Arts Commission**  
Regular Meeting  
Thursday, March 16, 2023 - 7:00 p.m.  
Page Memorial Building  
Lake Odessa, Michigan

1. **Call to Order / Roll Call:** Hermes called the meeting to order at 7:00 p.m.  
Present: Hermes, Johnson, Mattson, Banks, Rice  
Visitors: Amber Velte
2. **Approval of Agenda:** Motion by Johnson, support by Mattson to approve agenda as presented. All ayes; motion carried 5-0.
3. **Public Comment:** None.
4. **Action Items**
  - a. **Meeting minutes:**
    - 1) 2/16/23 regular meeting: Motion by Hermes, support by Johnson to approve. All ayes; motion carried 5-0.
  - b. **Finance:**
    - 1) Year-end revenue/expense report was reviewed.
    - 2) Motion by Mattson, support by Hermes to approve accounts payable for February 2023 totaling \$189.53. All ayes; motion carried 5-0.
  - c. **Art in the Park 2023:**
    - 1) **Entertainment:**
      - (a) Musicians: Banks played audio recordings from prospective musicians. Motion by Hermes, support by Johnson to approve the following musicians for 2023 Art in the Park:
        - Russ Franzen - \$125
        - Michael Hulett - \$350All ayes; motion carried 5-0.
      - (b) Opening flag ceremony: Rice will check with high school re: availability of band or choir students to perform the national anthem and a few other patriotic songs during and preceding opening flag ceremony. Johnson will contact Steve Aldrich re: availability of VFW to do the flag ceremony.

- 2) Artists:
  - (a) Follow-up letter to 2022 artists was mailed out in mid-February 2023, and has generated some new applications. Consensus was that follow-up letters to 2023 artists should be mailed out after January 2024.
  - (b) As of this date, there are a total of 53 artists signed up and 65 booth spaces purchased.
  
- 3) Food Vendors: Mattson has contacted Farmhouse Pizza, will call Cup of Grace, and continues to search for an ice cream vendor. She met a group at an event selling cocktails. Suggestion was made that they could sell mocktails. She is still trying to reach Maria's Tacos. Dog Central has been confirmed. Rice stated she knows a person who has a vegan food truck and will attempt to contact them.
  
- 4) Sponsors:
  - (a) Motion by Banks, support by Johnson to revise sponsorship levels as follows: Title - \$2,000; Platinum - \$1,000; Gold - \$750; Silver - \$500; Bronze - \$250; Community - \$100, and to eliminate the incentive offering to display a sign at sponsoring businesses: All ayes; motion carried.
  - (b) The following businesses were offered as additions to the sponsorship mailing list: Los Primos Mexican Restaurant, Rusted Poppy, Rustic Love, Simple Truth Chiropractic, Olive & Oak Hair Salon, Tabby's Chop Shop, The Studios on Fourth, Sparrow Hospital.
  
- 5) Kids' Zone: Rice suggested an eco-friendly activity focusing on plastic waste. Mattson has confirmed Marilyn Danielson's available to serve as clown. Time frame for 2023 Kids' Zone will be 9 a.m. to Noon.
  
- 6) 2023 Visitors Guide: Rice solicited suggestions from board members for artwork ideas.

Rice and Amber Velte left the meeting at 8:00 p.m.

- 7) Miscellaneous:
  - (a) Golf carts: Banks made contact with U.S. Golf Car and will bring written proposal to April meeting.
  
  - (b) Dumpster: Banks contacted Dumpsters on Demand in Ionia Michigan regarding them making an in-kind dumpster donation for Art in the Park in exchange for Visitor Guide advertising. She expects to have more information at the April meeting.
  
  - (c) Tables/chairs/tent: Mattson will inquire re: pricing for 17 tables, 90 chairs and one 20x30 tent. Motion by Banks, support by Johnson to approve rental of same at a cost not to exceed \$650. All ayes; motion carried 4-0 with Rice absent.

- (d) Portable toilets: Motion by Johnson, support by Hermes to authorize Mattson to rent port-a-johns at a cost not to exceed \$650. All ayes; motion carried 4-0 with Rice absent.
- (e) Radios: Motion by Banks, support by Johnson to approve rental of 10 radios at a cost not to exceed \$100. All ayes; motion carried 4-0 with Rice absent.
- (f) Dance Floor: Banks reported the floor has been ordered.
- (g) Shade Cloths: Hermes will seek quotes for cleaning services.
- (h) Boy Scouts: Johnson will contact the Halanski family to inquire re: them providing parking and sanitation services.
- (i) Donuts: Johnson will place same order as in 2022.
- (j) Mobile Hotspots: Johnson reported the library will only check out mobile hotspots two weeks in advance of event. A Friends of the Library member is assisting.

**d. Mural Project:** Johnson reported that Bill Rogers has contacted the local postmaster to inquire re: the post office building as a possible mural location.

**e. Board Member Comments:** None.

**f. Adjournment:** Without objection, meeting adjourned at 8:34 pm.

Respectfully submitted,

Karen Banks, Recording Secretary

## MINUTES

**Lake Odessa Area Arts Commission**  
Special Meeting  
Thursday, March 23, 2023 - 6:00 p.m.  
Page Memorial Building  
Lake Odessa, Michigan

1. **Call to Order / Roll Call:** Hermes called the meeting to order at 6:00 p.m.  
Present: Hermes, Johnson, Mattson, Banks, Rice  
Visitors: None
  
2. **2023 Art in the Park:**
  - a. **Advertising:** Banks presented options for online and print advertising. Motion by Hermes, support by Mattson to approve the following:
    - 1/2-page ad in Michigan Festivals & Events summer travel issue: \$475
    - West Michigan Travel Association media package: \$750All ayes; motion carried 5-0.
  
  - b. **Food Vendors:** Mattson confirmed a new kettle corn vendor and is awaiting info from a prospective ice cream vendor.
  
3. **April meeting date:** Banks reported that due to a scheduling conflict with the Village Council, the regular April meeting needs to be rescheduled. Consensus was to move April meeting to Thursday, April 13 at 7:00 p.m.
  
4. **Adjournment:** Motion by Banks, support by Johnson to adjourn. All ayes; motion carried 5-0. Meeting adjourned at 6:19 p.m.

Respectfully submitted,

Karen Banks, Recording Secretary



## MINUTES

### Lake Odessa Area Arts Commission

Special Meeting

Thursday, April 5, 2023 - 5:45 p.m.

Page Memorial Building

Lake Odessa, Michigan

**1. Call to Order / Roll Call:** Hermes called the meeting to order at 5:45 p.m.

Present: Hermes, Johnson, Mattson, Banks

Absent: Rice

Visitors: Gary Mattson

**2. 2023 Art in the Park:**

a. Advertising: Banks presented five options from Adams Outdoor for billboard advertising. Motion by Hermes, support by Johnson to approve the following:

- Poster 811 (Lowell, MI): \$1,050
- Poster 271 (Lansing, MI): \$1,150

All ayes; motion carried 4-0 with Rice absent.

b. Sponsors: Gary Mattson indicated his company's interest in being the 2023 title sponsor, and also presented a proposal for a holiday window decorating contest. He gave to the Arts Commission a check totaling \$4,475 to cover the 2023 Art in the Park sponsorship and three years of sponsorship for the window decorating contest. Arts Commission members thanked him for his generosity. The check from Mr. Mattson will be held pending receipt of sponsorship paperwork and discussion/approval by the Arts Commission at its next meeting of the window decorating contest.

Nancy and Gary Mattson left the meeting at 6:05 p.m.

c. Advertising (Continued): Banks presented proposals from radio stations WION and WBCH.

1) WION (Ionia): Motion by Hermes, support by Johnson to approve proposal from WION for 40 30-second commercials, 20 per week, starting July 23th and running through August 5th, at a cost of \$338. All ayes; motion carried 3-0 with Rice and Mattson absent.

2) WBCH (Hastings): WBCH presented a proposal of 65 30-second ads to run 10 days to two weeks prior to Art in the Park at a cost of \$585. Consensus was for Banks to try to negotiate a lower rate. Motion by Hermes, support by Johnson to approve an advertising package with WBCH at a cost not to exceed \$400. All ayes; motion carried 3-0 with Rice and Mattson absent.

**3. Adjournment:** Without objection, meeting adjourned at 6:17 p.m.

Respectfully submitted,

Karen Banks, Recording Secretary

**Draft Minutes of the meeting of the Lakewood Recreational Authority  
held on April 3, 2023**

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

**Pledge of Allegiance**

**Roll call by Recording Secretary Edith Farrell**

Present: Mayhew, Secor, Farrell, Barrone, Cappon, Guetschow

Absent: Nurenberg

**Approval of Agenda**

Addition to the Agenda: approve new member at large in New Business

Motion – Farrell to accept the agenda with the addition.

Support- Barrone

Motion carried unanimously by voice vote of members present.

**Citizen Comment on Agenda Items - none**

**Minutes**

03/06/2023 Regular meeting

Secor states a correction the spelling of roll is needed, it should be spelled role.

Motion – Cappon

Support by Barrone to approve the March 6, 2023, minutes with the spelling correction.

Motion carried unanimously by voice vote of members present.

03/30/2023 special meeting

Motion – Barrone

Support by Mayhew to approve the March 30, 2023 minutes.

Motion carried unanimously by voice vote of members present.

**Bills** – no bills at this time.

**Treasurer’s Report**

Motion – Farrell

Support by Secor to approve the Treasurer’s Report.

Motion carried unanimously by voice vote of members present.

**Presentations/Reports**

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

- Stoor – was not present and he has nothing new to report.
- Stoor stated in an email that he has received some questions concerning how the grants will pay out and how the financial piece of the MDOT and DNR grants work. He plans to schedule a meeting with the municipalities to go over this with a possible date to be after the May meeting.

**B. Jordan Lake Trail Board**

- There were no questions or comments on the JLT board meeting minutes.

## **Unfinished Business**

### **A. Stump removal**

- The stump removal work has been completed and the bill was submitted to the Jordan Lake Trail Board. The bill has been paid.
- Mayhew stated that the JLT Board has received a second invoice for \$2,000 for cleanup. She questioned if this was the final bill. Barrone stated that he believed there would be one additional bill coming.

### **B. Audit Requirements**

- Dave Dehaan with Walker Fluke and Sheldon agrees that we shouldn't need an audit, however he won't get an answer from the state board until after tax season.
- Guetschow advised the board that once we receive the information from Dehaan that notification be submitted to both municipalities stating that the LRA does not plan to move forward with an audit.
- Guetschow also stated that the LRA Articles of Incorporation could be amended with the requirement removed.

### **C. Proposed Application for MDNR Grants**

- The Sparks grant requires an agreement between Odessa Township and the LRA to move forward with pursuing a construction permit. We are unsure of what the agreement contains, possibly easement rights. Secor is going to look at what was required between the township and Lakewood Wastewater for their project.
- We have already missed the first two grant cycles for the Sparks grant with the final cycle due in July.
- Mayhew will write up a proposal for the Sparks grant agreement between the township and LRA to be presented to Odessa Township for approval.
- The Passport Grant would have been a better grant for us to apply for because there are less applicants because of the \$150,000 application cap.
- The deadline for the Passport Grant was April 1<sup>st</sup>, so it is not an option for 2023.

## **New Business**

### **A. LRA Member Participation Terms and Swearing In**

- There are no changes needed for the term schedule that was sent out with the meeting packet.
- Barrone and Secor were sworn in on 04/03/2023. A copy of their signed form will be sent to both municipalities and Farrell to maintain with the secretary's documentation.

### **B. Proposed Rules of (Order) Procedure**

- The meeting schedule was discussed and per the wording of the Articles of Incorporation, a meeting must be held at least quarterly. This meeting can be any time within each quarter.
- The meeting schedule was established for the second Monday in January, April, July and October of each year at 1:00 at the Odessa Township Offices.
- Guetschow reviewed the suggested changes that he had suggested in the memo included in the board packet.
  - Voting change corrects the oversight from the Articles of Incorporation and conforms the wording.
  - It was stressed that we should not vote to amend the rules without sending the amendment to the members of the board prior to the meeting so they

can be thoroughly reviewed. The words “to the members” were added to the rules.

Motion – Guetschow to adopt the Rules of Order which include changing the title, updating the meeting schedule, adding section V-F, and changes in the adoption and amendment rules.

Support by Secor

Motion carried unanimously by voice vote of members present.

#### **C. Meeting Schedule**

- Meetings will be held at the Odessa Township Offices
- Second Tuesday of January, April, July and October at 1:00 pm
- The schedule is to be posted within 10 days of today’s meeting at the Page Building and Odessa Township Offices.
- Mayhew will email the schedule to the officials at each office to ensure the timeframe is met.

#### **D. Special Meeting**

- A special public meeting in May will be needed for approving the budget.
- The meeting will be held on May 8<sup>th</sup> at 1:00 at the Odessa Township Offices.
- Mayhew will forward the public notice to the Lakewood News for publication at least two weeks prior to the meeting date.

Motion – Guetschow to conduct a special meeting on May 8<sup>th</sup> which will include a budget hearing and any other urgent business that comes before the LRA Board.

Support by Barrone

Motion carried unanimously by voice vote of members present.

#### **E. Election of LRA Officers**

- Shawn Hazel is willing to step up and take over Mandy Nurenberg’s member at large position.

Motion – Cappon to accept Nurenberg’s resignation and to nominate Shawn Hazel to fulfill the remaining ter.

Support by Barrone

Role Call Vote: Mayhew-yes, Secor-yes, Farrell-yes, Barrone-yes, Cappon-yes, Guetschow-yes

- Election of Officers

- Chairperson – Mayhew is resigning from the chairperson position.

Motion – Mayhew to elect Barrone to take over as Chairperson

Support - Secor

Motion carried unanimously by voice vote of members present.

- Vice-Chairperson

Motion – Cappon to elect Mayhew as Vice- Chairperson

Support - Guetschow

Motion carried unanimously by voice vote of members present.

- Secretary  
Motion – Mayhew to elect Farrell as Secretary  
Support - Cappon  
Motion carried unanimously by voice vote of members present.
- Treasurer  
Motion – Mayhew to elect Cappon as Treasurer  
Support - Secor  
Motion carried unanimously by voice vote of members present.
- Additional Members will be Secor, Guetschow and Hazel

**Member Comments**

- Farrell questioned if there was a written list of issues for the LRA that were brought up at the last Odessa Township Meeting. A response was given that a list will be comprised and reviewed at the next LRA regular meeting.
- Going forward, Farrell will send “Draft” meeting minutes to all board members and the Village and Township Clerks once they are completed.

**Public Comments** - none

**Adjournment** 2:01 pm

VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

Regular Meeting - Wednesday, March 29, 2023  
Page Memorial Building, Lake Odessa MI

PRESENT: Karen Banks, Bill Rogers, Marilyn Danielson, Sarah McGarry, Bob Green, Darwin Thompson

ABSENT: Sue Dahms

STAFF: Village Gregg Guetschow, Village Clerk/Treasurer Forman

VISITORS: None

- I. **Call to Order:** Meeting called to order by McGarry at 7:00 a.m.
- II. **Approval of Agenda:** Motion by Banks, supported by Green, to approve agenda as amended. All ayes; motion carried, 6-0.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:**
  - a) Minutes from 1/10/23 regular meeting. Motion by Banks, supported by McGarry, to approve. All ayes; motion carried, 6-0.
  - b) Minutes from 2/14/23 special meeting. Motion by Banks, supported by Green, to approve. All ayes; motion carried 6-0.
- V. **Finance Report:**
  - a) Revenue & Expense report and February 2023 bank statement were reviewed. Current account balance is \$80,476.29 as of 2/28/23.  
  
Motion by Banks, supported by McGarry, to approve the check report for February 2023. All ayes; motion carried 6-0.
- VI. **Action/Discussion Items:**
  - a) **Food Trucks:** Discussed allowing food trucks to operate in the village.  
  
Motion by McGarry, supported by Green to recommend to the Village Council a moratorium on food trucks. All ayes; motion carried, 6-0.
  - b) **Village Welcome Sign:** Discussed and reviewed the proposed sign design from GEI Consultants for the Welcome Sign. Zoning does not need a site plan review.  
  
Motion by Banks, supported by McGarry to approve the concept plan provided and put the project out for bids. All ayes; motion carried, 6-0.

- c) Discuss plan for preparation of report to taxing jurisdictions (Ionia County, Odessa Township, Library, etc.)

Motion by Banks, supported by Rogers, to table this until the May 9, 2023 meeting. All ayes; motion carried 6-0.

- d) Motion by McGarry, supported by Thompson, to provide Art in the Park with a \$500.00 sponsorship. All ayes; motion carried 6-0.

Motion by McGarry, supported by Banks, to provide the Lake Odessa Fair with a \$250.00 sponsorship. All ayes; motion carried 6-0.

- e) Mural Project: Discussed interest in placing a mural in the downtown area of Lake Odessa. Lake Odessa Area Arts Commission is interested in partnering with the DDA on the project.

- f) Alley Maintenance: Discussed ideas for alley maintenance. Possibility of maintaining improved alleyways only. Jesse Trout will be invited to the May 9, 2023 meeting.

- g) Parking: Discussed challenges for parking in the downtown area.

Motion by McGarry, seconded by Banks to contact Walker Parking for pricing of a parking study. All ayes; motion carried 6-0.

#### **VII. Beautification Committee Report:**

- a) Spring planting: There will be a workday on Saturday, May 27, 2023. Everyone should meet at 9:00am in front of the Page Memorial Building. The plan will be similar to last year.

#### **VIII. Miscellaneous Correspondence: None**

#### **IX. Board Member Comments:**

- a) Banks notified members that the Village Manager search is moving forward. There will be a Special Meeting on Monday, April 10, 2023 to review applicants and select potential candidates to interview. On Saturday, April 15, 2023 there will be a Special Meeting to interview selected candidates. Interviews will be held in an Open Meeting.

#### **X. Adjournment:** Without objection, meeting adjourned at 8:11 a.m.

Respectfully submitted,

Kathy Forman  
Village Clerk/Treasurer

DRAFT



VILLAGE OF LAKE ODESSA  
PLANNING COMMISSION

**DRAFT**

MINUTES  
MARCH 27, 2023 REGULAR MEETING  
Page Memorial Building  
Lake Odessa, Michigan

Present: Karen Banks, Beth Barrone, Meg Wheeler, Martha Yoder, Gregg Guetschow  
Note: Al Hamp arrived at 7:09pm  
Staff: Jeanne Vandersloot, Kathy Forman  
Visitors: Ben DeJong

Meeting called to order by Chairperson Wheeler at 7:00 p.m.

**APPROVAL OF AGENDA:** Motion by Banks, supported by Barrone, to approve the agenda as amended. Voice vote. Approved 5-0.

**PUBLIC COMMENT** – No public comment.

**MINUTES** – Motion by Barrone, supported by Yoder, to approve the following Planning Commission meeting minutes:

1. January 23, 2023 Planning Commission meeting minutes

Voice vote. Approved 5-0.

**PUBLIC HEARING**

- a) Proposed Amendment to the Village Ordinance Chapter 36 – Zoning, Article IV – Supplemental Use Regulations, Section 36-94 – Planned Developments, of the Village’s Zoning Ordinance

Motion by Banks, supported by Barrone, to enter a Public Hearing at 7:04pm. Voice vote. Motion approved 5-0.

Note: Al Hamp arrived at 7:09

Motion by Banks, supported by Barrone, to close the Public Hearing at 7:15pm. Voice vote. Motion approved 6-0

**ACTION & DISCUSSION ITEMS:**

DRAFT

- a) Discussion and Action: Proposed Amendment to the Village Ordinance Chapter 36 – Zoning, Article IV – Supplemental Use Regulations, Section 36-94 – Planned Developments of the Village’s Zoning Ordinance.

Discussion of the amendment took place.

Motion by Banks, supported by Yoder, to forward the proposed changes to council and recommend approval. Voice vote. Motion approved unanimously, 6-0.

- b) Discussion and Action: Update on Master Plan review.

Gregg Guetschow reviewed the process for hiring a consulting firm and starting an RFP for the process.

- c) Discussion: Update on Food Trucks

Reviewed a memo to the Downtown Development Authority about Food Trucks. It was discussed that no more special use permits should be issued using the same process as before.

Motion by Banks, supported by Yoder that a Moratorium be placed on further food truck permitting and regulating until this is defined in an ordinance. Voice vote. Motion approved unanimously, 6-0.

**BOARD MEMBER COMMENTS:** Guetschow offered Planning Commissioner’s Toolkit workbooks to all members.

**ADJOURNMENT:** Motion by Banks, support by Guetschow, to adjourn the meeting. Motion approved unanimously, 6-0. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Kathy Forman  
Village Clerk / Treasurer



## MEMORANDUM

TO: President Banks and Village Council Members

FROM: Gregg Guetschow, Village Manager

SUBJECT: Agenda Summary and Miscellaneous Matters

DATE: April 14, 2023

### DEPARTMENTAL REPORTS:

**Finance Report.** A typical finance report would include a column showing amounts Council budgeted for the various line items, activities and funds. This first report of the current fiscal year omits that column. The reason for this relates to my efforts to prepare a new way of presenting the budget. If Council were to approve a different budget format for the year, leaving the budget entries blank at this point would simplify the process of putting in the new numbers. I realize this provides a little less information than you are accustomed to seeing. I appreciate your patience as I work to complete this project.

### UNFINISHED BUSINESS:

**Ordinance No. 2023-01 Supplemental Use Regulations.** Council had previously referred this ordinance to the Planning Commission. The Commission held a public hearing on the ordinance at its March 27, 2023 meeting and voted to refer the ordinance to Council with a recommendation for its adoption. The ordinance addresses conditions for certain planned use developments, reducing the required number of acres for such a project from five to three, and reducing the required setback from the perimeter of the project from 30 feet to 20 feet.

### NEW BUSINESS:

**Ordinance No. 2023-02 Utility Terrain Vehicles.** The question of permitting utility terrain vehicles (UTVs) to operate in the Village had been referred to an ad hoc committee. A draft ordinance was prepared for review by the committee which met recently and offered some minor revisions. This version of the ordinance was sent to the Village attorney's office for their review and revision and this is the version which is included for your consideration. We are also including in the packet the redline version of the ordinance so you can see changes recommended by the attorney.

There are two matters I wish to call to your attention regarding the ordinance. UTVs are one type of ATV. State statute permits local governments to allow ATVs on streets under their jurisdiction but there is no clear authority to limit that allowance only to certain classes of ATVs. It is possible, therefore, that the ordinance could be challenged by someone who would wish to operate ATVs other than UTVs on Village streets. I spoke to the manager of Rogers City about this concern as they had adopted a similar UTV ordinance. They have not had any challenges to their ordinance.

The second matter includes sunset date language. I have had a practice throughout my career of recommending sunset language for ordinances that reflect a new or untested policy direction. Such a practice ensures that the ordinance comes back up for review in a few years so that needed changes can be made to it. Given that there are mixed opinions about the wisdom of the UTV ordinance, I felt it made sense to suggest a sunset provision. I understand, however, that it has not been a practice in Lake Odessa to insert such language in ordinances.

The General Law Village Act does not require a public hearing for this ordinance. Council may adopt the ordinance as written, adopt it with amendments, or decline to adopt it.

***Council Policy 2023-02 – Title VI Non-Discrimination.*** In order to receive Federal funds, the Village is obligated to have in place a policy that outlines its practices with regard to prohibiting discrimination in the delivery of public services. For Lake Odessa, a typical source of those funds is those that pass through the Michigan Department of Transportation (MDOT). In reviewing the current policy recently, I found it had not been updated since 2015. Current policy references as the coordinator an individual no longer employed by the Village. This policy addresses those concerns and makes a few other housekeeping changes. In general, it follows a format promulgated by MDOT.

***Council Policy 2023-03 – Investment of Surplus Funds.*** The current policy on this topic designates the Finance Director as Investment Officer. The Village does not currently have anyone with that title. In addition, the current policy does not permit investing in CDARS, a type of CD that provides an additional measure of protection against loss of funds in the event of a bank failure. This updated policy conforms to statutory requirements and is based on one I developed in 2018 while working for the City of Charlotte.

***Council Policy 2023-04 – Brush and Yard Waste.*** This policy updates one that has been in place for a while. The primary motivation for updating this policy was to address the recommendation from DPW Director Jesse Trout to limit the number of times the Village provides brush pickup throughout the year. You will recall his advising you that the frequency with which this service has been offered limits their ability to accomplish other work during the late spring, summer and fall months. The policy would reduce the number of pickup dates to three.

***Moratorium on Food Trucks.*** Council had referred the question of permitting food trucks to the Planning Commission. In the course of its reviewing and discussing this matter, I provided an analysis of the issue, a copy of which is included in your agenda packet. I recommend

amending the zoning ordinance to make specific allowance for temporary uses in commercial districts that might include food trucks under limited circumstances. Further, it should be recognized that the ordinance regulating peddlers, as it concerns possible food trucks, needs to be administered in a manner consistent with the zoning ordinance. While this work is going on, however, I think it is important to declare a moratorium on granting any additional approvals for food trucks in the manner allowed for the BBQ trailer at Cobb's Quick Lube or under the peddlers ordinance.

**Settlement of Water Billing Dispute.** The resolution for this item explains the background leading to my recommendation. I believe no satisfactory resolution can be found that would involve the customer paying the bill. I also believe it is not the best use of our time to continue to pursue collection. The bill must be paid, however, so I am recommending the Village pay it on behalf of the customer.

**Alley Maintenance.** As noted in my report, the Village has had a long-standing practice of not maintaining improved alleys. I think this practice needs review and discussion, particularly since one is in disrepair. This item is for discussion only at this time.

#### **MISCELLANEOUS MATTERS:**

**Chickens.** I believe you are aware that a local resident is objecting to an order to comply with the Village's ordinance prohibiting the keeping of chickens. It is anticipated that she and others will be attending Monday's meeting to address Council on this topic.

**Compensation Plan.** A joint meeting of the Personnel and Finance Committees has been scheduled for Saturday immediately following Council's meeting for interviewing village manager candidates. Because a majority of Council members will be present, a notice of the meeting has been posted.

**Managed IT Services.** I continue to work providing information to firms that provide IT services as we explore alternatives to our current provider. I have identified a third firm to consider and will be having a Zoom meeting with representatives next week.

**Insurance.** We are approaching the time for renewal of the Village's property and liability insurance coverage. I have a questionnaire to complete by the end of the month. We are on schedule to have this matter on Council's May 15 agenda.

**Grant for Street Reconstruction.** DPW Director Jesse Trout became aware of grants available through MDOT for small municipalities doing street reconstruction projects. He and I will be meeting with the Village's engineer next week to begin the process of applying for these funds for our upcoming project.

**Schedule.** Due to other obligations, my schedule for next week will be a little different. I will be in the office Monday, Tuesday, and Friday. Apart from early Wednesday morning, I will be available via phone and email.



## Village Of Lake Odessa Council Report March 2023

### MARCH 2023 Calls For Service:

03/31/23 20:59:38 9908 - GENERAL ASSIST  
03/31/23 20:57:58 TRF -  
03/31/23 20:46:32 TRF -  
03/31/23 20:24:29 TRF -  
03/31/23 18:44:53 TRF -  
03/31/23 18:00:12 TRF -  
03/31/23 17:51:37 TRF -  
03/31/23 17:39:36 TRF -  
03/31/23 17:27:57 TRF -  
03/31/23 16:04:43 TRF -  
03/31/23 15:50:16 9908 - GENERAL  
03/31/23 13:55:50 TRF -  
03/31/23 13:43:51 TRF -  
03/31/23 13:36:01 5500 - HEALTH & Safety  
03/31/23 12:03:20 5403 - TRAFFIC  
03/31/23 07:35:59 9601 - ABANDONED  
03/30/23 17:13:51 5403 - TRAFFIC  
03/30/23 13:05:51 9807 - SUSPICIOUS  
03/30/23 03:50:05 99093 -MED 3  
03/30/23 03:19:31 TRF -  
03/30/23 00:17:15 99091 - MED 1  
03/29/23 19:09:07 99091 - MED 1  
03/28/23 20:45:08 TRF -  
03/28/23 20:38:45 TRF -  
03/28/23 20:04:59 TRF -  
03/28/23 19:36:39 TRF -  
03/28/23 19:25:53 TRF -  
03/28/23 19:17:53 TRF -  
03/28/23 19:00:21 TRF -  
03/28/23 18:32:00 TRF -  
03/28/23 16:46:54 TRF -  
03/28/23 16:37:46 TRF -  
03/28/23 16:27:38 911H - 911 Hang Up  
03/28/23 15:38:19 9909P - NON CRIMINAL  
03/28/23 15:34:32 TRF -  
03/28/23 15:29:05 TRF -  
03/28/23 15:19:32 TRF -  
03/28/23 15:01:49 TRF -  
03/28/23 14:41:33 TRF -  
03/28/23 14:25:14 TRF -  
03/28/23 13:56:20 TRF -  
03/28/23 13:34:45 TRF -  
03/28/23 08:06:58 9908 - GENERAL  
03/27/23 18:10:00 9908 - GENERAL  
03/27/23 15:21:43 9908 - GENERAL  
03/27/23 14:03:52 9807 - SUSPICIOUS  
03/27/23 11:24:18 2600 - FRAUD  
03/27/23 03:11:52 911H - 911 Hang Up  
03/27/23 00:14:00 1302 - DOMESTIC  
03/26/23 16:20:43 5701 - TRESPASSING

03/26/23 15:56:42 TRF -  
03/26/23 14:27:53 2300 - LARCENY  
03/26/23 14:23:32 TRF -  
03/26/23 13:55:32 TRF -  
03/26/23 13:21:39 TRF -  
03/26/23 13:18:09 TRF -  
03/25/23 22:14:19 3800 - FAMILY  
03/25/23 20:07:09 5000 - WARRANT  
03/25/23 18:19:27 TRF -  
03/25/23 17:26:49 TRF -  
03/25/23 17:07:29 TRF -  
03/25/23 16:49:35 TRF -  
03/25/23 15:43:01 9903 - MISSING  
03/25/23 13:58:31 TRF -  
03/25/23 13:43:02 TRF -  
03/25/23 12:45:37 TRF -  
03/24/23 16:43:33 TRF -  
03/24/23 16:19:43 TRF -  
03/24/23 15:42:26 TRF -  
03/24/23 14:57:35 TRF -  
03/24/23 14:38:55 TRF -  
03/24/23 14:09:21 TRF -  
03/24/23 13:28:35 99091 - MED 1  
03/23/23 10:59:33 9601 - ABANDONED  
03/22/23 14:21:27 9908 - GENERAL  
03/22/23 13:16:05 5403 - TRAFFIC  
03/22/23 09:46:10 9908 - GENERAL  
03/22/23 09:35:08 9908 - GENERAL  
03/21/23 20:33:13 TRF  
03/21/23 20:11:30 TRF -  
03/21/23 19:33:04 TRF -  
03/21/23 19:11:21 TRF -  
03/21/23 17:48:12 TRF -  
03/21/23 17:35:32 TRF -  
03/21/23 17:04:45 TRF -  
03/21/23 16:55:01 9909P NON CRIMINAL  
03/21/23 16:50:23 2300 - LARCENY  
03/21/23 08:04:23 2900 - MDOP  
03/20/23 17:23:45 5701 - TRESPASSING  
03/19/23 20:42:45 TRF -  
03/19/23 20:08:40 TRF -  
03/19/23 18:22:47 VDOM - VERBAL  
03/19/23 18:16:53 TRF -  
03/19/23 17:50:12 TRF -  
03/19/23 16:51:43 TRF - TUPPER LAKE ST  
03/19/23 16:38:16 TRF -  
03/19/23 16:05:25 TRF -  
03/19/23 14:27:07 TRF -  
03/19/23 13:44:54 9909P NON CRIMINAL  
03/18/23 16:06:21 9806 - CIVIL DISPUTE  
03/18/23 14:19:16 TRF -  
03/18/23 13:56:47 99091 - MED 1  
03/18/23 07:27:49 PPO - PPO VIOLATION  
03/17/23 23:20:10 2900 - MDOP  
03/17/23 14:42:20 TRF -  
03/17/23 14:38:12 TRF -  
03/17/23 11:32:26 TRF -  
03/17/23 11:15:38 TRF -  
03/17/23 10:37:46 2900  
03/17/23 10:33:28 TRF -  
03/17/23 10:33:02 5500 - HEALTH & Safety  
03/17/23 10:15:45 TRF -  
03/17/23 09:51:03 TRF -  
03/17/23 08:54:28 5500 - HEALTH & Safety  
03/17/23 07:49:16 TRF -  
03/17/23 02:40:44 9908A - Assist  
03/17/23 02:24:54 2201 - BURGLARY  
03/17/23 00:10:45 1301 - ASSAULT  
03/16/23 23:38:38 9301B - PDA TRAFFIC  
03/16/23 13:30:07 7000 - JUVENILE

03/15/23 19:11:00 3500 - VCSA  
03/14/23 23:05:34 5403 - TRAFFIC  
03/14/23 20:52:51 TRF -  
03/14/23 20:46:58 TRF -  
03/14/23 20:14:00 9807 - SUSPICIOUS  
03/14/23 19:43:36 TRF -  
03/14/23 19:08:51 TRF - TUPPER  
03/14/23 18:37:15 5500 - HEALTH & SAFETY  
03/14/23 16:45:03 TRF -  
03/14/23 16:13:49 TRF -  
03/14/23 15:35:01 TRF -  
03/13/23 15:55:19 9806 - CIVIL DISPUTE  
03/13/23 05:59:08 9301B - PDA TRAFFIC  
03/12/23 20:28:43 TRF -  
03/12/23 20:12:20 TRF -  
03/12/23 18:53:53 TRF -  
03/12/23 16:36:58 TRF -  
03/12/23 15:38:39 TRF -  
03/12/23 15:27:18 TRF -  
03/12/23 14:33:54 TRF -  
03/12/23 14:15:43 TRF -  
03/12/23 14:07:35 TRF -  
03/12/23 13:30:08 TRF -  
03/12/23 12:16:18 TRF -  
03/11/23 20:56:28 TRF -  
03/11/23 19:23:40 7000 - JUVENILE  
03/11/23 18:16:59 TRF -  
03/11/23 17:32:18 TRF -  
03/11/23 15:04:46 TRF -  
03/11/23 14:54:37 TRF -  
03/11/23 14:46:00 TRF -  
03/11/23 14:17:34 TRF -  
03/11/23 13:43:34 TRF -  
03/11/23 13:33:55 TRF -  
03/11/23 12:37:57 TRF -  
03/10/23 21:38:03 9909M - MENTAL  
03/10/23 20:51:08 TRF -  
03/10/23 20:09:13 TRF -  
03/10/23 19:15:17 TRF -  
03/10/23 18:47:32 TRF -  
03/10/23 18:40:25 TRF -  
03/10/23 18:05:52 TRF -  
03/10/23 17:32:00 TRF -  
03/10/23 17:06:56 TRF -  
03/10/23 16:47:26 TRF -  
03/10/23 15:41:11 TRF -  
03/10/23 14:59:09 99092 - MED 2  
03/10/23 11:51:18 5500 - HEALTH & SAFETY  
03/09/23 20:44:27 9806 - CIVIL DISPUTE  
03/09/23 15:22:58 TRF -  
03/09/23 15:13:44 TRF -  
03/09/23 15:04:14 TRF -  
03/09/23 14:50:49 TRF -  
03/09/23 13:17:48 TRF -  
03/09/23 11:22:26 TRF -  
03/09/23 10:13:22 99091 - MED 1  
03/09/23 10:06:18 9908 - GENERAL  
03/09/23 09:03:37 TRF -  
03/09/23 01:29:49 99091 - MED 1  
03/08/23 22:45:11 9903 - MISSING  
03/08/23 13:20:35 5702 -  
03/08/23 13:02:27 2300 - LARCENY  
03/07/23 19:53:59 TRF -  
03/07/23 19:16:32 9807 - SUSPICIOUS  
03/07/23 19:09:09 6200 -  
03/07/23 19:03:04 TRF -  
03/07/23 15:44:17 TRF -  
03/07/23 13:37:48 TRF -  
03/07/23 13:20:17 TRF -  
03/07/23 13:02:43 TRF -



03/06/23 23:37:12 7000 - JUVENILE  
03/06/23 19:48:55 9908 - GENERAL  
03/06/23 15:49:03 99091 - MED 1  
03/06/23 14:19:56 9807 - SUSPICIOUS  
03/04/23 23:43:07 9500 - FIRE ALL  
03/04/23 23:35:27 99093 - MED 3  
03/04/23 13:41:28 5200 - WEAPONS OFFENSE  
03/04/23 06:58:21 99093 - MED 3  
03/03/23 20:40:54 TRF -  
03/03/23 20:19:07 TRF -  
03/03/23 18:06:09 TRF -  
03/03/23 17:57:24 TRF -  
03/03/23 17:41:28 TRF -  
03/03/23 17:23:11 5500 - HEALTH & SAFETY  
03/03/23 16:25:32 7000 - JUVENILE  
03/03/23 15:22:07 TRF -  
03/03/23 15:07:34 TRF -  
03/03/23 14:17:22 TRF -  
03/03/23 12:21:31 TRF -  
03/03/23 09:20:51 99093 - MED 3  
03/03/23 06:40:18 9500 - FIRE ALL  
03/02/23 15:05:05 2300 - LARCENY  
03/02/23 11:37:22 TRF -  
03/02/23 10:54:40 TRF -  
03/02/23 09:17:42 TRF -  
03/01/23 19:20:16 9807 - SUSPICIOUS

**Public Relations:**

March is National Reading month. The Lake Odessa Police Department joined forces with Lakewood elementary teachers and local daycare providers in our community throughout the month of March to help promote fun reading activities for children. Leaders are readers! Readers are leaders!

Village of Lake Odessa employees attended the 2023 Career fair held on 3/24/2023 at the Lakewood High School. Staff members had the opportunity to connect with 8<sup>th</sup>-12<sup>th</sup> grade students about career options and answer questions they had about what steps were needed to achieve employment in their perspective fields of interest. Thank you to Lakewood Public School staff for hosting this event.

Chief Backing was asked by Central Dispatch staff members to sit in on an oral board panel for students attending the Ionia County Career Center Criminal Justice program. The students are all graduating seniors who were selected to interview for an internship opportunity at Ionia County Central Dispatch. Panel members also included; Portland Police Chief Star Thomas, Lt. Jack Pieters (Ionia County Sheriff Office) Kevin Booth (Supervisor Ionia County Central Dispatch) and Lance Langdon (Director Ionia County Central Dispatch)

Chief Backing and Officer Tollefson met with The Woodland Women's Study Club who had reached out to our department for a presentation to their group. The presentation was held in the chamber room area of our building. The presentation focused on building security and situational awareness "Run, Hide, Fight".









## **Department of Public Works**

**March 15<sup>th</sup> 2023 to April 12<sup>th</sup> 2023**

### **Council Report**

#### **Parks & Beach**

The water was turned on and the park restrooms were deep cleaned in preparation for the easter egg hunt on the 8<sup>th</sup>. We will open the restrooms for the season in May. We installed the dock and added 15 yards of sand to the beach. We installed "No Cart" signage in the parks to make residents aware of no golf carts being allowed in the parks and on the paths/sidewalks. This has steadily increased to the point of becoming an issue. We made some minor repairs to some playground equipment. With the rapid warmup, we will begin mowing for the season.

#### **Streets**

We swept most of the streets of debris before the heavy spring rains began. We are continuing to fill potholes as needed. We have been cleaning up areas along the streets that were damaged from plowing snow and will finish restoring them once it dries out. The spring banners were installed on the lamp posts. We removed several sections of sidewalk around recent tree removals, are currently grinding the stumps and will be restoring these areas very soon.

#### **Water**

Quarterly water meter reading went without issue.

#### **DPW**

We have started collecting compost bags on Mondays and the first scheduled brush collection was completed. Jake Hanson, from our crew, joined other Village staff in attendance of the career day at the school. He said it went well and several of the attendees had a real interest and asked some great questions. We had several calls regarding high water and flooding issues during the rain event on the 5<sup>th</sup>. None of these issues were Village related and were simply caused by the level of saturation in the ground, the volume of rain in a short timeframe and the water having no place to go around residents' homes. We kept basin tops open and flowing and had no issues with our infrastructure backing up during the duration of the event.

**Purchase Request**

None currently.

**Additional Comments**

I have revised the schedule for compost and brush collection. The revised schedule more closely aligns with services provided by other municipalities and will help us reduce some of our rising costs and provide relief to our schedule. This will also allow us to focus on other duties that are more necessary for the Village operations.

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	03/31/2023 (NORMAL (ABNORMAL))	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
101-000-402.000	CURRENT REAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00
101-000-411.000	DELINQUENT REAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00
101-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
101-000-428.000	MANUFACTURED HOUSING FEES	0.00	41.00	41.00	(41.00)	100.00
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	0.00	0.00	0.00	0.00	0.00
101-000-476.000	LIQUOR LICENSE FEES	0.00	0.00	0.00	0.00	0.00
101-000-477.000	CABLE TV FRANCHISE	0.00	0.00	0.00	0.00	0.00
101-000-490.000	SPECIAL USE/ZBA PERMIT	0.00	0.00	0.00	0.00	0.00
101-000-490.001	ZONING PERMIT FEES	0.00	0.00	0.00	0.00	0.00
101-000-502.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
101-000-503.000	GRANT MONIES-USDA	0.00	0.00	0.00	0.00	0.00
101-000-504.000	GRANT MONIES-ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
101-000-505.000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
101-000-540.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
101-000-541.000	GRANT MONIES-DNR	0.00	0.00	0.00	0.00	0.00
101-000-542.000	METRO ACT	0.00	0.00	0.00	0.00	0.00
101-000-548.000	DDA INCOME	0.00	0.00	0.00	0.00	0.00
101-000-549.000	TREE GRANT	0.00	0.00	0.00	0.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	0.00	0.00	0.00	0.00	0.00
101-000-574.000	STATE REVENUE SHARING	0.00	0.00	0.00	0.00	0.00
101-000-574.001	EVIP PMTS	0.00	0.00	0.00	0.00	0.00
101-000-580.000	CONTRIBUTION FROM LOCAL UNITS	0.00	0.00	0.00	0.00	0.00
101-000-601.000	VEHICLE RENTAL INCOME	0.00	0.00	0.00	0.00	0.00
101-000-631.000	PHOTO COPIES	0.00	0.00	0.00	0.00	0.00
101-000-632.000	MOWING	0.00	0.00	0.00	0.00	0.00
101-000-633.000	SWIMMING REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	0.00	0.00	0.00	0.00	0.00
101-000-643.000	PENALTIES & INTEREST ON TAXES	0.00	0.00	0.00	0.00	0.00
101-000-656.000	PARKING TICKET FEES	0.00	0.00	0.00	0.00	0.00
101-000-657.000	ORDINANCE FINES	0.00	413.57	413.57	(413.57)	100.00
101-000-665.000	INTEREST	0.00	1,148.14	1,148.14	(1,148.14)	100.00
101-000-667.000	RENTS-BUILDINGS-LAND	0.00	175.00	175.00	(175.00)	100.00
101-000-673.000	SALE OF FIXED ASSET	0.00	0.00	0.00	0.00	0.00
101-000-674.000	DONATIONS-PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
101-000-676.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
101-000-684.000	MISC REVENUE	0.00	0.00	0.00	0.00	0.00
101-000-684.001	MISC REVENUE-MISC REVENUE GENERAL	0.00	144.04	144.04	(144.04)	100.00
101-000-684.002	MISC REVENUE-BEACH CONCESSION	0.00	0.00	0.00	0.00	0.00
101-000-684.010	MISC REVENUE-POLICE	0.00	53.00	53.00	(53.00)	100.00
101-000-684.011	MISC REVENUE-POLICE 302 FUNDS	0.00	0.00	0.00	0.00	0.00
101-000-689.000	EQUIPMENT RENTAL REVENUE	0.00	0.00	0.00	0.00	0.00
101-000-696.000	NOTE PROCEED	0.00	0.00	0.00	0.00	0.00
101-000-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	1,974.75	1,974.75	(1,974.75)	100.00
TOTAL REVENUES		0.00	1,974.75	1,974.75	(1,974.75)	100.00
Expenditures						
Dept 101 - GOVERNING BODY						
101-101-702.708	TRUSTEE MEETING FEES	0.00	750.00	750.00	(750.00)	100.00
101-101-702.709	TREASURER - CLERK WAGES	0.00	0.00	0.00	0.00	0.00



User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	03/31/2023 (NORMAL (ABNORMAL))	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-101-710.000	EMPLOYER FICA	0.00	57.37	57.37	(57.37)	100.00
101-101-711.000	EMPLOYERS SHARE OF PENSION	0.00	0.00	0.00	0.00	0.00
101-101-723.000	WORKMEN'S COMPENSATION	0.00	0.00	0.00	0.00	0.00
101-101-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-101-728.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-101-730.000	MEALS & MILEAGE	0.00	0.00	0.00	0.00	0.00
101-101-740.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
101-101-750.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
101-101-752.000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00
101-101-753.000	RECOGNITION ACTIVITIES	0.00	0.00	0.00	0.00	0.00
101-101-754.000	SAFE DEPOSIT BOX RENTAL	0.00	0.00	0.00	0.00	0.00
101-101-799.000	ELECTION FEES & SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-101-801.000	CONTRACTED SERVICES	0.00	93.75	93.75	(93.75)	100.00
101-101-805.000	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
101-101-806.000	AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00
101-101-850.000	COMMUNICATION EXPENSE	0.00	41.83	41.83	(41.83)	100.00
101-101-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00
101-101-880.001	DOWNTOWN DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
101-101-880.002	GOODWILL	0.00	0.00	0.00	0.00	0.00
101-101-900.000	PRINTING & PUBLISHING	0.00	103.20	103.20	(103.20)	100.00
101-101-957.000	COUNTER DRAIN	0.00	0.00	0.00	0.00	0.00
101-101-963.000	MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
101-101-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-101-991.000	NOTARY & FIDUCIARY BONDS	0.00	0.00	0.00	0.00	0.00
101-101-994.000	INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 101 - GOVERNING BODY		0.00	1,046.15	1,046.15	(1,046.15)	100.00
Dept 172 - MANAGERS						
101-172-702.000	WAGES	0.00	0.00	0.00	0.00	0.00
101-172-702.001	DEPT HEAD WAGES	0.00	0.00	0.00	0.00	0.00
101-172-702.707	SICK TIME PAYOUT	0.00	0.00	0.00	0.00	0.00
101-172-710.000	EMPLOYER FICA	0.00	0.00	0.00	0.00	0.00
101-172-711.000	EMPLOYERS SHARE OF PENSION	0.00	0.00	0.00	0.00	0.00
101-172-712.000	HEALTH INSURANCE EXPENSE	0.00	0.00	0.00	0.00	0.00
101-172-713.000	DENTAL INSURANCE EXPENSE	0.00	0.00	0.00	0.00	0.00
101-172-714.000	OPTICAL PLAN EXPENSE	0.00	0.00	0.00	0.00	0.00
101-172-716.000	WELLNESS PROGRAM	0.00	0.00	0.00	0.00	0.00
101-172-720.000	DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00
101-172-721.000	LIFE INSURANCE EXPENSE	0.00	0.00	0.00	0.00	0.00
101-172-723.000	WORKMEN'S COMPENSATION	0.00	0.00	0.00	0.00	0.00
101-172-727.000	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-172-730.000	MEALS & MILEAGE	0.00	0.00	0.00	0.00	0.00
101-172-744.000	CLOTHING EXPENSE	0.00	0.00	0.00	0.00	0.00
101-172-750.000	DUES & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
101-172-751.000	GASOLINE PURCHASES	0.00	0.00	0.00	0.00	0.00
101-172-752.000	EDUCATION & TRAINING	0.00	599.00	599.00	(599.00)	100.00
101-172-801.000	CONTRACTED SERVICES	0.00	5,956.04	5,956.04	(5,956.04)	100.00
101-172-805.000	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
101-172-850.000	COMMUNICATION EXPENSE	0.00	78.29	78.29	(78.29)	100.00
101-172-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 172 - MANAGERS		0.00	6,633.33	6,633.33	(6,633.33)	100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
Dept 265 - PAGE MEMORIAL BUILDING									
101-265-702.000	WAGES	0.00		0.00		0.00		0.00	0.00
101-265-702.706	PART TIME WAGES	0.00		0.00		0.00		0.00	0.00
101-265-710.000	EMPLOYER FICA	0.00		0.00		0.00		0.00	0.00
101-265-711.000	EMPLOYERS SHARE OF PENSION	0.00		0.00		0.00		0.00	0.00
101-265-723.000	WORKMEN'S COMPENSATION	0.00		0.00		0.00		0.00	0.00
101-265-727.000	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
101-265-728.000	SUPPLIES	0.00		0.00		0.00		0.00	0.00
101-265-740.000	POSTAGE	0.00		(256.29)		(256.29)		256.29	100.00
101-265-850.000	COMMUNICATION EXPENSE	0.00		91.09		91.09		(91.09)	100.00
101-265-920.000	GAS AND ELECTRIC	0.00		0.00		0.00		0.00	0.00
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	0.00		201.57		201.57		(201.57)	100.00
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	0.00		0.00		0.00		0.00	0.00
101-265-940.001	LEASED ASSETS/FURNITURE & EQUIP	0.00		0.00		0.00		0.00	0.00
101-265-970.000	CAPITAL OUTLAY	0.00		0.00		0.00		0.00	0.00
101-265-980.001	HARDWARE	0.00		0.00		0.00		0.00	0.00
101-265-980.002	SOFTWARE	0.00		0.00		0.00		0.00	0.00
<b>Total Dept 265 - PAGE MEMORIAL BUILDING</b>		<b>0.00</b>		<b>36.37</b>		<b>36.37</b>		<b>(36.37)</b>	<b>100.00</b>
Dept 301 - POLICE									
101-301-702.000	WAGES	0.00		0.00		0.00		0.00	0.00
101-301-702.001	DEPARTMENT HEAD WAGES	0.00		7,749.06		7,749.06		(7,749.06)	100.00
101-301-702.704	FULL TIME WAGES	0.00		11,330.68		11,330.68		(11,330.68)	100.00
101-301-702.705	OVER TIME WAGES	0.00		569.22		569.22		(569.22)	100.00
101-301-702.706	PART TIME WAGES	0.00		2,790.00		2,790.00		(2,790.00)	100.00
101-301-702.707	SICK TIME PAYOUT	0.00		0.00		0.00		0.00	0.00
101-301-702.717	NO FRINGE BENEFIT INCENTIVE	0.00		0.00		0.00		0.00	0.00
101-301-710.000	EMPLOYER FICA	0.00		1,700.84		1,700.84		(1,700.84)	100.00
101-301-711.000	EMPLOYERS SHARE OF PENSION	0.00		2,243.90		2,243.90		(2,243.90)	100.00
101-301-712.000	HEALTH INSURANCE EXPENSE	0.00		786.99		786.99		(786.99)	100.00
101-301-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00		0.00		0.00		0.00	0.00
101-301-713.000	DENTAL INSURANCE EXPENSE	0.00		0.00		0.00		0.00	0.00
101-301-714.000	OPTICAL PLAN EXPENSE	0.00		0.00		0.00		0.00	0.00
101-301-716.000	WELLNESS PROGRAM	0.00		90.00		90.00		(90.00)	100.00
101-301-720.000	DISABILITY INSURANCE	0.00		195.02		195.02		(195.02)	100.00
101-301-721.000	LIFE INSURANCE EXPENSE	0.00		62.24		62.24		(62.24)	100.00
101-301-723.000	WORKMEN'S COMPENSATION	0.00		0.00		0.00		0.00	0.00
101-301-724.001	TUITION REIMBURSEMENT	0.00		0.00		0.00		0.00	0.00
101-301-727.000	OFFICE SUPPLIES	0.00		40.00		40.00		(40.00)	100.00
101-301-728.000	SUPPLIES	0.00		56.61		56.61		(56.61)	100.00
101-301-729.000	RESERVE SUPPLIES	0.00		0.00		0.00		0.00	0.00
101-301-730.000	MEALS & MILEAGE	0.00		0.00		0.00		0.00	0.00
101-301-731.000	VESTS	0.00		0.00		0.00		0.00	0.00
101-301-741.000	MEDICAL & PHYSICALS	0.00		0.00		0.00		0.00	0.00
101-301-744.000	CLOTHING EXPENSE	0.00		(92.95)		(92.95)		92.95	100.00
101-301-745.000	UNIFORM CLEANING	0.00		0.00		0.00		0.00	0.00
101-301-750.000	DUES & MEMBERSHIPS	0.00		0.00		0.00		0.00	0.00
101-301-751.000	GASOLINE PURCHASES	0.00		542.08		542.08		(542.08)	100.00
101-301-752.000	EDUCATION & TRAINING	0.00		225.00		225.00		(225.00)	100.00
101-301-752.001	RANGE QUALIFICATION	0.00		412.00		412.00		(412.00)	100.00
101-301-755.000	MEADOWBROOK INSURANCE	0.00		0.00		0.00		0.00	0.00
101-301-801.000	CONTRACTED SERVICES	0.00		244.75		244.75		(244.75)	100.00
101-301-805.000	ATTORNEY FEES	0.00		0.00		0.00		0.00	0.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-301-850.000	COMMUNICATION EXPENSE	0.00		478.92		478.92		(478.92)	100.00
101-301-880.000	COMMUNITY PROMOTION	0.00		0.00		0.00		0.00	0.00
101-301-931.002	MAINTENANCE/REPAIR-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	0.00		100.00		100.00		(100.00)	100.00
101-301-942.000	RENTALS	0.00		0.00		0.00		0.00	0.00
101-301-955.001	CMNT CONTRIBUTION	0.00		0.00		0.00		0.00	0.00
101-301-958.000	ACT 302 TRAINING	0.00		0.00		0.00		0.00	0.00
101-301-970.000	CAPITAL OUTLAY	0.00		0.00		0.00		0.00	0.00
101-301-970.001	CAPITAL OUTLAY-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
101-301-970.002	CAPITAL OUTLAY-VEHICLES	0.00		0.00		0.00		0.00	0.00
101-301-970.003	CAPITAL OUTLAY-OFFICE FURNITURE	0.00		0.00		0.00		0.00	0.00
101-301-980.000	OFFICE EQUIP-COMPUTERS	0.00		0.00		0.00		0.00	0.00
101-301-980.001	HARDWARE	0.00		0.00		0.00		0.00	0.00
101-301-980.002	SOFTWARE	0.00		0.00		0.00		0.00	0.00
Total Dept 301 - POLICE		0.00		29,524.36		29,524.36		(29,524.36)	100.00
Dept 336 - FIRE									
101-336-801.000	FIRE DEPT. CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
Total Dept 336 - FIRE		0.00		0.00		0.00		0.00	0.00
Dept 441 - PUBLIC WORKS									
101-441-702.001	DEPT HEAD WAGES	0.00		2,313.38		2,313.38		(2,313.38)	100.00
101-441-702.704	FULL TIME WAGES	0.00		4,646.62		4,646.62		(4,646.62)	100.00
101-441-702.705	OVER TIME WAGES	0.00		0.00		0.00		0.00	0.00
101-441-702.706	PART TIME WAGES	0.00		0.00		0.00		0.00	0.00
101-441-702.707	SICK TIME PAYOUT	0.00		0.00		0.00		0.00	0.00
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	0.00		0.00		0.00		0.00	0.00
101-441-710.000	EMPLOYER FICA	0.00		532.43		532.43		(532.43)	100.00
101-441-711.000	EMPLOYERS SHARE OF PENSION	0.00		858.07		858.07		(858.07)	100.00
101-441-712.000	HEALTH INSURANCE EXPENSE	0.00		0.00		0.00		0.00	0.00
101-441-713.000	DENTAL INSURANCE EXPENSE	0.00		0.00		0.00		0.00	0.00
101-441-714.000	OPTICAL PLAN EXPENSE	0.00		0.00		0.00		0.00	0.00
101-441-716.000	WELLNESS PROGRAM	0.00		0.00		0.00		0.00	0.00
101-441-720.000	DISABILITY INSURANCE	0.00		80.17		80.17		(80.17)	100.00
101-441-721.000	LIFE INSURANCE EXPENSE	0.00		26.00		26.00		(26.00)	100.00
101-441-723.000	WORKMEN'S COMPENSATION	0.00		0.00		0.00		0.00	0.00
101-441-727.000	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
101-441-728.000	SUPPLIES	0.00		243.10		243.10		(243.10)	100.00
101-441-730.000	MEALS & MILEAGE	0.00		0.00		0.00		0.00	0.00
101-441-741.000	MEDICAL & PHYSICALS	0.00		0.00		0.00		0.00	0.00
101-441-744.000	CLOTHING EXPENSE	0.00		0.00		0.00		0.00	0.00
101-441-750.000	DUES & MEMBERSHIPS	0.00		0.00		0.00		0.00	0.00
101-441-751.000	GASOLINE PURCHASES	0.00		656.50		656.50		(656.50)	100.00
101-441-752.000	EDUCATION & TRAINING	0.00		350.00		350.00		(350.00)	100.00
101-441-755.000	MEADOWBROOK INSURANCE	0.00		0.00		0.00		0.00	0.00
101-441-756.000	LICENSE FEES	0.00		0.00		0.00		0.00	0.00
101-441-801.000	CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
101-441-810.000	PRISON LABOR	0.00		0.00		0.00		0.00	0.00
101-441-850.000	COMMUNICATION EXPENSE	0.00		116.45		116.45		(116.45)	100.00
101-441-920.000	GAS AND ELECTRIC	0.00		439.64		439.64		(439.64)	100.00
101-441-930.000	ALLEY REPAIR	0.00		0.00		0.00		0.00	0.00
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	0.00		0.00		0.00		0.00	0.00

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	0.00		1,077.46		1,077.46		(1,077.46)	100.00
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	0.00		0.00		0.00		0.00	0.00
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	0.00		0.00		0.00		0.00	0.00
101-441-931.005	MAINTENANCE/REPAIR-TREES	0.00		0.00		0.00		0.00	0.00
101-441-933.000	MAY CLEAN UP	0.00		0.00		0.00		0.00	0.00
101-441-934.000	REFUSE REMOVAL	0.00		66.96		66.96		(66.96)	100.00
101-441-941.000	LEASED ASSETS	0.00		0.00		0.00		0.00	0.00
101-441-955.002	EQUIPMENT RENTAL EXPENSE	0.00		0.00		0.00		0.00	0.00
101-441-955.003	SAFETY	0.00		181.28		181.28		(181.28)	100.00
101-441-956.000	STORM SEWER	0.00		0.00		0.00		0.00	0.00
101-441-963.000	MISC EXPENSE	0.00		0.00		0.00		0.00	0.00
101-441-967.000	PROJECT COSTS	0.00		0.00		0.00		0.00	0.00
101-441-970.000	CAPITAL OUTLAY	0.00		0.00		0.00		0.00	0.00
101-441-970.001	CAPITAL OUTLAY-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
101-441-970.002	CAPITAL OUTLAY-VEHICLES	0.00		0.00		0.00		0.00	0.00
101-441-970.003	CAPITAL OUTLAY-OFFICE FURNITURE	0.00		0.00		0.00		0.00	0.00
101-441-970.004	CAPITAL OUTLAY-EQUIPMENT SHOP	0.00		0.00		0.00		0.00	0.00
101-441-970.006	STREET REPAIRS	0.00		0.00		0.00		0.00	0.00
101-441-994.000	INTEREST EXPENSE	0.00		0.00		0.00		0.00	0.00
Total Dept 441 - PUBLIC WORKS		0.00		11,588.06		11,588.06		(11,588.06)	100.00
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING									
101-448-924.000	STREET LIGHT EXPENSE	0.00		2,823.52		2,823.52		(2,823.52)	100.00
101-448-926.000	TRAFFIC SIGNAL CHARGES	0.00		0.00		0.00		0.00	0.00
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		0.00		2,823.52		2,823.52		(2,823.52)	100.00
Dept 536 - WATER/SEWER									
101-536-928.000	SEWER EXPENSE	0.00		0.00		0.00		0.00	0.00
101-536-929.000	WATER EXPENSE	0.00		0.00		0.00		0.00	0.00
Total Dept 536 - WATER/SEWER		0.00		0.00		0.00		0.00	0.00
Dept 722 - ZONING									
101-722-702.706	PART TIME WAGES	0.00		792.12		792.12		(792.12)	100.00
101-722-710.000	EMPLOYER FICA	0.00		60.60		60.60		(60.60)	100.00
101-722-727.000	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
101-722-730.000	MEALS & MILEAGE	0.00		0.00		0.00		0.00	0.00
101-722-802.000	PLANNING & ZONING-OTHER	0.00		0.00		0.00		0.00	0.00
101-722-850.000	COMMUNICATION EXPENSE	0.00		0.00		0.00		0.00	0.00
Total Dept 722 - ZONING		0.00		852.72		852.72		(852.72)	100.00
Dept 728 - ECONOMIC DEVELOPMENT									
101-728-801.000	CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
101-728-967.000	ENHANCEMENT PROJECTS	0.00		0.00		0.00		0.00	0.00
101-728-967.002	CHRISTMAS DECORATIONS	0.00		0.00		0.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		0.00		0.00		0.00	0.00

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
Dept 751 - PARKS AND RECREATION									
101-751-702.705	OVER TIME WAGES	0.00		0.00		0.00		0.00	0.00
101-751-702.706	PART TIME WAGES	0.00		0.00		0.00		0.00	0.00
101-751-710.000	EMPLOYER FICA	0.00		0.00		0.00		0.00	0.00
101-751-711.000	EMPLOYERS SHARE OF PENSION	0.00		0.00		0.00		0.00	0.00
101-751-723.000	WORKMEN'S COMPENSATION	0.00		0.00		0.00		0.00	0.00
101-751-728.000	SUPPLIES	0.00		0.00		0.00		0.00	0.00
101-751-752.000	EDUCATION & TRAINING	0.00		0.00		0.00		0.00	0.00
101-751-850.000	COMMUNICATION EXPENSE	0.00		0.00		0.00		0.00	0.00
101-751-880.000	COMMUNITY PROMOTION	0.00		0.00		0.00		0.00	0.00
101-751-882.000	SWIFTY'S PLACE	0.00		0.00		0.00		0.00	0.00
101-751-900.000	PRINTING & PUBLISHING	0.00		0.00		0.00		0.00	0.00
101-751-920.000	GAS AND ELECTRIC	0.00		288.19		288.19		(288.19)	100.00
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	0.00		0.00		0.00		0.00	0.00
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	0.00		0.00		0.00		0.00	0.00
101-751-970.000	CAPITAL OUTLAY	0.00		9,456.99		9,456.99		(9,456.99)	100.00
101-751-991.000	DEBT PRINCIPAL	0.00		0.00		0.00		0.00	0.00
101-751-994.000	INTEREST EXPENSE	0.00		0.00		0.00		0.00	0.00
Total Dept 751 - PARKS AND RECREATION		0.00		9,745.18		9,745.18		(9,745.18)	100.00
Dept 790 - LIBRARY									
101-790-880.000	COMMUNITY PROMOTION	0.00		0.00		0.00		0.00	0.00
Total Dept 790 - LIBRARY		0.00		0.00		0.00		0.00	0.00
Dept 999									
101-999-995.000	TRANSFERS OUT	0.00		0.00		0.00		0.00	0.00
Total Dept 999		0.00		0.00		0.00		0.00	0.00
TOTAL EXPENDITURES		0.00		62,249.69		62,249.69		(62,249.69)	100.00
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		0.00		1,974.75		1,974.75		(1,974.75)	100.00
TOTAL EXPENDITURES		0.00		62,249.69		62,249.69		(62,249.69)	100.00
NET OF REVENUES & EXPENDITURES		0.00		(60,274.94)		(60,274.94)		60,274.94	100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
202-000-546.000	ACT 51 / STREETS	0.00		17,194.56		17,194.56		(17,194.56)	100.00
202-000-556.000	OTHER STATE GRANTS	0.00		0.00		0.00		0.00	0.00
202-000-665.000	INTEREST	0.00		641.71		641.71		(641.71)	100.00
202-000-676.000	REIMBURSEMENTS	0.00		0.00		0.00		0.00	0.00
202-000-676.001	REIMBURSEMENTS-EMPLOYEE HEALTH INS	0.00		0.00		0.00		0.00	0.00
202-000-684.000	MISC REVENUE	0.00		0.00		0.00		0.00	0.00
202-000-699.000	TRANSFERS IN	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		17,836.27		17,836.27		(17,836.27)	100.00
TOTAL REVENUES		0.00		17,836.27		17,836.27		(17,836.27)	100.00
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
202-449-702.001	DEPT HEAD WAGES	0.00		0.00		0.00		0.00	0.00
202-449-710.000	EMPLOYER FICA	0.00		0.00		0.00		0.00	0.00
202-449-711.000	EMPLOYERS SHARE OF PENSION	0.00		0.00		0.00		0.00	0.00
202-449-712.002	ADMIN BENEFITS	0.00		0.00		0.00		0.00	0.00
202-449-731.000	COLD/HOT PATCH	0.00		0.00		0.00		0.00	0.00
202-449-734.000	SALT/SAND ROADS	0.00		0.00		0.00		0.00	0.00
202-449-801.000	CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
202-449-806.000	AUDIT SERVICES	0.00		0.00		0.00		0.00	0.00
202-449-862.000	STREET SWEEPING	0.00		0.00		0.00		0.00	0.00
202-449-863.000	STREET STRIPING	0.00		0.00		0.00		0.00	0.00
202-449-865.000	STREET SIGNS	0.00		0.00		0.00		0.00	0.00
202-449-868.000	BRUSH REMOVAL	0.00		0.00		0.00		0.00	0.00
202-449-869.000	SNOW REMOVAL	0.00		0.00		0.00		0.00	0.00
202-449-944.000	VEHICLE RENTAL	0.00		0.00		0.00		0.00	0.00
202-449-944.867	VEHICLE RENTAL - STREET REPAIRS	0.00		0.00		0.00		0.00	0.00
202-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	0.00		0.00		0.00		0.00	0.00
202-449-956.000	STORM SEWER	0.00		0.00		0.00		0.00	0.00
202-449-963.000	MISC EXPENSE	0.00		0.00		0.00		0.00	0.00
202-449-970.001	CAPITAL OUTLAY-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
202-449-970.006	STREET REPAIRS	0.00		0.00		0.00		0.00	0.00
202-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	0.00		0.00		0.00		0.00	0.00
202-449-995.000	TRANSFERS OUT	0.00		0.00		0.00		0.00	0.00
Total Dept 449 - STREET DEPT (ACT 51)		0.00		0.00		0.00		0.00	0.00
Dept 450 - MAINTENANCE / CONSTRUCTION									
202-450-702.001	MAINTENANCE WAGES	0.00		428.41		428.41		(428.41)	100.00
202-450-710.000	MAINTENANCE EMPLOYER FICA	0.00		32.78		32.78		(32.78)	100.00
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	0.00		72.85		72.85		(72.85)	100.00
202-450-712.002	MAINTENANCE BENEFITS	0.00		5.47		5.47		(5.47)	100.00
Total Dept 450 - MAINTENANCE / CONSTRUCTION		0.00		539.51		539.51		(539.51)	100.00
Dept 869 - SNOW REMOVAL									
202-869-702.001	SNOW REMOVAL WAGES	0.00		1,555.35		1,555.35		(1,555.35)	100.00
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	0.00		114.71		114.71		(114.71)	100.00
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	0.00		155.53		155.53		(155.53)	100.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2023	MONTH 03/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR STREET FUND								
Expenditures								
202-869-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00	0.00	0.00		0.00		0.00
202-869-712.002	SNOW REMOVAL BENEFITS	0.00	0.00	0.00		0.00		0.00
Total Dept 869 - SNOW REMOVAL		0.00	1,825.59	1,825.59		(1,825.59)		100.00
TOTAL EXPENDITURES		0.00	2,365.10	2,365.10		(2,365.10)		100.00
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		0.00	17,836.27	17,836.27		(17,836.27)		100.00
TOTAL EXPENDITURES		0.00	2,365.10	2,365.10		(2,365.10)		100.00
NET OF REVENUES & EXPENDITURES		0.00	15,471.17	15,471.17		(15,471.17)		100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
203-000-546.000	ACT 51 / STREETS	0.00		6,029.12		6,029.12		(6,029.12)	100.00
203-000-546.001	STATE REVENUE OTHER	0.00		0.00		0.00		0.00	0.00
203-000-556.000	OTHER STATE GRANTS	0.00		0.00		0.00		0.00	0.00
203-000-665.000	INTEREST	0.00		66.12		66.12		(66.12)	100.00
203-000-676.000	REIMBURSMENTS	0.00		0.00		0.00		0.00	0.00
203-000-676.001	REIMBURSEMENTS-EMPLOYEE HEALTH INS	0.00		0.00		0.00		0.00	0.00
203-000-684.000	MISC REVENUE	0.00		0.00		0.00		0.00	0.00
203-000-699.000	TRANSFERS IN	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		6,095.24		6,095.24		(6,095.24)	100.00
TOTAL REVENUES		0.00		6,095.24		6,095.24		(6,095.24)	100.00
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
203-449-702.001	DEPT HEAD WAGES	0.00		0.00		0.00		0.00	0.00
203-449-710.000	EMPLOYER FICA	0.00		0.00		0.00		0.00	0.00
203-449-711.000	EMPLOYERS SHARE OF PENSION	0.00		0.00		0.00		0.00	0.00
203-449-712.002	ADMIN BENEFITS	0.00		0.00		0.00		0.00	0.00
203-449-731.000	COLD/HOT PATCH	0.00		0.00		0.00		0.00	0.00
203-449-734.000	SALT/SAND ROADS	0.00		0.00		0.00		0.00	0.00
203-449-765.000	ADMINISTRATION	0.00		0.00		0.00		0.00	0.00
203-449-801.000	CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
203-449-806.000	AUDIT SERVICES	0.00		0.00		0.00		0.00	0.00
203-449-862.000	STREET SWEEPING	0.00		0.00		0.00		0.00	0.00
203-449-863.000	STREET STRIPING	0.00		0.00		0.00		0.00	0.00
203-449-865.000	STREET SIGNS	0.00		0.00		0.00		0.00	0.00
203-449-866.000	STREET RE-SURFACING	0.00		0.00		0.00		0.00	0.00
203-449-868.000	BRUSH REMOVAL	0.00		0.00		0.00		0.00	0.00
203-449-869.000	SNOW REMOVAL	0.00		0.00		0.00		0.00	0.00
203-449-931.007	MAINTENANCE-LOCAL ST	0.00		0.00		0.00		0.00	0.00
203-449-944.000	VEHICLE RENTAL	0.00		0.00		0.00		0.00	0.00
203-449-944.867	VEHICLE RENTAL - STREET REPAIRS	0.00		0.00		0.00		0.00	0.00
203-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	0.00		0.00		0.00		0.00	0.00
203-449-956.000	STORM SEWER	0.00		0.00		0.00		0.00	0.00
203-449-963.000	MISC EXPENSE	0.00		0.00		0.00		0.00	0.00
203-449-970.001	CAPITAL OUTLAY-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
203-449-970.005	STREET CONSTRUCTION	0.00		0.00		0.00		0.00	0.00
203-449-970.006	STREET REPAIRS	0.00		0.00		0.00		0.00	0.00
203-449-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	0.00		0.00		0.00		0.00	0.00
203-449-995.000	TRANSFERS OUT	0.00		0.00		0.00		0.00	0.00
Total Dept 449 - STREET DEPT (ACT 51)		0.00		0.00		0.00		0.00	0.00
Dept 450 - MAINTENANCE / CONSTRUCTION									
203-450-702.001	MAINTENANCE WAGES	0.00		685.44		685.44		(685.44)	100.00
203-450-710.000	MAINTENANCE EMPLOYER FICA	0.00		52.44		52.44		(52.44)	100.00
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	0.00		116.56		116.56		(116.56)	100.00
203-450-712.002	MAINTENANCE BENEFITS	0.00		8.76		8.76		(8.76)	100.00
Total Dept 450 - MAINTENANCE / CONSTRUCTION		0.00		863.20		863.20		(863.20)	100.00



GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND							
Expenditures							
Dept 869 - SNOW REMOVAL							
203-869-702.001	SNOW REMOVAL WAGES	0.00	613.63	613.63	(613.63)		100.00
203-869-710.000	SNOW REMOVAL FICA	0.00	45.06	45.06	(45.06)		100.00
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	0.00	61.35	61.35	(61.35)		100.00
203-869-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00	0.00	0.00	0.00		0.00
203-869-712.002	SNOW REMOVAL BENEFITS	0.00	0.00	0.00	0.00		0.00
Total Dept 869 - SNOW REMOVAL		0.00	720.04	720.04	(720.04)		100.00
TOTAL EXPENDITURES		0.00	1,583.24	1,583.24	(1,583.24)		100.00
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		0.00	6,095.24	6,095.24	(6,095.24)		100.00
TOTAL EXPENDITURES		0.00	1,583.24	1,583.24	(1,583.24)		100.00
NET OF REVENUES & EXPENDITURES		0.00	4,512.00	4,512.00	(4,512.00)		100.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 204 - GENERAL HWY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
204-000-402.000	CURRENT REAL PROPERTY TAXES	0.00		0.00		0.00		0.00	0.00
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	0.00		0.00		0.00		0.00	0.00
204-000-411.000	DELINQUENT REAL PROPERTY TAX	0.00		0.00		0.00		0.00	0.00
204-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	0.00		0.00		0.00		0.00	0.00
204-000-447.000	PROPERTY TAX ADMINISTRATION FEE	0.00		0.00		0.00		0.00	0.00
204-000-450.000	FUND BALANCE REVENUE	0.00		0.00		0.00		0.00	0.00
204-000-502.000	FEDERAL GRANTS	0.00		0.00		0.00		0.00	0.00
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	0.00		0.00		0.00		0.00	0.00
204-000-602.000	ADMINISTRATION FEES	0.00		0.00		0.00		0.00	0.00
204-000-643.000	PENALTIES & INTEREST ON TAXES	0.00		0.00		0.00		0.00	0.00
204-000-665.000	INTEREST	0.00		785.91		785.91		(785.91)	100.00
204-000-676.000	REIMBURSEMENTS	0.00		0.00		0.00		0.00	0.00
204-000-676.001	REIMBURSEMENTS-EMPLOYEE HEALTH INS	0.00		0.00		0.00		0.00	0.00
204-000-676.003	REIMB-PROPERTY OWNER-SIDEWALKS	0.00		0.00		0.00		0.00	0.00
204-000-676.004	MDOT REIMBURSEMENT	0.00		0.00		0.00		0.00	0.00
204-000-679.000	CONSTRUCTION IN PROGRESS (CIP)	0.00		0.00		0.00		0.00	0.00
204-000-684.000	MISC REVENUE	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		785.91		785.91		(785.91)	100.00
TOTAL REVENUES		0.00		785.91		785.91		(785.91)	100.00
Expenditures									
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)									
204-446-702.001	ADMINISTRATION WAGES	0.00		0.00		0.00		0.00	0.00
204-446-710.000	ADMINISTRATION FICA	0.00		0.00		0.00		0.00	0.00
204-446-711.000	ADMIN EMPLOYERS SHARE OF PENSION	0.00		0.00		0.00		0.00	0.00
204-446-712.002	ADMIN BENEFITS	0.00		0.00		0.00		0.00	0.00
204-446-765.000	ADMINISTRATION	0.00		0.00		0.00		0.00	0.00
204-446-801.000	CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
204-446-806.000	AUDIT SERVICES	0.00		0.00		0.00		0.00	0.00
204-446-880.001	DOWNTOWN DEVELOPMENT	0.00		0.00		0.00		0.00	0.00
204-446-900.000	PRINTING & PUBLISHING	0.00		0.00		0.00		0.00	0.00
204-446-963.000	MISC EXPENSE	0.00		0.00		0.00		0.00	0.00
204-446-970.000	SIDEWALK REPLACEMENT PROGRAM	0.00		63.25		63.25		(63.25)	100.00
204-446-970.005	STREET CONSTRUCTION	0.00		0.00		0.00		0.00	0.00
204-446-970.006	STREET REPAIRS	0.00		0.00		0.00		0.00	0.00
204-446-988.001	CIP - IONIA, PEARL, PLEASANT, EMERSON	0.00		0.00		0.00		0.00	0.00
204-446-991.000	CAPITAL IMPROV BOND II - PRIN	0.00		0.00		0.00		0.00	0.00
204-446-992.000	BOND COSTS	0.00		0.00		0.00		0.00	0.00
204-446-994.000	CAP IMPROV BOND II INTEREST	0.00		0.00		0.00		0.00	0.00
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		0.00		63.25		63.25		(63.25)	100.00
Dept 450 - MAINTENANCE / CONSTRUCTION									
204-450-702.001	STREET ADMIN SALARY	0.00		2,570.47		2,570.47		(2,570.47)	100.00
204-450-710.000	STREET ADMIN FICA	0.00		196.64		196.64		(196.64)	100.00
204-450-711.000	EMPLOYERS SHARE OF PENSION	0.00		437.11		437.11		(437.11)	100.00
204-450-712.000	STREET ADMIN HEALTH INSURANCE EXP	0.00		0.00		0.00		0.00	0.00
204-450-712.002	STREET ADMIN BENEFITS	0.00		62.34		62.34		(62.34)	100.00
Total Dept 450 - MAINTENANCE / CONSTRUCTION		0.00		3,266.56		3,266.56		(3,266.56)	100.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 204 - GENERAL HWY Expenditures								
TOTAL EXPENDITURES		0.00	3,329.81	3,329.81	(3,329.81)	100.00		
Fund 204 - GENERAL HWY:								
TOTAL REVENUES		0.00	785.91	785.91	(785.91)	100.00		
TOTAL EXPENDITURES		0.00	3,329.81	3,329.81	(3,329.81)	100.00		
NET OF REVENUES & EXPENDITURES		0.00	(2,543.90)	(2,543.90)	2,543.90	100.00		

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	0.00		0.00		0.00		0.00	0.00
248-000-540.000	STATE GRANTS	0.00		0.00		0.00		0.00	0.00
248-000-665.000	INTEREST	0.00		18.17		18.17		(18.17)	100.00
248-000-674.000	DONATIONS-PRIVATE SOURCES	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		18.17		18.17		(18.17)	100.00
TOTAL REVENUES		0.00		18.17		18.17		(18.17)	100.00
Expenditures									
Dept 275 - DDA									
248-275-727.000	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
248-275-740.000	POSTAGE	0.00		0.00		0.00		0.00	0.00
248-275-750.000	DUES & MEMBERSHIPS	0.00		0.00		0.00		0.00	0.00
248-275-752.000	EDUCATION & TRAINING	0.00		0.00		0.00		0.00	0.00
248-275-801.000	CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
248-275-806.000	AUDIT SERVICES	0.00		0.00		0.00		0.00	0.00
248-275-880.000	COMMUNITY PROMOTION	0.00		0.00		0.00		0.00	0.00
248-275-881.000	ADVERTISING	0.00		750.00		750.00		(750.00)	100.00
248-275-955.000	MISCELLANEOUS EXPENSE	0.00		0.00		0.00		0.00	0.00
248-275-967.000	BEAUTIFICATION	0.00		0.00		0.00		0.00	0.00
248-275-967.002	CHRISTMAS DECORATIONS	0.00		0.00		0.00		0.00	0.00
Total Dept 275 - DDA		0.00		750.00		750.00		(750.00)	100.00
TOTAL EXPENDITURES		0.00		750.00		750.00		(750.00)	100.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		0.00		18.17		18.17		(18.17)	100.00
TOTAL EXPENDITURES		0.00		750.00		750.00		(750.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00		(731.83)		(731.83)		731.83	100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 290 - ARTS									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
290-000-502.000	FEDERAL GRANTS	0.00		0.00		0.00		0.00	0.00
290-000-540.000	STATE GRANTS	0.00		0.00		0.00		0.00	0.00
290-000-602.001	ART IN THE PARK REVENUE-NEXT FY	0.00		0.00		0.00		0.00	0.00
290-000-602.002	EQUIPMENT RENTAL INCOME	0.00		0.00		0.00		0.00	0.00
290-000-602.003	FOOD BOOTH FEES	0.00		75.00		75.00		(75.00)	100.00
290-000-602.004	CONCESSIONS	0.00		0.00		0.00		0.00	0.00
290-000-602.290	ART IN THE PARK REVENUE	0.00		600.00		600.00		(600.00)	100.00
290-000-665.000	INTEREST	0.00		5.80		5.80		(5.80)	100.00
290-000-674.000	DONATIONS-PRIVATE SOURCES	0.00		600.00		600.00		(600.00)	100.00
290-000-684.000	MISC REVENUE	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		1,280.80		1,280.80		(1,280.80)	100.00
TOTAL REVENUES		0.00		1,280.80		1,280.80		(1,280.80)	100.00
Expenditures									
Dept 752 - ARTS									
290-752-727.000	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
290-752-728.000	SUPPLIES	0.00		0.00		0.00		0.00	0.00
290-752-740.000	POSTAGE	0.00		0.00		0.00		0.00	0.00
290-752-770.000	CREDIT CARD FEES	0.00		0.36		0.36		(0.36)	100.00
290-752-793.000	OPERATING EXPENSE	0.00		0.00		0.00		0.00	0.00
290-752-794.000	T-SHIRTS	0.00		0.00		0.00		0.00	0.00
290-752-795.000	SOUND	0.00		0.00		0.00		0.00	0.00
290-752-796.000	ROLLS	0.00		0.00		0.00		0.00	0.00
290-752-797.000	CONTINGENCIES	0.00		0.00		0.00		0.00	0.00
290-752-798.000	CONCESSIONS SUPPLIES	0.00		0.00		0.00		0.00	0.00
290-752-803.000	SECURITY	0.00		0.00		0.00		0.00	0.00
290-752-806.000	AUDIT SERVICES	0.00		0.00		0.00		0.00	0.00
290-752-851.000	RADIOS	0.00		0.00		0.00		0.00	0.00
290-752-852.000	TELEPHONE	0.00		41.83		41.83		(41.83)	100.00
290-752-881.000	ADVERTISING	0.00		993.00		993.00		(993.00)	100.00
290-752-882.000	OPER EXP-GRANT DISBURSEMENT	0.00		0.00		0.00		0.00	0.00
290-752-883.000	PUBLIC ART PROJECT	0.00		0.00		0.00		0.00	0.00
290-752-890.001	CLEAN UP	0.00		0.00		0.00		0.00	0.00
290-752-895.000	KIDS AREA	0.00		0.00		0.00		0.00	0.00
290-752-897.000	FOOD COUPONS	0.00		0.00		0.00		0.00	0.00
290-752-898.000	ENTERTAINMENT	0.00		0.00		0.00		0.00	0.00
290-752-953.000	PORT A POTTY	0.00		0.00		0.00		0.00	0.00
290-752-954.000	DUMPSTER	0.00		0.00		0.00		0.00	0.00
290-752-955.000	GOLF CART RENTALS	0.00		0.00		0.00		0.00	0.00
290-752-956.000	TENT, TABLES, CHAIR RENTALS	0.00		0.00		0.00		0.00	0.00
290-752-963.000	MISCELLANEOUS EXPENSE	0.00		0.00		0.00		0.00	0.00
290-752-964.000	REFUND/REIMBURSEMENTS	0.00		0.00		0.00		0.00	0.00
290-752-967.000	PROJECT COSTS	0.00		0.00		0.00		0.00	0.00
290-752-967.001	PARK IMPROVEMENTS	0.00		3,021.20		3,021.20		(3,021.20)	100.00
290-752-995.000	TRANSFERS OUT	0.00		0.00		0.00		0.00	0.00
Total Dept 752 - ARTS		0.00		4,056.39		4,056.39		(4,056.39)	100.00
TOTAL EXPENDITURES		0.00		4,056.39		4,056.39		(4,056.39)	100.00

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 290 - ARTS									
Fund 290 - ARTS:									
	TOTAL REVENUES	0.00		1,280.80		1,280.80		(1,280.80)	100.00
	TOTAL EXPENDITURES	0.00		4,056.39		4,056.39		(4,056.39)	100.00
	NET OF REVENUES & EXPENDITURES	0.00		(2,775.59)		(2,775.59)		2,775.59	100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 291 - CAR SHOW									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
291-000-602.003	FOOD BOOTH FEES	0.00		0.00		0.00		0.00	0.00
291-000-602.005	REGISTRATIONS	0.00		0.00		0.00		0.00	0.00
291-000-602.006	VENDORS	0.00		0.00		0.00		0.00	0.00
291-000-602.007	T-SHIRT REVENUE	0.00		0.00		0.00		0.00	0.00
291-000-665.000	INTEREST	0.00		0.86		0.86		(0.86)	100.00
291-000-674.000	DONATIONS-PRIVATE SOURCES	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		0.86		0.86		(0.86)	100.00
TOTAL REVENUES		0.00		0.86		0.86		(0.86)	100.00
Expenditures									
Dept 753 - CAR SHOW									
291-753-728.000	SUPPLIES	0.00		0.00		0.00		0.00	0.00
291-753-794.000	T-SHIRTS EXPENSE	0.00		0.00		0.00		0.00	0.00
291-753-881.000	ADVERTISING	0.00		0.00		0.00		0.00	0.00
291-753-887.000	TROPHIES	0.00		0.00		0.00		0.00	0.00
291-753-888.000	FLYERS	0.00		0.00		0.00		0.00	0.00
291-753-892.000	DOOR PRIZES	0.00		0.00		0.00		0.00	0.00
291-753-893.000	DJ	0.00		0.00		0.00		0.00	0.00
291-753-953.000	PORT A POTTY	0.00		0.00		0.00		0.00	0.00
Total Dept 753 - CAR SHOW		0.00		0.00		0.00		0.00	0.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
Fund 291 - CAR SHOW:									
TOTAL REVENUES		0.00		0.86		0.86		(0.86)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		0.86		0.86		(0.86)	100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
590-000-590.603	SEWER NSF REVENUE	0.00	0.00	0.00	0.00	0.00
590-000-607.000	SEWER CONNECTION FEE REVENUE	0.00	0.00	0.00	0.00	0.00
590-000-614.000	SEWER REVENUE	0.00	293.86	293.86	(293.86)	100.00
590-000-615.000	SEWER PENALTIES	0.00	0.00	0.00	0.00	0.00
590-000-619.000	LAB TESTING REVENUE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	293.86	293.86	(293.86)	100.00
TOTAL REVENUES		0.00	293.86	293.86	(293.86)	100.00
Fund 590 - SEWER FUND:						
TOTAL REVENUES		0.00	293.86	293.86	(293.86)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	293.86	293.86	(293.86)	100.00



GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
591-000-502.000	FEDERAL GRANTS	0.00		0.00		0.00		0.00	0.00
591-000-539.002	WELLHEAD PROTECTION	0.00		0.00		0.00		0.00	0.00
591-000-540.000	STATE GRANTS	0.00		0.00		0.00		0.00	0.00
591-000-642.001	FINAL READ INCOME	0.00		76.67		76.67		(76.67)	100.00
591-000-642.002	WATER HOOK UP FEES	0.00		0.00		0.00		0.00	0.00
591-000-643.000	PENALTIES & INTEREST	0.00		40.00		40.00		(40.00)	100.00
591-000-665.000	INTEREST	0.00		1,067.12		1,067.12		(1,067.12)	100.00
591-000-673.000	SALE OF FIXED ASSET	0.00		0.00		0.00		0.00	0.00
591-000-675.000	INCENTIVE PROGRAM	0.00		0.00		0.00		0.00	0.00
591-000-676.001	REIMBURSEMENTS-EMPLOYEE HEALTH INS	0.00		0.00		0.00		0.00	0.00
591-000-677.000	REIMB FROM WASTEWATER	0.00		0.00		0.00		0.00	0.00
591-000-677.001	REIMB FROM WASTEWATER-POSTAGE	0.00		0.00		0.00		0.00	0.00
591-000-677.003	REIMB FROM WASTEWATER-WAGES	0.00		0.00		0.00		0.00	0.00
591-000-684.000	MISC REVENUE	0.00		213.28		213.28		(213.28)	100.00
591-000-684.002	MISC REVENUE-OTHER	0.00		0.00		0.00		0.00	0.00
591-000-689.000	RECONCILIATION DISCREPANCIES	0.00		0.00		0.00		0.00	0.00
591-000-695.100	MISC REVENUE-LAKEWOOD WASTEWATER	0.00		0.00		0.00		0.00	0.00
<b>Total Dept 000 - BALANCE SHEET / GENERAL</b>		<b>0.00</b>		<b>1,397.07</b>		<b>1,397.07</b>		<b>(1,397.07)</b>	<b>100.00</b>
Dept 536 - WATER/SEWER									
591-536-676.000	REIMBURSMENTS	0.00		0.00		0.00		0.00	0.00
<b>Total Dept 536 - WATER/SEWER</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>		<b>0.00</b>		<b>1,397.07</b>		<b>1,397.07</b>		<b>(1,397.07)</b>	<b>100.00</b>
Expenditures									
Dept 536 - WATER/SEWER									
591-536-702.001	DEPT HEAD WAGES	0.00		2,570.37		2,570.37		(2,570.37)	100.00
591-536-702.704	FULL TIME WAGES	0.00		16,934.28		16,934.28		(16,934.28)	100.00
591-536-702.705	OVER TIME WAGES	0.00		0.00		0.00		0.00	0.00
591-536-702.706	PART TIME WAGES	0.00		0.00		0.00		0.00	0.00
591-536-702.707	SICK TIME PAYOUT	0.00		0.00		0.00		0.00	0.00
591-536-702.710	WATER LICENSE STIPEND	0.00		0.00		0.00		0.00	0.00
591-536-702.717	NO FRINGE BENEFIT INCENTIVE	0.00		0.00		0.00		0.00	0.00
591-536-710.000	EMPLOYER FICA	0.00		1,400.82		1,400.82		(1,400.82)	100.00
591-536-711.000	EMPLOYERS SHARE OF PENSION	0.00		2,135.56		2,135.56		(2,135.56)	100.00
591-536-712.000	HEALTH INSURANCE EXPENSE	0.00		2,581.89		2,581.89		(2,581.89)	100.00
591-536-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	0.00		0.00		0.00		0.00	0.00
591-536-712.002	ADMIN BENEFITS	0.00		0.00		0.00		0.00	0.00
591-536-713.000	DENTAL INSURANCE EXPENSE	0.00		0.00		0.00		0.00	0.00
591-536-714.000	OPTICAL PLAN EXPENSE	0.00		0.00		0.00		0.00	0.00
591-536-716.000	WELLNESS PROGRAM	0.00		0.00		0.00		0.00	0.00
591-536-718.000	PRISONER LABOR CONTRACT	0.00		0.00		0.00		0.00	0.00
591-536-720.000	DISABILITY INSURANCE	0.00		189.00		189.00		(189.00)	100.00
591-536-721.000	LIFE INSURANCE EXPENSE	0.00		62.24		62.24		(62.24)	100.00
591-536-723.000	WORKMEN'S COMPENSATION	0.00		0.00		0.00		0.00	0.00
591-536-727.000	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
591-536-728.000	SUPPLIES	0.00		0.00		0.00		0.00	0.00
591-536-730.000	MEALS & MILEAGE	0.00		0.00		0.00		0.00	0.00
591-536-732.000	CHEMICAL SUPPLIES	0.00		0.00		0.00		0.00	0.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 591 - WATER FUND									
Expenditures									
591-536-740.000	POSTAGE	0.00		0.00		0.00		0.00	0.00
591-536-741.000	MEDICAL & PHYSICALS	0.00		0.00		0.00		0.00	0.00
591-536-744.000	CLOTHING EXPENSE	0.00		0.00		0.00		0.00	0.00
591-536-750.000	DUES & MEMBERSHIPS	0.00		0.00		0.00		0.00	0.00
591-536-751.000	GASOLINE PURCHASES	0.00		435.39		435.39		(435.39)	100.00
591-536-752.000	EDUCATION & TRAINING	0.00		0.00		0.00		0.00	0.00
591-536-760.000	FLEET INSURANCE	0.00		0.00		0.00		0.00	0.00
591-536-765.000	BANK FEES	0.00		0.00		0.00		0.00	0.00
591-536-770.000	WELLHEAD PROTECTION	0.00		0.00		0.00		0.00	0.00
591-536-771.000	WATER TESTING FEES	0.00		88.00		88.00		(88.00)	100.00
591-536-780.000	METER REPLACEMENT	0.00		0.00		0.00		0.00	0.00
591-536-781.000	HYDRANT REPLACEMENT	0.00		3,316.00		3,316.00		(3,316.00)	100.00
591-536-801.000	CONTRACTED SERVICES	0.00		93.75		93.75		(93.75)	100.00
591-536-805.000	ATTORNEY FEES	0.00		0.00		0.00		0.00	0.00
591-536-806.000	AUDIT SERVICES	0.00		0.00		0.00		0.00	0.00
591-536-850.000	COMMUNICATION EXPENSE	0.00		389.91		389.91		(389.91)	100.00
591-536-900.000	PRINTING & PUBLISHING	0.00		686.40		686.40		(686.40)	100.00
591-536-920.000	GAS AND ELECTRIC	0.00		5,297.10		5,297.10		(5,297.10)	100.00
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	0.00		0.00		0.00		0.00	0.00
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	0.00		0.00		0.00		0.00	0.00
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	0.00		0.00		0.00		0.00	0.00
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	0.00		74,235.00		74,235.00		(74,235.00)	100.00
591-536-932.000	NEW WATER MAINS	0.00		0.00		0.00		0.00	0.00
591-536-933.000	WELL REPAIRS	0.00		0.00		0.00		0.00	0.00
591-536-937.000	IRON REMOVAL	0.00		0.00		0.00		0.00	0.00
591-536-945.000	EQUIPMENT LEASE PAYMENT	0.00		0.00		0.00		0.00	0.00
591-536-946.000	SCADA CONTROL SYSTEM	0.00		0.00		0.00		0.00	0.00
591-536-963.000	MISC EXPENSE	0.00		0.00		0.00		0.00	0.00
591-536-968.000	DEPRECIATION EXPENSE	0.00		0.00		0.00		0.00	0.00
591-536-970.001	CAPITAL OUTLAY-EQUIPMENT	0.00		0.00		0.00		0.00	0.00
591-536-970.002	CAPITAL OUTLAY-VEHICLES	0.00		0.00		0.00		0.00	0.00
591-536-980.000	OFFICE EQUIP-FURNITURE	0.00		0.00		0.00		0.00	0.00
591-536-980.001	HARDWARE	0.00		0.00		0.00		0.00	0.00
591-536-980.002	SOFTWARE	0.00		0.00		0.00		0.00	0.00
591-536-991.000	CAPITAL IMPROVEMENT BOND	0.00		0.00		0.00		0.00	0.00
591-536-991.001	CAPITAL IMPROVEMENT BOND II	0.00		0.00		0.00		0.00	0.00
591-536-991.002	USDA BOND 2016	0.00		0.00		0.00		0.00	0.00
591-536-992.000	BOND COSTS	0.00		0.00		0.00		0.00	0.00
591-536-994.000	INTEREST EXPENSE	0.00		0.00		0.00		0.00	0.00
Total Dept 536 - WATER/SEWER		0.00		110,415.71		110,415.71		(110,415.71)	100.00
TOTAL EXPENDITURES		0.00		110,415.71		110,415.71		(110,415.71)	100.00
Fund 591 - WATER FUND:									
TOTAL REVENUES		0.00		1,397.07		1,397.07		(1,397.07)	100.00
TOTAL EXPENDITURES		0.00		110,415.71		110,415.71		(110,415.71)	100.00
NET OF REVENUES & EXPENDITURES		0.00		(109,018.64)		(109,018.64)		109,018.64	100.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 999 - PAYROLL CLEARING							
Revenues							
Dept 000 - BALANCE SHEET / GENERAL							
999-000-665.000	INTEREST	0.00	1.23	1.23	(1.23)		100.00
999-000-684.000	MISC REVENUE	0.00	0.00	0.00	0.00		0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	1.23	1.23	(1.23)		100.00
TOTAL REVENUES		0.00	1.23	1.23	(1.23)		100.00
Fund 999 - PAYROLL CLEARING:							
TOTAL REVENUES		0.00	1.23	1.23	(1.23)		100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	1.23	1.23	(1.23)		100.00
TOTAL REVENUES - ALL FUNDS		0.00	29,684.16	29,684.16	(29,684.16)		100.00
TOTAL EXPENDITURES - ALL FUNDS		0.00	184,749.94	184,749.94	(184,749.94)		100.00
NET OF REVENUES & EXPENDITURES		0.00	(155,065.78)	(155,065.78)	155,065.78		100.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
03/07/2023	ARTS	3281	SNAPLOCK	SNAPLOCK INDUSTRIES, INC	3,021.20
03/17/2023	ARTS	3282	KAREN	KAREN BANKS	144.00
03/17/2023	ARTS	3283	015	VILLAGE OF LAKE ODESSA - GENERAL	132.64 V
03/17/2023	ARTS	3284	015	VILLAGE OF LAKE ODESSA - GENERAL	132.64
03/24/2023	ARTS	3285	VERIZON	VERIZON WIRELESS	41.83
03/29/2023	ARTS	3286	KAREN	KAREN BANKS	99.00
03/29/2023	ARTS	3287	WEST	WEST MI TOURIST ASSOC	750.00

ARTS TOTALS:

Total of 7 Checks:	4,321.31
Less 1 Void Checks:	132.64
Total of 6 Disbursements:	4,188.67

Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY

03/17/2023	DDA	1212	015	VILLAGE OF LAKE ODESSA - GENERAL	11.40
03/17/2023	DDA	1213	CARDMEMBER	CARDMEMBER SERVICE	99.00
03/29/2023	DDA	1214	FAIR	LAKE ODESSA FAIR	250.00
03/29/2023	DDA	1215	LOAAC	LAKE ODESSA AREA ARTS COMMISSION	500.00

DDA TOTALS:

Total of 4 Checks:	860.40
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	860.40

Bank GEN 1447 GENERAL FUND

03/07/2023	GEN	42314	AMAZON	AMAZON CAPITAL SERVICES, INC.	124.23
03/07/2023	GEN	42315	CONSUMERS	CONSUMERS ENERGY	2,526.06
03/07/2023	GEN	42316	GRANGER	GRANGER	66.96
03/07/2023	GEN	42317	IONIA COU	IONIA COUNTY CENTRAL DISPATCH	178.75
03/07/2023	GEN	42318	LAKEWOOD	LAKEWOOD NEWS	103.20
03/07/2023	GEN	42319	MSP	MICHIGAN STATE POLICE	216.00
03/07/2023	GEN	42320	PRO COMM	PRO COMM INC	115.00
03/07/2023	GEN	42321	VERIZON	VERIZON WIRELESS	152.23
03/07/2023	GEN	42322	WEX	WEX BANK	843.91
03/07/2023	GEN	42323	TYCO	JOHNSON CONTROLS SECURITY SOLUTIONS	35.60
03/17/2023	GEN	42324	AMAZON	AMAZON CAPITAL SERVICES, INC.	249.19
03/17/2023	GEN	42325	CARDMEMBER	CARDMEMBER SERVICE	534.97
03/17/2023	GEN	42326	CINTAS	CINTAS FIRST AID & SAFETY	181.28
03/17/2023	GEN	42327	CONSUMERS	CONSUMERS ENERGY	1,025.29
03/17/2023	GEN	42328	FREDRICKSO	FREDRICKSON SUPPLY CO LLC	609.33
03/17/2023	GEN	42329	GREGG	GREGG GUIDANCE, LLC	9,339.06
03/17/2023	GEN	42330	HUTSON	HUTSON, INC.	9,456.99
03/17/2023	GEN	42331	MISC	MITA	350.00
03/17/2023	GEN	42332	MML	MICHIGAN MUNICIPAL LEAGUE	8,726.25
03/17/2023	GEN	42333	NAPA	MOTOR PARTS AND EQUIPMENT COMPANY	340.98 V
03/17/2023	GEN	42334	NAPA	MOTOR PARTS AND EQUIPMENT COMPANY	180.52
03/17/2023	GEN	42335	QUILL	QUILL CORPORATION	334.74 V
03/17/2023	GEN	42336	SBAM PLAN	SBIS	363.43
03/17/2023	GEN	42337	TRUE	VILLAGE TRUE VALUE LUMBER	18.63
03/17/2023	GEN	42338	WOW	WOW! BUSINESS	79.99
03/17/2023	GEN	42339	NAPA	MOTOR PARTS AND EQUIPMENT COMPANY	268.98
03/17/2023	GEN	42340	QUILL	QUILL CORPORATION	326.74
03/24/2023	GEN	42341	BCN	BLUE CARE NETWORK	992.85
03/24/2023	GEN	42342	FAMILY	FAMILY FARM & HOME - CHARLOTTE	104.97
03/24/2023	GEN	42343	KIESLER	KIESLER POLICE SUPPLY	412.00
03/24/2023	GEN	42344	MISC	ERIC TOLLEFSON	90.00
03/24/2023	GEN	42345	SMITHWELD	SMITH WELDING & REPAIR	173.00
03/24/2023	GEN	42346	VERIZON	VERIZON WIRELESS	281.17
03/24/2023	GEN	42347	WOW	WOW! BUSINESS	138.20
03/24/2023	GEN	42348	WOW	WOW! BUSINESS	91.25
03/29/2023	GEN	42349	ADT	ADT COMMERCIAL	63.74
03/29/2023	GEN	42350	AMAZON	AMAZON CAPITAL SERVICES, INC.	243.10
03/29/2023	GEN	42351	CONRADS	CONRADS QUICK LUBE	100.00
03/29/2023	GEN	42352	MISC	STREET COP TRAINING, LLC	225.00
03/29/2023	GEN	42353	MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	599.00

GEN TOTALS:

Total of 40 Checks:	40,262.59
Less 2 Void Checks:	675.72
Total of 38 Disbursements:	39,586.87

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank HWY 6659 GENERAL HWY					
03/17/2023	HWY	2105	SBAM PLAN	SBIS	62.34
03/29/2023	HWY	2106	HSV	HSV REDI-MIX	63.25
HWY TOTALS:					
Total of 2 Checks:					125.59
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					125.59
Bank LOC 6646 LOCAL STREETS					
03/17/2023	LOC	2362	SBAM PLAN	SBIS	8.76
LOC TOTALS:					
Total of 1 Checks:					8.76
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					8.76
Bank MAJ 6633 MAJOR STREETS					
03/17/2023	MAJ	2440	SBAM PLAN	SBIS	5.47
MAJ TOTALS:					
Total of 1 Checks:					5.47
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					5.47
Bank PR VI 1498 PAYROLL					
03/29/2023	PR VI	27(E)	AMERICAN F	AMERICAN FUNDS	187.50
PR VI TOTALS:					
Total of 1 Checks:					187.50
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					187.50
Bank WATER 6620 WATER					
03/07/2023	WATER	5655	LAKWOOD	LAKWOOD NEWS	686.40
03/07/2023	WATER	5656	VERIZON	VERIZON WIRELESS	36.46
03/07/2023	WATER	5657	WEX	WEX BANK	267.15
03/17/2023	WATER	5658	AT&T	AT&T	108.86
03/17/2023	WATER	5659	BADGER	BADGER METER	792.10
03/17/2023	WATER	5660	CARDMEMBER	CARDMEMBER SERVICE	1,028.24
03/17/2023	WATER	5661	CONSUMERS	CONSUMERS ENERGY	1,634.80
03/17/2023	WATER	5662	FERGUSON	FERGUSON WATERWORKS	3,316.00
03/17/2023	WATER	5663	QUILL	QUILL CORPORATION	147.88
03/17/2023	WATER	5664	SBAM PLAN	SBIS	251.24
03/17/2023	WATER	5665	USA	USA BLUEBOOK	100.95
03/24/2023	WATER	5666	BCN	BLUE CARE NETWORK	3,350.95
03/24/2023	WATER	5667	DIXON	DIXON ENGINEERING, INC.	74,235.00
03/24/2023	WATER	5668	IONIA CITY	CITY OF IONIA	88.00
03/24/2023	WATER	5669	VERIZON	VERIZON WIRELESS	125.49
03/24/2023	WATER	5670	WOW	WOW! BUSINESS	69.10
03/29/2023	WATER	5671	CRYSTAL	CRYSTAL FLASH	1,070.07
03/29/2023	WATER	5672	TRICOU	HOMEWORKS	2,592.23
WATER TOTALS:					
Total of 18 Checks:					89,900.92
Less 0 Void Checks:					0.00
Total of 18 Disbursements:					89,900.92

REPORT TOTALS:					
Total of 74 Checks:					135,672.54
Less 3 Void Checks:					808.36
Total of 71 Disbursements:					134,864.18

VILLAGE OF LAKE ODESSA  
RECONCILED  
CHECKING / SAVINGS / CD ACCOUNT BALANCES  
AS OF MARCH 31, 2023

GENERAL FUND	CHECKING	UNION BANK	\$ 971,106.46
GENERAL HIGHWAY FUND	CHECKING	UNION BANK	\$ 268,196.36
LOCAL STREET FUND	CHECKING	UNION BANK	\$ 244,262.88
MAJOR STREET FUND	CHECKING	UNION BANK	\$ 346,294.19
PAYROLL FUND	CHECKING	UNION BANK	\$ 5,394.30
WATER FUND	CHECKING	UNION BANK	\$ 759,540.76
ARTS COMMISSION	CHECKING	UNION BANK	\$ 30,575.42
DOWNTOWN DEVELOPMENT AUTHORITY	CHECKING	UNION BANK	\$ 79,634.06
LAKE ODESSA CAR SHOW	CHECKING	UNION BANK	\$ 6,356.26
LAKEWOOD COMMUNITY PROJECT	SAVINGS	UNION BANK	\$ 11,687.55
CAPITAL IMPROVEMENT PROJECT	CHECKING	UNION BANK	\$ 1,368.96
VEHICLE REPLACEMENT	SAVINGS	UNION BANK	\$ 61,312.69
GENERAL HIGHWAY BOND REDEMPTION	CHECKING	UNION BANK	\$ 5,936.60
WATER BOND REDEMPTION	CHECKING	UNION BANK	\$ 7,387.67
WATER BOND RESERVE	SAVINGS	MI 1 COMM CU	\$ 105,348.25
WATER RR&I	SAVINGS	UNION BANK	\$ 257,149.92
ARPA FUND	HYBRID CD	MI CLASS	\$ 220,353.24
GENERAL HIGHWAY FUND	HYBRID CD & CD	MI CLASS & PFCU	\$ 138,427.97
MAJOR STREET FUND	HYBRID CD & CD	MI CLASS & PFCU	\$ 111,868.73
WATER FUND	CD	PFCU	\$ 132,796.26

VILLAGE OF LAKE ODESSA  
IONIA COUNTY, MICHIGAN

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved the adoption of the following ordinance:

ORDINANCE NO. 2023-01

AN ORDINANCE TO AMEND THE CODE OF  
ORDINANCES OF THE VILLAGE OF LAKE ODESSA BY  
AMENDING CHAPTER 36-ZONING, ARTICLE IV-  
SUPPLEMENTAL USE REGULATIONS, SECTION 36-94

THE VILLAGE OF LAKE ODESSA ORDAINS:

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

Sec. 36-94 – Planned Developments

a) *Intent and purpose.* Planned developments are provided herein by special use permit in order to allow for flexibility in design of residential areas, economy in the usage of land, and conservation of sensitive physical and environmental features. Based upon the standards and criteria contained in sections [36-67](#) and [36-94](#), the village may review, and permit with conditions, a modification in bulk requirements in order to allow residential development containing both privately owned sites and common property, and which are planned collectively as a single unit. The planned development section of this chapter is provided in order that the growing demands for housing for young married couples, senior citizens and existing residents (who no longer wish to maintain a large one-family house) may be met by a greater variety of innovative housing types, and by planning and design of structures with the benefit of cost effective land utilization in such developments.

(b) *Cluster development.* In any district in which single-family detached dwellings are a use permitted by right, the minimum required lot areas for such use, as set forth in the bulk regulations of this chapter, may be reduced by an amount not to exceed 50 percent; provided that a quantity of land at least equivalent to the total amount deducted from all lots shall be dedicated for open space so that the overall gross density for the entire area shall not exceed that permitted in the applicable zoning district.

(1) Compliance with subdivision regulations. Any such plan for cluster development shall be subject to the provisions for special use permit approval by the planning commission and must be in accordance with all of the procedures and provisions set forth in the subdivision regulations of the village.

(2) *Site eligibility.* The minimum area necessary to qualify as a cluster development shall not be less than ~~five~~ **three** contiguous acres of land.

(c) *Residential planned unit development.* A residential planned unit development (residential PUD) may be applied for through the special use permit procedure. The granting of a special use permit for a residential PUD is permitted only for R-1 and MF zoning districts.

(1) *Site eligibility.* The minimum area necessary to qualify as a residential PUD shall not be less than ~~five~~ **three** contiguous acres of land. However, an owner of land less than the minimum required area may apply if his land is adjacent to a proposed or constructed residential PUD.

(2) A minimum of 20 percent of the property shall be dedicated as open space. Open space includes natural areas and parks. Public and private streets, any rights-of-way, the area of any lot or unit, and 25 percent of streams, lakes, ponds, and wetlands shall not be included in the open space calculation and shall not be counted as open space.

(3) Density on the remainder of the property may be increased up to 1.75 times the maximum number of dwelling units per acre permitted under R-1 zoning. The density increase shall be applied to the remnant acreage of the property after the proposed open space acreage, which shall be a minimum of 20 percent, has been deducted.

(4) A further density increase may be granted by the planning commission at the specific request of the applicant if the planning commission finds that the density increase would:

a. Result in a recognizable benefit to the village and residents of the PUD;

b. Provide additional amenities; and

c. Preserve additional open space or natural features.

(5) The dwelling units in the residential PUD may be constructed in any combination of housing types, except for mobile homes.

(d) *Preapplication conference with planning commission for concept review.* Prior to formal application submission for a proposed planned development, the developer/applicant shall be required to make a presentation to the planning commission in order to discuss initial design concepts and the application of said concepts to the land in question. The purpose of the pre-application conference is to inform the planning commission of the proposal and to receive preliminary review comments in connection with the standards of this section.

(e) *Standards and considerations.* In addition to complying with the standards for special use permits, the following special standards for a cluster development or a PUD must be met:

(1) *Ownership.* The tract of land may be owned, leased or controlled by a single person, partnership, corporation, cooperative association, or association of individual owners (condominium). An application may be filed by the owner, jointly by the owner of all



property to be included, or by a person, persons, corporation, or corporations, with an option to buy said property. A plan, once approved, shall be binding.

- (2) *Utilities.* A cluster development and a PUD shall connect to public water and sewer provided by the developer, and must be approved by all legal state, county and local agencies (health, conservation, etc.) which are in authority and have jurisdiction.
- (3) *Permitted residential housing types and uses.* The following are considered eligible for inclusion in an application:

a. *Primary uses:*

1. Single-family detached homes.
2. Two-family houses.
3. Single-family attached homes (such as row houses and town houses) of eight dwelling units or less per building.
4. Multiple-family structure (apartments) of ten dwelling units or less per building.

b. *Accessory uses and amenities:*

1. Open space - passive and active.
2. Indoor and outdoor recreational facilities, decks, gazebos, children's playhouses or similar typical uses.
3. Carports, garages, and personal storage facilities for use by residents of the development.
4. Community building and meeting halls.
5. On-premise laundry facilities for use by residents of the development.

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

- a. Minimum yard requirements and building setbacks from the exterior perimeter of the development property lines shall be ~~30~~ **20** feet.
- b. Maximum building height, 2½ stories or 35 feet (excludes antennas, steeples, spires, etc.) measured from the average existing topography (no grade mounding).

- c. Minimum spacing between single-family attached homes and multiple family structures shall not be less than the building height of the tallest building. Bulk regulations shall be determined by the planning commission after reviewing the proposed site plan. Criteria to use for making the determinations shall include the following:
  - 1. Granting of the PUD will result in a recognizable and substantial benefit to the ultimate users of the project and to the community where such benefit would otherwise be unfeasible or unlikely to be achieved.
  - 2. In comparison to the bulk regulations ordinarily applied, the proposed type and density of uses shall not result in a material increase in the need for public services, facilities, and utilities, and shall not place a material burden upon the subject or surrounding land or property owners and occupants or the natural environment. Fire safety shall not be compromised and fire hydrants shall be located to adequately serve the site.
  - 3. The proposed development shall be compatible with the master plan of the village and shall be consistent with the intent and purpose of a PUD as expressed in [section 36-94\(a\)](#).
  - 4. The PUD shall not change the essential character of the surrounding area.
  - 5. High quality building materials shall be provided.
- d. All sensitive natural features such as drainage ways and streams, wetlands, lands within the 100-year floodplain, and stream or river banks (which by virtue of soil and slope may create highly erodible hazards to the public health and safety) shall remain unencumbered by residential buildings and structures except for approved docks, boardwalks, benches and access stairs.
- e. All access and egress easements and street openings from the development onto public or private roads shall be in accordance with the regulations and standards of the appropriate agency having jurisdiction over the proposed entrance areas (Ionia County Road Commission, Michigan Department of Transportation and/or Village of Lake Odessa).
- f. Within the required ~~30-foot~~ **20-foot** perimeter setback, a planted or landscaped buffer area is required along all exterior perimeter boundaries of the proposed property area to be developed. The following requirements for plantings in the buffer areas shall be met:
  - 1. Two evergreen trees and two deciduous trees shall be required for every 50 linear feet of buffer area, or fraction thereof.

2. Evergreen trees shall be a minimum of six feet in height at time of planting; and deciduous trees shall be a minimum of eight feet in height at time of planting.
  3. Existing trees within the ~~30-foot~~ 20-foot perimeter setback may count toward the planting requirements, as long as the existing trees meet the minimum height requirements in subsection 2.
- g. Drainage requirements shall be reviewed and approved by the village engineer.
  - h. Permanent conservation easements or other forms of equivalent irrevocable conveyance shall be created and recorded to protect required open space areas from future development.
  - i. Off-street parking is required at the rate of two parking spaces per dwelling unit.
- (5) *Applicable standards.* All applicable standards of the zoning ordinance outside of this section must be met, unless waived by the planning commission in consideration of the standards set forth in subsection (4)c.1. through 5.
  - (6) *Public easements on common property which is privately owned.* When common property exists in private ownership, the owners shall grant easements, over, under and through such property, to the village as are required for public purposes.
  - (7) *Common property in the planned unit development.* Common property in the PUD is a parcel or parcels of land, a privately owned road or roads, together with the improvements thereon, the use and enjoyment of which are shared by the owners and occupants of the individual building sites. When common property exists, the ownership of such common property shall be private. When privately owned, arrangements must be made for the improvement, operation, and maintenance of such common property and facilities, including private streets, drives, service parking and recreational areas. A proposed maintenance agreement to permanently protect and provide for future maintenance of the common areas shall be reviewed and approved by the village attorney prior to issuance of any village permits. The approved agreement shall be recorded at the Ionia County Register of Deeds.
  - (8) *Dimensional variances prohibited.* After approval of planned development under [section 36-94](#), no dimensional variances may be granted to the approved application.
- (f) *Appeals.* Any and all administrative interpretations, decisions, and requirements of the planned development provisions shall be appealed within 15 days to the zoning board of appeals. Except for the prohibited granting of dimensional variances after planned development approval, the zoning board of appeals shall exercise all its power and duties as provided for in sections [36-137](#) and [36-138](#).

(g) *Public hearing.* A public hearing is required for all planned developments in accordance with Section 103 of the Michigan Zoning Enabling Act, P.A. 110 of 2006, as amended.

(Ord. No. 119, § 5.3, 8-1993; Ord. No. 2008-6, § 1, 12-15-2008)

**State Law reference**—Planned unit development, MCL 125.584b.

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

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

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

Ayes:

Nays:

Abstain:

Absent:

**ORDINANCE DECLARED ADOPTED.**

Dated: April 17, 2023

\_\_\_\_\_  
Karen L. Banks, Village President

\_\_\_\_\_  
Kathy Forman, Village Clerk

**CERTIFICATION**

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

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

\_\_\_\_\_  
Kathy Forman, Village Clerk

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

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved the adoption of the following ordinance:

**ORDINANCE NO. 2023-02**

**AN ORDINANCE TO AMEND THE CODE OF  
ORDINANCES OF THE VILLAGE OF LAKE ODESSA BY  
ADDING ARTICLE IV, "UTILITY TERRAIN VEHICLES,"  
TO CHAPTER 32, "TRAFFIC AND VEHICLES" TO  
REGULATE UTILITY TERRAIN VEHICLES**

**THE VILLAGE OF LAKE ODESSA ORDAINS:**

**Section 1.** That Chapter 32, "Traffic and Vehicles," of the Code of Ordinances of the Village of Lake Odessa is hereby amended by adding Article IV, "Utility Terrain Vehicles," to read as follows:

Sec. 32-100. – Definitions

As used in this Article, the following words or phrases are defined as follows:

- (1) "Utility Terrain Vehicle," or UTV, shall mean a commercially manufactured vehicle designed for off-highway use, commonly referred to as a side-by-side, that meets all of the following criteria:
  - a. Has a gross vehicle weight rating of no more 4,000 pounds;
  - b. Is not more than 80 inches in overall width;
  - c. Has an engine displacement of not more than 1,000 cubic centimeters;
  - d. Is designed to travel on four or more low-pressure or non-pneumatic tires;
  - e. Has a steering wheel for control;
  - f. Has a throttle designed such that when pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle;
  - g. Has a U.S. Forest Service-approved spark arrester type exhaust system;
  - h. Has a muffler in good working order and in constant operation;
  - i. Has a braking system in good working order that operates by either hand or foot;
  - j. Features non-straddling seating such as bench or bucket seating for two passengers;
  - k. Has two headlights, a taillight, and a brake light;
  - l. Has a roll bar or similar structural roll-over protection system;
  - m. Has a seat belt for the operator and each passenger;
  - n. Has a 17-character vehicle identification number or product identification number;
  - o. Has a current Department of Natural Resources off-road vehicle license sticker properly displayed.

- (2) "Operate" means to ride in, and to be in actual physical control of the operation of a UTV.
- (3) "Operator" means a person who operates, or is in physical control of the operation of, a UTV.

Sec. 32-101. Operation of UTV on streets and alleys

- (1) UTVs may be operated on all public streets and paved alleys in the Village except M-50 unless crossing the same at an intersection. The operator shall bring the UTV to a complete stop before proceeding across an intersection and shall yield the right-of-way to oncoming traffic.
- (2) The operator of a UTV shall cause the vehicle to be operated at all times in accordance with the following regulations:
  - a. The speed of the UTV shall not be greater than is reasonable and proper for the conditions then existing, and in no event in excess of 25 miles per hour;
  - b. The UTV shall remain with the flow of traffic on the far right-hand side of the maintained portion of the roadway;
  - c. The operator of the UTV shall possess and have on his or person a valid motor vehicle operator's license.
  - d. The operator of the UTV shall not interfere with traffic on the road, shall travel single-file with other vehicles, and, except when overtaking another UTV or golfcart, shall yield to other vehicular traffic when necessary;
  - e. The hours when UTVs may be operated on Village streets and alleys shall be from one-half hour after sunrise until one-half hour before sunset;
  - f. At all times when in a moving UTV, the operator and all passengers shall wear helmets approved by the U.S. Department of Transportation unless the UTV has a manufacturer-designed and installed rollbar above and behind the head;
  - g. At all times when in a moving UTV, the operator and passengers shall wear properly fitted and fastened safety belts;
  - h. At all times when in a moving UTV, the operator and passengers shall remain seated in seating designed and manufactured for operators and passengers;
  - i. The UTV shall at all times be operated in conformance with Village noise regulations;
  - j. Operators of UTVs shall slow down when approaching intersections and yield the right-of-way to pedestrians crossing streets.
  - k. Operators of UTVs shall cross streets only at intersections and in the most direct line possible.
  - l. These regulations are in addition to any applicable requirements of state law in Part 811 of Act 451 of 1994, the Natural Resources and Environmental Protection Act, as may be amended.

Sec. 32-102 – UTV operation on public and private property.

No person shall operate a UTV (a) in any public park or recreation area, except when parking in designated parking areas associated with such parks or recreation areas, (b) on

any unpaved alleys, or (c) on private property without the consent of the property owner or his or her agent.

Section 32-103 – Careless operation.

No person shall operate a UTV in the Village in a careless or negligent manner so as to endanger any person or property.

Section 32-103 – Municipal civil infraction.

- (1) Any person who disobeys, neglects, or refuses to comply with any provision of this Article, or who causes, allows, or consents to any of the same, shall be deemed to be responsible for the violation of this Article. A violation of this Article is deemed to be a nuisance per se.
- (2) A violation of this Article is a municipal civil infraction punishable by a fine of \$250. The foregoing sanction shall be in addition to the rights of the Village to proceed at law or equity with any other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Village incurs in connection with the municipal civil infraction.
- (3) In addition to the fine specified above, as required by law, the court shall order a person who causes damage to the environment, a road, or other property as a result of the operation of a UTV to pay the cost of repairing the damage resulting from the violation.
- (4) The Village Treasurer shall deposit all fines collected under this Article into a fund to be designated as the ORV Fund. The Village Council shall appropriate revenue in the ORV Fund as follows:
  - a. Fifty percent to the Village Department of Public Works for repairing damage to roads and the environment that may have been caused by a UTV, and for posting signs indicating speed limits and whether streets, county roads, or highways are open or closed to the operation of UTVs.
  - b. Fifty percent to the Lake Odessa Police Department for UTV enforcement and training.

Section 32-104 – Sunset date

The provisions of this article shall sunset and shall no longer be in force or effect on       , 2025

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

**Section 3.** Effective Date. This ordinance shall take effect immediately upon its publication in a newspaper circulated within the Village.

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

Ayes:

Nays:  
Abstain:  
Absent:

**ORDINANCE DECLARED ADOPTED.**

Dated:

\_\_\_\_\_  
Karen L. Banks, Village President

\_\_\_\_\_  
Kathy Forman, Village Clerk

CERTIFICATION

I, the undersigned duly appointed Village Clerk of the Village of Lake Odessa, Ionia County, Michigan, do hereby certify that the above ordinance, or a summary thereof, was published in the Lakewood News, a newspaper of general circulation in the Village, on \_\_\_\_\_, 2023, and that such ordinance was entered into the Ordinance Book of the Village on \_\_\_\_\_, 2023.

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

\_\_\_\_\_  
Kathy Forman, Village Clerk



VILLAGE OF LAKE ODESSA  
IONIA COUNTY, MICHIGAN

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved the adoption of the following ordinance:

ORDINANCE NO. 2023-02

AN ORDINANCE TO AMEND THE CODE OF  
ORDINANCES OF THE VILLAGE OF LAKE ODESSA BY  
ADDING ARTICLE IV, “UTILITY TERRAIN VEHICLES”  
TO CHAPTER 32, “TRAFFIC AND VEHICLES” TO  
REGULATE UTILITY TERRAIN VEHICLES

THE VILLAGE OF LAKE ODESSA ORDAINS:

**Section 1.** That Chapter 32, “Traffic and Vehicles,” of the Code of Ordinances of the Village of Lake Odessa is hereby amended by adding Article IV, “Utility Terrain Vehicles” to read as follows:

Sec. 32-100. – Definitions

As used in this Article, the following words or phrases are defined as follows:

- (1) “Utility Terrain Vehicle,” or UTV, shall mean a commercially manufactured vehicle designed for off-highway use, commonly referred to as a side-by-side, that meets all of the following criteria:
  - a. Has a gross vehicle weight rating of no more ~~four thousand (4,000)~~ pounds;
  - b. Is not more than ~~eighty (80)~~ inches in overall width;
  - c. Has an engine displacement of not more than ~~one thousand (1,000)~~ cubic centimeters;
  - d. Is designed to travel on four or more low-pressure or non-pneumatic tires;
  - e. Has a steering wheel for control;
  - f. Has a throttle designed such that when pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle;
  - g. Has a U.S. Forest Service-approved spark arrester type exhaust system;
  - h. Has a muffler in good working order and in constant operation;
  - i. Has a braking system in good working order that operates by either hand or foot;
  - j. Features non-straddling seating such as bench or bucket seating for two passengers;
  - k. Has two headlights, a taillight, and a brake light;
  - l. Has a roll bar or similar structural roll-over protection system;
  - m. Has a seat belt for the operator and each passenger;
  - n. Has a 17-character vehicle identification number or product identification number;

- o. Has a current ~~ORV~~[Department of Natural Resources off-road vehicle](#) license ~~(sticker)~~ properly displayed.
- (2) “Operate” means to ride in, and to be in actual physical control of the operation of a UTV.
  - (3) “Operator” means a person who operates, or is in physical control of the operation of, a UTV.

Sec. 32-101. Operation of UTV on streets and alleys

- (1) ~~Utility terrain vehicles~~[UTVs](#) may be operated on all [public](#) streets and ~~improved~~ paved alleys in the Village except M-50 unless crossing the same at an intersection. The operator shall bring the UTV to a complete stop before proceeding across an intersection and shall yield the right-of-way to oncoming traffic.
- (2) The operator of a UTV shall cause the vehicle to be operated at all times in accordance with the following regulations:
  - a. The speed of the ~~vehicle~~[UTV](#) shall not be greater than is reasonable and proper for the conditions then existing, and in no event in excess of ~~twenty-five (25)~~ miles per hour;
  - b. The ~~vehicle~~[UTV](#) shall remain [with the flow of traffic](#) on the far right-hand side of the maintained portion of the roadway;
  - c. The operator of the ~~vehicle~~[UTV](#) shall possess and have on his or person a valid motor vehicle operator’s license.
  - d. The operation of the ~~vehicle~~[UTV](#) shall not interfere with traffic on the road, shall travel single-file with other vehicles, and, except when overtaking another UTV or golfcart, shall yield to [other](#) vehicular traffic when necessary;
  - e. The hours when UTVs may be operated on Village streets and alleys shall be from one-half hour after sunrise until one-half hour before sunset;
  - f. At all times when in a moving UTV, the operator and all passengers shall wear helmets approved by the U.S. Department of Transportation unless the UTV has a manufacturer-designed and installed rollbar above and behind the head;
  - g. At all times when in a moving UTV, the operator and passengers shall wear properly fitted and fastened safety belts;
  - h. At all times when in a moving UTV, the operator and passengers shall remain seated in seating designed and manufactured for operators and passengers;
  - i. The ~~vehicle~~[UTV](#) shall at all times be operated in conformance with Village noise regulations;
  - j. Operators of UTVs shall slow down when approaching intersections and yield the right-of-way to pedestrians crossing streets.
  - k. Operators of UTVs shall cross streets only at intersections and in the most direct line possible.
  - l. [These regulations are in addition to any applicable requirements of state law in Part 811 of Act 451 of 1994, the Natural Resources and Environmental Protection Act, as may be amended.](#)

Sec. 32-102 – UTV operation on public and private property.

No person shall operate a UTV (a) in any public park or recreation area, except when parking in designated parking areas associated with such parks or recreation areas, (b) on any ~~unimproved~~ unpaved alleys, or (c) on private property without the consent of the property owner or his or her agent.

Section 32-103 – Careless operation.

No person shall operate a UTV in athe Village in a careless or negligent manner so as to endanger any person or property.

Section 32-103 – Municipal civil infraction.

- (1) Any person who disobeys, neglects, or refuses to comply with any provision of this Article, or who causes, allows, or consents to any of the same, shall be deemed to be responsible for the violation of this Article. A violation of this Article is deemed to be a nuisance per se.
- (2) A violation of this Article is a municipal civil infraction punishable by a fine of ~~not less than \$100.00 nor more than \$2500.00, in the discretion of the Court.~~ The foregoing sanctions shall be in addition to the rights of the Village to proceed at law or equity with any other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, ~~with~~ which the Village incurs in connections with the municipal civil infraction.
- ~~(3) Each day during which any violation continues shall be deemed a separate offense.~~
- (3) (4) In addition to the fine specified above, as required by law, the court ~~may~~shall order a person who causes damage to the environment, a road, or other property as a result of the operation of a UTV to pay ~~full restitution for the cost of repairing the damage above and beyond the penalties for civil fines~~resulting from the violation.
- (4) The Village Treasurer shall deposit all fines collected under this Article into a fund to be designated as the ORV Fund. The Village Council shall appropriate revenue in the ORV Fund as follows:
  - a. Fifty percent to the Village Department of Public Works for repairing damage to roads and the environment that may have been caused by a UTV, and for posting signs indicating speed limits and whether streets, county roads, or highways are open or closed to the operation of UTVs.
  - b. Fifty percent to the Lake Odessa Police Department for UTV enforcement and training.

Section 32-104 – Sunset date ~~(two years from the adoption date)~~

The provisions of this article shall sunset and shall no longer be in force or effect on       , 2025

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

**Section 3.** Effective Date. This ordinance shall take effect immediately upon its publication in a newspaper circulated within the Village.

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

Ayes:  
Nays:  
Abstain:  
Absent:

**ORDINANCE DECLARED ADOPTED.**

Dated:

\_\_\_\_\_  
Karen L. Banks, Village President

\_\_\_\_\_  
Kathy Forman, Village Clerk

CERTIFICATION

I, the undersigned duly appointed Village Clerk of the Village of Lake Odessa, Ionia County, Michigan, do hereby certify that the above ordinance, or a summary thereof, was published in the Lakewood News, a newspaper of general circulation in the Village, on \_\_\_\_\_, 2023, and that such ordinance was entered into the Ordinance Book of the Village ~~on~~ on \_\_\_\_\_, 2023.

Date: \_\_\_\_\_  
Kathy Forman, Village Clerk

**Lake Odessa Village Council**  
**Ionia County, Michigan**

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved to adopt the following resolution:

**RESOLUTION NO. 2023-21**

**APPROVING AN UPDATE TO THE VILLAGE'S  
TITLE VI NON-DISCRIMINATION PLAN**

**WHEREAS**, as a condition of receiving Federal funds, including those that pass-through State agencies such as the Department of Transportation, the Village must adopt and enforce a Title VI Non-Discrimination Plan; and

**WHEREAS**, a Title VI Non-Discrimination Plan was adopted in 2015 and contains various references that needed to updated; and

**NOW, THEREFORE, BE IT RESOLVED**, that the revised Title VI Non-Discrimination Plan attached as an exhibit to this Resolution is hereby approved.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** April 17, 2023

\_\_\_\_\_  
**Kathy Forman, Village Clerk**

# **VILLAGE OF LAKE ODESSA**

## **TITLE VI NON-DISCRIMINATION PLAN**

**839 Fourth Avenue  
Lake Odessa, MI 48849  
Phone: (616) 374-7110  
Fax: (616) 374-0040  
Website: [www.lakeodessa.org](http://www.lakeodessa.org)**

**Title VI Coordinator:  
Kathy Forman, Clerk/Treasurer  
839 Fourth Avenue  
Lake Odessa, MI 48849  
Phone: (616) 374-7110  
Fax: (616) 374-0040  
Email: [treasurer@lakeodessa.org](mailto:treasurer@lakeodessa.org)**

**Policy Updated:  
April 17, 2023**

**TABLE OF CONTENTS**

**Organization Chart.....3**

**Introduction.....4**

**Non-Discrimination Policy Statement.....7**

**Standard Title VI Assurances .....9**

**Authorities .....11**

**Definitions .....12**

**Administration .....14**

**Limited English Proficiency (LEP) .....15**

**Environmental Justice (EJ) .....22**

**Filing a Title VI Complaint .....25**

**Investigation .....26**

**Appendix A – Required Contract Language .....28**

**Appendix B – Transfer of Property .....30**

**Appendix C – Permits, Leases, and Licenses .....32**

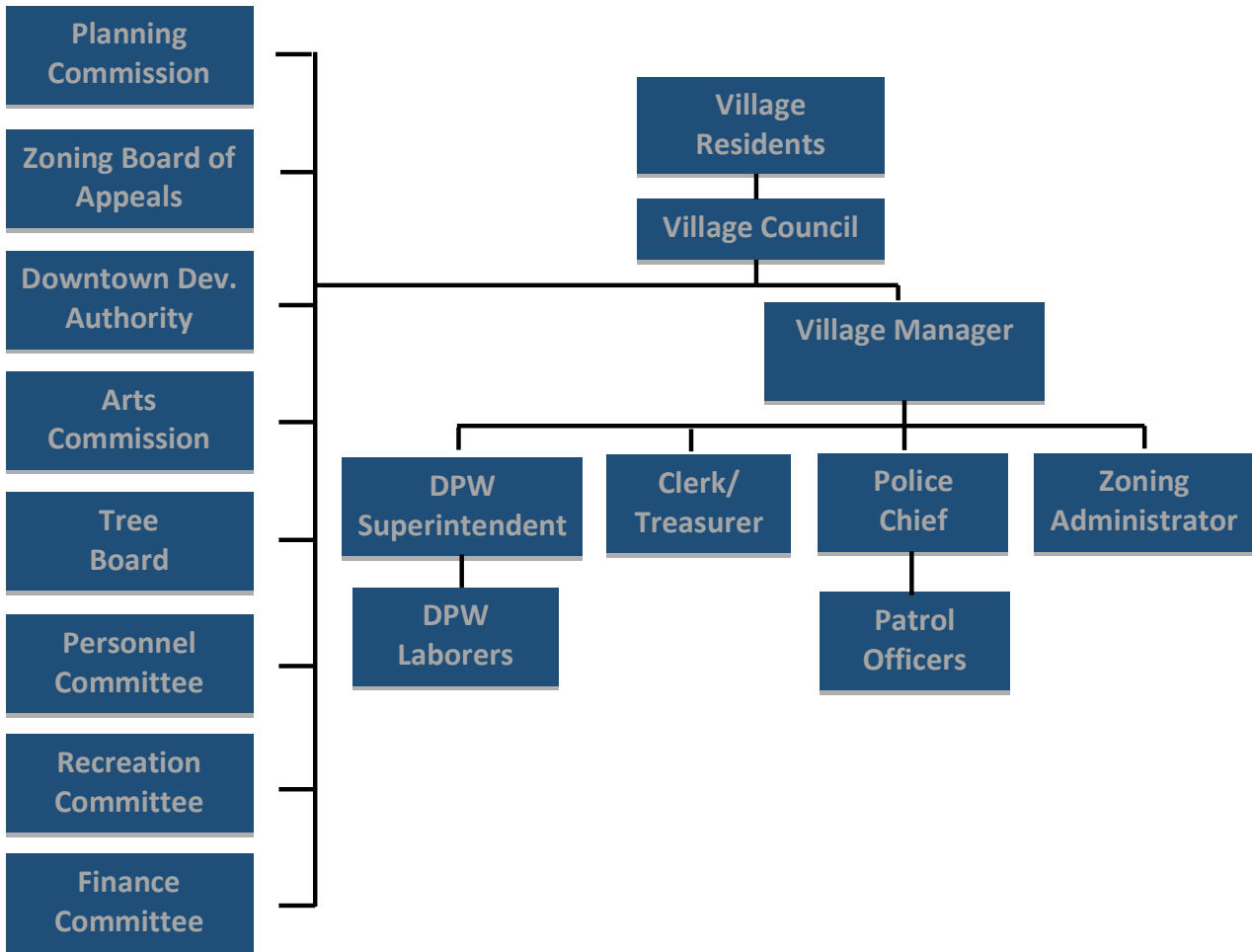
**Appendix D – Title VI Complaint Form .....33**

**Appendix E – Determine/Distinguish Significant/Non-Significant Effects .....35**

**Appendix F – Program Compliance/Program review Goals for Current Plan Year .....36**

The Village of Lake Odessa  
ORGANIZATION CHART

Commented [LL(LL)1]: Please insert your organization chart here, before the Introduction Page.





## INTRODUCTION

The Village of Lake Odessa is a Michigan municipal corporation established pursuant to the General Law Village Act. The Village of Lake Odessa serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the village. The Village of Lake Odessa recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. Also, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the Village of Lake Odessa must provide access to individuals with limited ability to speak, write, or understand the English language. The village will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color

**Commented [FW2]:** This is language from MDOT’s Title VI plan that you can use as a guide to draft your own introduction. **You will need to revise the highlighted language to fit your entity.**  
You may include any historical or current information that you would like to include to introduce your entity.

or national origin. Therefore, the primary goals and objectives of the Village of Lake Odessa's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the village's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the Village of Lake Odessa's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the village;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the village's services, programs or activities.

As a sub-recipient of federal transportation funds, the Village of Lake Odessa must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The Village of Lake Odessa shall also ensure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The Village of Lake Odessa, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the village will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

## **Discrimination under Title VI**

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The Village of Lake Odessa’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The Village of Lake Odessa has developed this Title VI Plan to assure that services, programs, and activities of the village are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

**VILLAGE OF LAKE ODESSA  
NON-DISCRIMINATION POLICY STATEMENT**

The Village of Lake Odessa reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the village and its sub-recipients of federal funds shall not:

1. Deny any individual with any service, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English-speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The Village of Lake Odessa will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The Village of Lake Odessa designates Kathy Forman, Clerk/Treasurer, or her successor, as the Title VI Coordinator. The Title VI Coordinator will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the Village of Lake Odessa complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the Village of Lake Odessa and Title VI may be directed to Kathy Forman, Village of Lake Odessa, 839 Fourth Avenue, Lake Odessa, MI 48849; [treasurer@lakeodessa.org](mailto:treasurer@lakeodessa.org); Phone: (616) 374-7110; Fax: (616) 374-0040.

---

Karen L. Banks  
Village President

---

Kathy Forman  
Village Clerk/Treasurer / Title VI Coordinator

**The Village of Lake Odessa**  
**TITLE VI ASSURANCES**

The Village of Lake Odessa (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

VILLAGE OF LAKE ODESSA

\_\_\_\_\_  
Karen Banks, President

\_\_\_\_\_  
Date

## AUTHORITIES

**Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

**Federal Aid Highway Act of 1973, 23 USC 324:** No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

**Age Discrimination Act of 1975, 42 USC 6101:** No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

**Americans With Disabilities Act of 1990 PL 101-336:** No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

**Section 504 of the Rehabilitation Act of 1973:** No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

**USDOT Order 1050.2:** Standard Title VI Assurances

**EO12250:** Department of Justice Leadership and coordination of Non-discrimination Laws.

**EO12898:** Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

**28 CFR 50.3:** Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

**EO13166:** Improving Access to Services for Persons with Limited English Proficiency.



## DEFINITIONS

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the village programs, policies and activities

Federal Assistance – Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the village.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed village program, policy or activity.

Minority – A person who is:

- a. Black – A person having origins in any of the black racial groups of Africa;
- b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or

d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed village program, policy or activity.

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations – An adverse effect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

## ADMINISTRATION – GENERAL

The Village of Lake Odessa designates Kathy Forman, Clerk/Treasurer, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). Mrs. Goodemoot shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the village. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the village programs; e.g., impacted citizens and affected communities will be gathered and maintained by the village. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The village does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5<sup>th</sup>.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The village will disseminate Title VI Program information to the village employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI

language in contracts and publishing the village's Title VI Plan within 90 days of approval on the main page of the Village of Lake Odessa's internet website, at [www.lakeodessa.org](http://www.lakeodessa.org).

Remedial Action: The village, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

## LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency<sup>i</sup>, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter<sup>ii</sup>. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The Village of Lake Odessa receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person* in the December 14<sup>th</sup>, 2005 Federal Register.<sup>iii</sup>

The Guidance implies that the Village of Lake Odessa is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage

extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

### **Elements of an Effective LEP Policy**

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

### **Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy**

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the Village of Lake Odessa and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice’s guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

**The Four-Factor Analysis**

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to Village of Lake Odessa services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

**Factor 1: The Proportion, Numbers and Distribution of LEP Persons**

Table #1, presents 2020 Census Data for the Village of Lake Odessa, as reported for the American Community Survey, shows the number and percentage of limited English-Speaking households.

**TABLE #1**

Limited English-Speaking Households	Total	Percentage
All Households	847	
Households Speaking --		
Spanish	83	9.87%
Other Indo-European languages	3	0.4%
Asian and Pacific Islander languages	0	0.0%
Other languages	0	0.0%

**Commented [DOIT3]:** This information was gathered from the American Fact Finder website.

**Factor 2: Frequency of Contact with LEP Individuals**

The village has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they have had very limited encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals. We also have staff that work in the field that

**Commented [TJ4]:** This language has been inserted from another entity’s plan document is an example of what you should be saying here. Please revise to fit your entity type based on your demographics for your entity.

could encounter LEP individuals. Additionally, regular council meetings are held monthly, which would potentially bring LEP individuals to these meetings. Given the number of LEP households, as displayed in Table #1 (above), the probability of our employees to encounter an LEP individual is low.

**Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP**

The Village of Lake Odessa serves individuals throughout the village in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to residents and other individuals, such as visitors and those traversing the state. The nature of the services that the village provides is very important to an individual’s day-to-day life. Therefore, the denial of services to an LEP individual could have a significant detrimental effect to the LEP individual. We will ensure accessibility to all of our programs, services, and activities.

**Commented [TJ5]:** This language has been inserted from another entity’s plan document is an example of what you should be saying here. Please revise to fit your entity type based on your demographics for your entity.

**Factor 4: The Resources Available to the Village of Lake Odessa and Overall Cost**

US Department of Transportation Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

*“Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan.”*

The Village of Lake Odessa serves very few LEP persons and has very limited resources. However, it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order and to ensure access and reasonable accommodations for LEP persons who may be unknown at this time.

**Safe Harbor Stipulation**

Federal law provides a “Safe Harbor” situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A “Safe Harbor” means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome



as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written translation obligations under "Safe Harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "Safe Harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the Village of Lake Odessa's budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the Village of Lake Odessa to proceed with oral interpretation options for compliance with LEP regulations.

### **Providing Notice to LEP Persons**

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage, in languages that an LEP individual would understand that free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.
3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that those requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the Village of Lake Odessa.

## **Options and Proposed Actions**

### **Options:**

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.<sup>iv</sup>

The Village of Lake Odessa is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.<sup>v</sup>

Considering the relatively small size of the village, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.

### **What the Village of Lake Odessa will do. What actions will the Village of Lake Odessa take?**

- Notify the public that interpreter services are available upon request, with seven-day advance notice.
- With advance notice of seven calendar days, the village will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The village will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The “I speak” Language Identification Card, attached as Appendix G, will be distributed to all employees who might encounter LEP individuals.
- Once the LEP individual’s language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.
- Publications of the village’s complaint form will be made available online and upon request.
- In the event that a village employee encounters a LEP individual, they will follow the procedure listed below:

#### OFFICE ENCOUNTER

1. Provide an “I speak” language identification card to determine the language spoken by the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT’s *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

#### ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI Coordinator for assistance, and provide an “I speak” language identification card to the LEP individual to determine the language spoken by the individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT’s *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

#### IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the MDOT’s *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

#### OVER THE PHONE

1. If someone calls into our office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line, and if possible, determine the language spoken by the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

### **The Village of Lake Odessa’s Staff Training**

The Village of Lake Odessa’s staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

### **ENVIRONMENTAL JUSTICE (EJ)**

Compliance with Title VI includes ensuring that no minority or low-income population suffers “disproportionately high and adverse human health or environmental effect” due to any “programs, policies and activities” undertaken by any agency receiving federal funds. This obligation will be met by the village in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, follow mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The village will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the village will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project’s impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low-income population groups are present in the project area, the village will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the village will administer a potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minorities and/or low-income population groups:

**STEP ONE:** Determine if a minority or low-income population is present within the project area. If the conclusion is that no minority and/or low-income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low-income population groups present, proceed to Step Two.

**STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low-income populations, proceed to Step Three.

**STEP THREE:** Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

**STEP FOUR:** If after mitigation, enhancements and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low-income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low-income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

**STEP FIVE:** Include all findings, determinations or demonstrations in the environmental document prepared for the project.

## FILING A TITLE VI COMPLAINT

### I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the village programs, activities, and services, as required by statute.

### II. Purpose

The purpose of the discrimination complaint procedures is to describe the process used by the village for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

### III. Roles and Responsibilities

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

### IV. Filing a Complaint

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of village programs, activities, and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the village or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the village must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180-day period,

he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

#### **V. Investigation**

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

#### Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the Village of Lake Odessa, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the Village of Lake Odessa, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

### Investigation Reporting Process:

- Complaints made against a The Village of Lake Odessa sub-recipient should be investigated by the village following the internal complaint process.
- Within 60 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to Pearl Goodemoot, Treasurer / Clerk for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Title VI Coordinator makes a determination of “probable cause” or “no probable cause” and prepares the decision letter.

### Retaliation:

The laws enforced by this village prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Kathy Forman, Clerk/Treasurer  
Village of Lake Odessa  
839 Fourth Avenue  
Lake Odessa, MI 48849  
Phone: (616) 374-7110  
Fax: (616) 374-0040  
Email: treasurer@lakeodessa.org

### **Reporting Requirements to an External Agency**

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

### **Records**

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

---

<sup>i</sup> The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

<sup>ii</sup> Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

<sup>iii</sup> The DOT has also posted an abbreviated version of this guidance on their website at <http://www.dotcr.ost.dot.gov/asp/lep.asp>.

<sup>iv</sup> <http://www.dotcr.ost.dot.gov/asp/lep/asp>

<sup>v</sup> Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

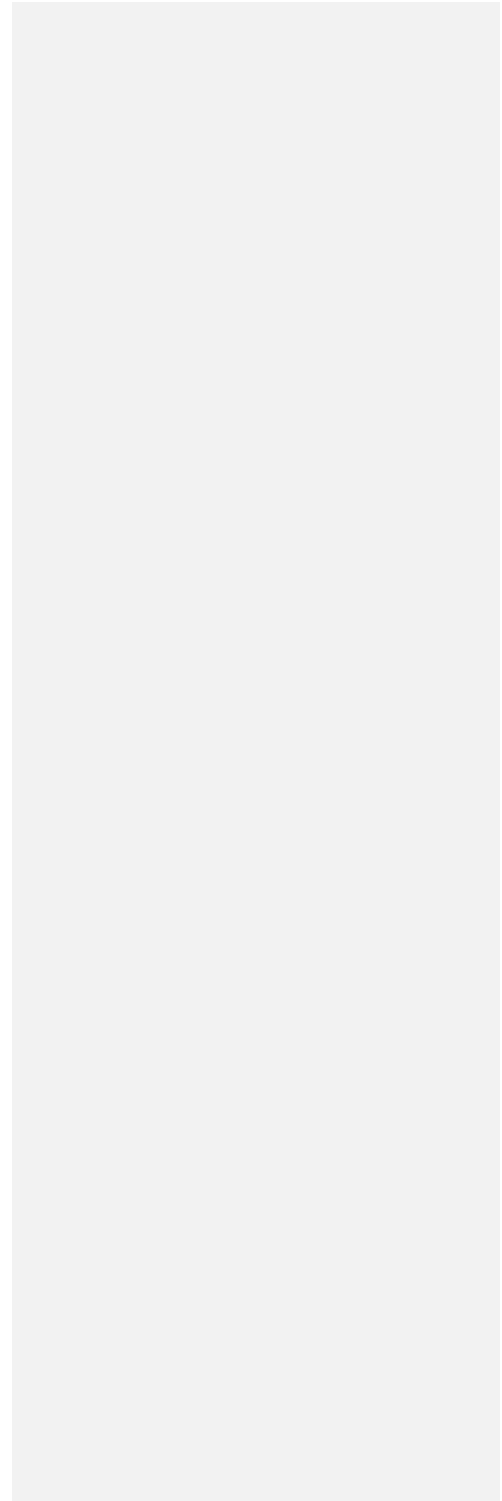


**APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event the contractor’s noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a

subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



## APPENDIX B - TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)\*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) and\*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

### APPENDIX C - PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, “as a covenant running with the land”) that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

APPENDIX D - TITLE VI COMPLAINT FORM

**The Village of Lake Odessa  
TITLE VI COMPLAINT FORM**

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the Village of Lake Odessa based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180-day period, you have 60 days after you became aware to file your complaint.**

*If you need assistance completing this form, please contact Kathy Forman by phone at 616-374-8062 or via e-mail at treasurer@lakeodessa.org.*

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Please explain your relationship with the individual(s) indicated above: \_\_\_\_\_

Name of agency and department or program that discriminated:

Agency or department name: \_\_\_\_\_

Name of individual (if known): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of alleged discrimination:

Date discrimination began \_\_\_\_\_ Last or most recent date \_\_\_\_\_

**ALLEGED DISCRIMINATION:**

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Race       | <input type="checkbox"/> Income          |
| <input type="checkbox"/> Color      | <input type="checkbox"/> National Origin |
| <input type="checkbox"/> Age        | <input type="checkbox"/> Sex             |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Religion        |

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

---

---

---

---

---

---

---

---

---

---

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

**Please return completed form to:** Kathy Forman, Village of Lake Odessa, 839 Fourth Avenue, Lake Odessa, MI 48849; or by email at [treasurer@lakeodessa.org](mailto:treasurer@lakeodessa.org); Phone: (616) 374-7110; Fax: (616) 374-0040.

**Note:** *The Village of Lake Odessa prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the village. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

## APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

“Significant” requires considerations of both context and intensity:

- (a) *Context*. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) *Intensity*. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
  - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this has no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the Village Manager.

**APPENDIX F - PROGRAM COMPLIANCE/PROGRAM REVIEW GOALS FOR CURRENT PLAN  
YEAR**

1. The Village of Lake Odessa's Title VI Plan will be communicated to each village Department Head who will review the plan with departmental employees. All The Village of Lake Odessa employees will be trained or made aware of the Title VI and LEP policies and complaint procedures.
2. The Village of Lake Odessa's Title VI Plan will be published on the main page of the village's website [www.lakeodessa.org](http://www.lakeodessa.org), within 90 days of approval.
3. Appendix A will be included in all village contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the Village of Lake Odessa's Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. A review of village facilities will be conducted in reference to compliance with the American Disabilities Act.
7. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
  - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
  - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
  - c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
  - d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
  - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
  - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
  - g. **Right of Way/Eminent Domain:** The number of such actions and diversity of individual(s) affected.
  - h. **Program Participants:** Racial data of program participants where possible.



APPENDIX G – “I SPEAK” LANGUAGE IDENTIFICATION CARD

# I SPEAK...

## LANGUAGE IDENTIFICATION CARD

Use this card to identify the foreign language spoken by non-English speakers. Show the card to the individual and ask them to point to the language they speak.

أنا أتكلم العربية I speak <b>Arabic</b>	من فارسی صحبت می کنم I speak <b>Farsi</b>
Ես խոսում եմ հայերեն I speak <b>Armenian</b>	je parle français I speak <b>French</b>
আমি বাংলা বমল I speak <b>Bengali</b>	ich spreche Deutsch I speak <b>German</b>
ខ្ញុំ និយាយ ភាសា ខ្មែរ I speak <b>Cambodian</b>	Μιλάω ελληνικά I speak <b>Greek</b>
Matka i kahhon komu un taitai pat un sang i Chamorro. I speak <b>Chamorro</b>	मैं हिंदी बोलते हैं I speak <b>Hindi</b>
我说中文 I speak <b>Chinese</b>	Kuv hais lus Hmoob I speak <b>Hmong</b>
Make kazyé sa a si ou li oswa ou pale kreyol ayisyen I speak <b>Creole</b>	Magyarul beszélek I speak <b>Hungarian</b>
Govorim hrvatski I speak <b>Croatian</b>	Nagsulti ako sa Ilocano I speak <b>Ilocano</b>
Mluvím česky I speak <b>Czech</b>	io parlo italiano I speak <b>Italian</b>
Ik spreek Nederlands I speak <b>Dutch</b>	私は日本語を話します I speak <b>Japanese</b>
I speak English I speak <b>English</b>	나는 한국어를한다 I speak <b>Korean</b>
	Continue onto next page:

ຂ້ອຍວົ້າພາສາລາວ I speak <b>Laotain</b>	Nagsasalita ako ng tagalog I speak <b>Tagalog</b>
Ja mówię po polsku I speak <b>Polish</b>	ฉันพูดภาษาไทย I speak <b>Thai</b>
eu falo português I speak <b>Portuguese</b>	'Oku ou lea faka-Tonga I speak <b>Tongan</b>
vorbesc romaneste I speak <b>Romanian</b>	Я розмовляю українською I speak <b>Ukrainian</b>
Ou te tautala fa'aSamoa I speak <b>Samoa</b>	میں اردو بولتا ہوں I speak <b>Urdu</b>
Ja говорим српски I speak <b>Serbian</b>	tôi nói tiếng Việt I speak <b>Vietnamese</b>
Hovorím po slovensky I speak <b>Slovak</b>	איך רעד יידיש I speak <b>Yiddish</b>
yo hablo español I speak <b>Spanish</b>	

**Lake Odessa Village Council**  
**Ionia County, Michigan**

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved to adopt the following resolution:

**RESOLUTION NO. 2023-22**

**APPROVING COUNCIL POLICY 2023-03 -  
INVESTMENT OF SURPLUS FUNDS**

**WHEREAS**, Act 20 of 1943, as amended, requires the Village Council to adopt an investment policy that conforms with the provisions of the Act; and

**WHEREAS**, the investment policy currently in effect has not been updated to reflect recent amendments to the act, specifically those that permit investing in Certificate of Deposit Account Registry Service instruments (CDARS), a type of investment that offers returns comparable to traditional certificates of deposit but with greater safety for larger investments; and

**WHEREAS**, the current policy designates the Finance Director as the Village's Investment Officer, and, because the Village no longer employs an individual with the title of Finance Director, no member of staff has the required authorization under the policy to manage the investment of surplus funds; and

**WHEREAS**, proposed Council Policy 2023-03 addresses the deficiencies outlined above;

**NOW, THEREFORE, BE IT RESOLVED**, that Council Policy 2023-03 – Investment of Surplus Funds is hereby approved.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** April 17, 2023

---

**Kathy Forman, Village Clerk**

**VILLAGE OF LAKE ODESSA  
COUNCIL POLICY 2023-03  
INVESTMENT OF SURPLUS FUNDS**

**1. PURPOSE**

The purpose of this policy is to establish criteria to guide administrators in investing surplus cash held by various funds so as to preserve the Village's financial assets, maximize investment returns and meet the organization's daily cash flow needs.

**2. AUTHORITY**

This policy is adopted pursuant to the provisions of MCL 129.91 et seq.

**3. BACKGROUND**

At times the Village holds cash in excess of its near-term needs. These funds are available for investing so as to generate additional income.

Public Act 20 of 1943 (MCL 129.91 et seq.) identifies the types of investments that the Village may hold. It requires the Village Council to adopt a resolution identifying its investment officer and authorizing the investment of surplus funds.

Since the Village Council last amended its investment policy, PA 20 has been amended to broaden the range of investments available to the Village. This policy contains specific authorization for investing in accordance with those amendments.

**4. SCOPE**

This investment policy applies to activities of the Village related to investing the financial assets of all funds, including, but not limited to, the following:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Improvement Funds
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds

## **5. OBJECTIVES**

Funds of the Village will be invested in accordance with the provisions of Public Act 20 of 1943, as amended, so as to achieve the following objectives:

- **Safety.** Investments shall be made in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective of preservation of capital, speculation is prohibited. Further, to the extent feasible, investments will be made through institutions that have been evaluated in terms of their soundness as measured by accepted industry standards. When practical, investments shall be made within insured limits.
- **Liquidity.** The Investment Officer, working with the Village Manager, shall ensure that funds are continuously available to meet immediate and near-term payment requirements for payroll, accounts payable and debt service. In addition, investments shall be made so as to avoid illiquid securities to enable meeting unanticipated financial needs.
- **Yield.** The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints, cash flow characteristics of the portfolio and limitations on suitable investments in order to achieve safety of capital and liquidity of assets.

## **6. DELEGATION OF AUTHORITY.**

The Village Treasurer is hereby designated as the Investment Officer of the Village. The Treasurer shall have the responsibility for depositing Village funds and carrying out investment decisions and activities in consultation with the Village Manager and in conformance with the provisions and limitations of this policy, Public Act 20 of 1943 as amended and in a manner consistent with prudent practice. In the absence of the Treasurer, the duties required or authorized by this policy shall be performed by the Village Manager.

## **7. DIVERSIFICATION.**

Investments shall be diversified to the extent necessary to avoid incurring unreasonable risks to principal inherent in over-investing in specific instruments, individual financial institutions or maturities while balancing that risk against the burden of managing a

portfolio of instruments, institutions and maturities that is more complex than is warranted in order to achieve the objectives stated herein.

## **8. INSTRUMENTS.**

The Investment Officer may invest surplus funds in accordance with the provisions of Public Act 20 of 1943, as amended as follows:

- In bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States;
- In certificates of deposit, savings accounts, money market accounts, deposit accounts or depository receipts of a financial institution provided the financial institution is an eligible institution under federal and state laws or rules. The institution must be federally or state chartered, insured by a federal agency and authorized by the Council as a repository for Village funds;
- In investment pools organized under the Surplus Funds Investment Pool Act (Public Act 367 of 1982 as amended);
- In commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase;
- In mutual funds registered under the investment company act of 1940 (15 USC 80z-1 to 80a-64) with authority to purchase only investment vehicles that are legal for direct investment by a public corporation; provided, however, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
  - The purchase of securities on a when-issued or delayed delivery basis;
  - The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities pledged;
  - The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes;
- In certificates of deposits obtained through a financial institution as provided in subsection (5) of section 1 of Public Act 20 of 1943, as amended;
- In deposit accounts of a financial institution as provided in subsection (6) of section 1 of Public Act 20 of 1943, as amended;
- In repurchase agreements consisting of bonds, securities and other obligations of the United States or an agency or instrumentality of the United States

## **9. SAFEKEEPING AND CUSTODY.**

All security transactions shall be conducted on a delivery-versus-payment basis. Securities will be held by a third-party custodian designated by the Investment Officer and evidenced by safekeeping receipts or held by the Investment Officer in a secure and fire-proof location in the Village offices or in a bank safety deposit box, at his or her discretion.

## **10. PRUDENCE.**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own financial affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

## **11. REPORTING**

The Investment Officer shall provide to the Village Manager and the Village Council monthly, not later than the regular Council meeting, a report listing the various accounts and investments held by the Village as of the last day of the preceding quarter. Each year within 90 days following the end of the fiscal year, the Investment Officer shall provide to the Village Manager and the Village Council a report describing the return on investments made and held during the preceding fiscal year.

## **12. POLICIES REPLACED.**

This policy replaces and supersedes any investment policies or resolutions previously adopted by the Council.

## **13. EFFECTIVE DATE**

This policy shall become effective upon its approval by the Village Council.

**Lake Odessa Village Council**  
**Ionia County, Michigan**

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved to adopt the following resolution:

**RESOLUTION NO. 2023-23**

**APPROVING COUNCIL POLICY 2023-04 -  
BRUSH AND YARD WASTE COLLECTION**

**WHEREAS**, the Village of Lake Odessa has offered a brush and yard waste program for many years, providing residents an opportunity to dispose of these materials by placing them at curbside for collection by the Department of Public Works; and

**WHEREAS**, it has been deemed desirable to restate the policy, and to limit the dates for the collection of brush so as to improve the productivity of the Department of Public Works during the spring, summer and fall months;

**NOW, THEREFORE, BE IT RESOLVED**, that Council Policy 2023-04 is hereby adopted.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** April 17, 2023

\_\_\_\_\_  
**Kathy Forman, Village Clerk**



**VILLAGE OF LAKE ODESSA  
COUNCIL POLICY 2023-04  
COLLECTION OF BRUSH AND YARD WASTE**

**1. PURPOSE**

The purpose of this policy is to define and describe those natural materials that the Village's Department of Public Works will collect from its residents, provide regulations associated with such collection, and to establish a schedule for collection of such materials.

**2. BACKGROUND**

The Village's Department of Public Works has collected brush and yard waste set at the curb by residents and provided for its disposal in order to encourage residents to maintain their properties in an attractive manner.

**3. DEFINITIONS**

As used in this policy, the following terms shall have the meanings given herein:

"Curbside" shall mean an area of property behind the back of the curb or, on streets with no curb, adjacent to the street but not on the paved or traveled portion of the street.

"Brush" shall mean tree branches, limbs, or shrubs with no roots or stumps attached which materials shall be no more than 8 feet in length and no more than 6 inches in diameter.

"Yard Waste" shall mean leaves, lawn clippings, flowers, garden plants, and small twigs and shall exclude soil, stones, animal waste, concrete, trash, lumber, split rail fencing, other landscaping and building materials and similar materials.

**4. REGULATIONS**

**4.1.** Brush and yard waste shall be placed curbside for collection by 7:00 a.m. on the designated collection days but may not be placed at curbside earlier than the Saturday before the designated collection days.

**4.2.** The placement of brush, yard waste bags, yard waste, leaves or any other debris in the street or on gutter bans is prohibited.

**4.3.** Yard waste will be collected each Monday April through December. If Monday is a holiday, yard waste will be collected the next business day immediately following the holiday.

**4.4.** Yard waste must be placed in bio-degradable kraft paper lawn bags and may not exceed 50 pounds in weight. Department of Public Works employees shall not collect any brush or yard waste in plastic bags, other containers, or in any paper bag not clearly

marked as bio-degradable.

**4.5.** Brush will be collected the third Monday of the months of April, July, and October.

**4.6.** Brush must be trimmed to the dimensions as described in the definition and shall be stacked with all butt ends facing the same direction. Brush must not be piled behind street signs, fire hydrants, mailboxes, and the like.

**4.7.** Brush must be free of all metal objects or debris.

**4.8.** The removal of brush resulting from the work of landscapers, arborists, or other contractors shall be the sole responsibility of the contractor.

**4.9.** Arrangements may be made with the Department of Public Works for the disposal of small stumps and root systems of trees and shrubs.

**4.10.** Brush and similar yard waste with thorns must be bundled and tied, or placed in yard waste bags, and placed in a location at curbside separate from other brush.

**4.11.** Collection of unbagged leaves in the fall will commence when large quantities of leaves have fallen. At such time, and following notification on the Village website that leaf collection is commencing, residents may rake leaves to the curbside for collection. Leaves must be free of brush and other debris.

**4.12.** Collection of unbagged leaves in the fall will continue through mid-November until a date, as determined by the Director of Public Works, by which residents have had adequate time within which to rake fallen leaves. The date for final collection of leaves shall be posted on the Village website.

**4.13.** Collection of Christmas trees will occur on the third Monday in January.

## **5. VIOLATION OF THE POLICY.**

Persons who violate the provisions of this policy may be prosecuted pursuant to applicable provisions of the Code of Ordinances of the Village of Lake Odessa.

## **6. PRIOR POLICIES.**

This policy shall supersede and replace any policies previously adopted regarding brush and yard waste collection.

## **7. EFFECTIVE DATE.**

This policy shall become effective upon its approval by the Village Council and shall remain in effect until rescinded or superseded by another policy.

## Village of Lake Odessa

### Brush & Yard Waste Policy / Collection Schedule for 2023

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

**Brush/Yard waste is to be placed curbside on designated dates no later than 7:00 a.m.**

**AT NO TIME SHOULD BRUSH, BAGS, LEAVES OR YARD WASTE BE PLACED IN THE STREETS OR GUTTER PANS**

**YARD WASTE MUST BE PLACED IN BIODEGRADABLE PAPER LAWN BAGS**

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

**Curbside:** Is defined as an area that is at the edge of the street or back of curb so that the brush, leaves, or yard waste does not encounter the street or sidewalk.

**Compostable yard waste bags will be collected each MONDAY during the months of April through December.**

**Yard Waste:** Is defined as leaves, lawn clippings, flowers, plants, and small twigs/limbs broken down to fit into Bio bags. To ensure the safety of our workers, loaded compostable bags shall weigh no more than 50 pounds each. No other materials are allowed in the bags, for instance: soil, stones, animal waste, concrete, trash, etc.

**\* Again: Yard waste bags will be collected each Monday from April through December as the schedule allows. \***

When leaves fall in mass quantities (after the full color change) residents are allowed to rake only leaves curbside, after notification on the website at [www.lakeodessa.org](http://www.lakeodessa.org). The DPW crew will then vacuum them. PLEASE, do not mix other debris with the leaves as it plugs the machine. All other yard waste must still be BAGGED. **The last day for leaf removal by vacuum is November 22<sup>nd</sup>. Do not rake leaves to the curb after 7:00 a.m. November 22<sup>nd</sup>.** Leaves must be bagged after this time and date. Loose leaves will not be collected by vacuum in the spring.

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

Brush generated by a contractor shall be the sole responsibility of the contractor to remove.

Small stumps and root systems can be disposed of by calling (616) 374-7228 to schedule collection.

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

**Brush is scheduled for Village wide collection 3 times a year.**

### 2023 Brush Collection Schedule

**APRIL 17<sup>th</sup>**

**July 17<sup>th</sup>**

**October 16<sup>th</sup>**

**Brush will not be collected after the final removal date of October 16<sup>th</sup>.**

**Christmas trees will be collected on the 3<sup>rd</sup> Monday in January.**

Any questions concerning this policy or collection schedule, please call the Public Works at (616) 374-7228.

**Lake Odessa Village Council**  
**Ionia County, Michigan**

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved to adopt the following resolution:

**RESOLUTION NO. 2023-24**

**DECLARING A MORATORIUM ON PERMITTING SOME FOOD TRUCKS  
IN THE VILLAGE OF LAKE ODESSA**

**WHEREAS**, the Village Council referred to the Downtown Development Authority (DDA) the question of whether, and under what circumstances, to permit the operation of food trucks in the Village, and the DDA surveyed owners of restaurants and similar food-related businesses and found little support for a general allowance for food trucks; and

**WHEREAS**, Village Manager Guetschow prepared an analysis of decisions related to the granting of a conditional use permit for a BBQ wagon located at 1409 Jordan Lake Street that recommended declaring a moratorium on permits for additional food truck businesses until appropriate zoning ordinance language can be adopted; and

**WHEREAS**, the DDA and the Planning Commission have both passed motions asking Council to declare a moratorium on granting permits for additional food truck businesses pending adoption of such zoning ordinance language;

**NOW, THEREFORE, BE IT RESOLVED**, that a moratorium on granting permits for additional food trucks is hereby declared, which moratorium shall remain in effect until appropriate zoning ordinance language is adopted or the moratorium is rescinded by Council, whichever comes first; and

**BE IT FURTHER RESOLVED**, that it is the intent of Council that this moratorium not prohibit the operation of food trucks and similar business operations as temporary uses in conjunction with activities and events occurring on properties zoned Public Recreational District such as parks and the fairgrounds; and

**BE IT FURTHER RESOLVED**, that the Village Manager and Zoning Administrator are hereby directed to proceed expeditiously to draft proposed zoning ordinance language that addresses temporary uses including food trucks and similar businesses.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** April 17, 2023

---

**Kathy Forman, Village Clerk**



TO: Downtown Development Authority

FROM: Gregg Guetschow, Village Manager

SUBJECT: Regulation Food Trucks

DATE: March 8, 2023

The purpose of this memorandum is to elaborate on matters discussed during the Downtown Development Authority's February 14, 2023 meeting related to food trucks.

BBQ Trailer, 1409 Jordan Lake Street. During its October 18, 2021 meeting, the Village's Planning Commission approved a special use permit application submitted by Michael Mouch to allow the temporary location of a BBQ trailer on the east side of the structure housing Cobb's Quick Lube and Wash.

This application was accepted for review based on an August 6, 2021 email from Zoning Administrator Jeanne Vandersloot to Village Manager Patrick Reagan. Ms. Vandersloot confirmed that there was no language in the zoning ordinance addressing food trucks or trailers. She wrote "We could write language to add to the ordinance food trucks and trailers to allow them which is the best legal way."

Elsewhere in the email, however, she indicated that Mr. Mouch could "apply for a special use permit as a restaurant second use on the property." This was based on two interpretations that, I believe, are not especially straightforward.

Ms. Vandersloot cites a section of the zoning ordinance that she described as permitting a restaurant as a second use on the site. The provision that addresses this, Section 36.63 (c) (4) reads as follows: "*Erection of more than one principal structure on a lot.* In any district, more than one structure housing a permitted or permissible principal use may be erected on a single lot ..." There are a couple of problems with the use of this language to support a food trailer. One is that there is a mixture of zoning terms of art. Uses are typically referred to as principal permitted uses (uses permitted by right), uses subject to special conditions (conditional uses), and accessory uses. In the Highway Commercial zoning district, restaurants are a conditional use. It appears that the term "permissible principal use" conflates terms in a way that allows for interpretation that would include conditional uses. If that was the intent, it would have been clearer had they used that term. Because that clarity was absent, Ms. Vandersloot's guidance on the matter is understandable.

Another more consequential problem is that the language permits two structures. The presumption of this language is that each of the uses is housed within its own building. A BBQ wagon is not a structure.

A stipulation that customer transactions must take place within completely enclosed buildings is common in many zoning ordinances, although I could find no similar language in Lake Odessa's ordinance. The problem with using the cited language as the basis for allowing a second use on the property is that it opens the door to many other types of temporary uses. For example, florist shops are permitted uses in the Highway Commercial district. Using the same logic as for the BBQ trailer, this would allow someone to show up with a van full of flowers for sale.

The second area of misinterpretation relates to defining "restaurant" to include a BBQ trailer. The zoning ordinance offers some guidance here. "Restaurant" is defined as "an establishment where food and drink are prepared, served and consumed." Because the zoning ordinance refers to take-out restaurants in another section, one need not interpret this definition as requiring that food be consumed on the premises. On the other hand, the use of the term establishment would appear to contemplate that the food preparation takes place within a building.

Equally problematic in evaluating the conditional use application is the requirement that "restaurants must front on M-50 or Jordan Lake Avenue." Once again, it appears that in drafting the zoning ordinance, the Planning Commission had in mind the typical restaurant configuration of a building with the front parallel to the adjacent street. Mr. Mouch's trailer was located alongside the existing building. It does not face the street.

The agenda packet for the Planning Commission meeting at which Mr. Mouch's application was considered did not contain a written report from either Ms. Vandersloot or Mr. Reagan addressing any of these background issues, nor does it appear that the Commission was provided a copy of Ms. Vandersloot's August 6 email. The Commission, then, may be forgiven for failing to take up Ms. Vandersloot's suggestion for additional language or the concerns I have raised. Mr. Mouch has relied upon the approval granted by the Commission in operating the BBQ trailer on his premises. It would seem to be bad faith on the part of the Village to subsequently deny him that use.

Nevertheless, that action should not be relied upon as precedent for similar requests that might arise in the future. Particularly concerning in that respect is the fact that the Central Business zoning district allows restaurants as a permitted use. If the logic that allowed Mr. Mouch's request to be approved was applied to similar requests in the CBD, it is conceivable that many would be allowed without the necessity for Planning Commission review.

The decision to approve Mr. Mouch's application, in my view, was an unforced error on the Village's part. Mr. Mouch had indicated he was uncertain he would operate the BBQ trailer until 2022. That allowed adequate time to take up the question of drafting appropriate zoning

ordinance language to address the issue. In the following paragraphs, I will suggest some areas where language might be added to more definitively address this subject.

Temporary Uses. I have been able to identify only one section of the zoning ordinance that explicitly allows for temporary uses. The Public Recreational District, the zoning district for park areas and the fairgrounds, includes as uses permitted by right, “temporary or seasonal uses fitting the intent and purpose of the district, including circuses, carnivals or fairs; and associated activities, buildings and structures, for a period not to exceed seven days.”

I can find no similar language applicable to any other zoning district. The conclusion to be drawn from this is that the Planning Commission and the Council intended temporary uses, such as food trucks, to be rare and limited both in scope and duration.

I suspect there have been temporary uses that have occurred outside of the Public Recreational District that were allowed without giving consideration to whether the zoning ordinance permitted them. It is not uncommon, for example, for a business to set up a tent in a parking lot for a grand opening or a special promotion. At times, those businesses might also wish to have a food vendor on site. At present, there is no allowance for such temporary uses.

Accessory Uses. Zoning ordinances frequently include among permitted uses those that are customarily incidental to the main use of the property. In the Highway Commercial district, the only permitted accessory uses are parking lots and on-site storage. In the Central Business district, only parking lots are permitted accessory uses. This language might be stricter than desirable. It is easy to imagine a BBQ restaurant that would wish to have a wagon used to smoke its meat. Setting that aside, however, the important issue to note is that the accessory uses must be customary for a business of the type that is on the site.

Licensing of Peddlers. The Village’s Code of Ordinances includes language requiring the licensing of peddlers. There is an important exception, however, that could apply to food trucks:

Any person selling items, good, wares, services, merchandise, food or produce from a stand, booth, display case or other temporary or portable structure or fixture, which is at all times located upon private property with the express approval and invitation of the owner of such property.

I refer to this as the lemonade stand provision. I believe it is likely those who drafted the ordinance had something of this nature in mind when they included the language. Food trucks were not especially common in small towns until recently but lemonade and produce stands have been around for a long time. It is also likely that some version of this provision predated the adoption the zoning ordinance.

Because a zoning ordinance now exists, any commercial use that would fall under the peddlers provisions of the code, whether or not exempt from licensing, must comply with zoning regulations. I suspect that need has been overlooked in the past in order to accommodate food vendors for community events. This oversight is one that could easily be



corrected by adding language to the zoning ordinance that sets out standards for temporary uses.

Recommendation. In summary, there are a number of obstacles to allowing food trucks and the like to operate legally in Lake Odessa, even to the limited extent supported by those restaurants that submitted responses to the recent survey. I think it would be prudent for the Downtown Development Authority to ask that the Planning Commission and the Village Council to institute a moratorium on the granting of licenses or other permits for food trucks and similar temporary businesses until such time as appropriate zoning ordinance language can be drafted and adopted.

**Lake Odessa Village Council**  
**Ionia County, Michigan**

Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_, moved to adopt the following resolution:

**RESOLUTION NO. 2023-25**

**AUTHORIZING SETTLEMENT OF WATER BILLING DISPUTE**

**WHEREAS**, Ken Michaud is the owner of property located at 823 Fourth Avenue that contains two rental units which, until recently, were serviced by a single water meter; and

**WHEREAS**, approximately two years ago, Mr. Michaud separated water services for the units, with separate meters for each; and

**WHEREAS**, subsequent to the installation of the second meter, it was found that no usage charge was being calculated for the upstairs unit; and

**WHEREAS**, despite efforts on the part of the Department of Public Works to determine the cause of the problem, it remained unresolved until recently when it was discovered that the problem resulted from an error in setting up the account in the billing software application, by which time Mr. Michaud had incurred charges of \$158.37; and

**WHEREAS**, Mr. Michaud has stated that he is unwilling to pay this charge, even if payment terms were extended, because he took all necessary steps to resolve the matter which resulted from an error on the Village's part; and

**WHEREAS**, the Village is unable to forgive this charge because its ordinance prohibits the provision of free water service to any customer connected to its system; and

**WHEREAS**, Village Manager Guetschow believes it is a poor use of Village resources to continue its efforts to collect this disputed amount given Mr. Michaud's position on the matter;

**NOW, THEREFORE, BE IT RESOLVED**, that Council hereby authorizes settlement of the water billing dispute with Ken Michaud by authorizing the charges of \$158.37 to be paid from the Water Fund.

**Ayes:**

**Nays:**

**Absent:**

**Abstain:**

**RESOLUTION DECLARED ADOPTED.**

**Dated:** April 17, 2023

---

**Kathy Forman, Village Clerk**



## MEMORANDUM

TO: President Banks and Village Council Members

FROM: Gregg Guetschow, Village Manager

SUBJECT: Maintenance of Improved Alleys

DATE: April 12, 2023

There are improved alleys that run parallel to Fourth Avenue through the downtown area. I received a few complaints about the condition of the alley that runs between 2<sup>nd</sup> and 3<sup>rd</sup> Streets behind Union Bank. This alley carries a significant amount of traffic because of the Post Office box located near the 3<sup>rd</sup> Street end.

DPW Director Jesse Trout has advised me that it has never been the Village's practice to maintain the alleys. I understand that snow removal is performed by a contractor employed to clear sidewalks and private parking areas. Reliance on abutting property owners to maintain alleys differs from my prior experience in other communities.

The General Law Village Act provides that the council "shall have supervision and control of all public highways, bridges, streets, avenues, alleys, sidewalks, and public grounds within the village..." The Act also permits the levy of millage for highway and street purposes. Funds raised through this millage "shall constitute a 'general highway fund,' and shall be expended exclusively for working and improving the highways, streets, lanes and alleys of the village..."

The authority to establish and maintain alleys is not necessarily a mandate to do so. It is sometimes the case that alleys are established by private owners to serve their particular properties. The Village's alleys, however, are constructed on properties dedicated to the Village for this purpose. I do not know how the improvements were made to alleys over time but I believe it is the case that at least some improvements were undertaken by abutting property owners when resurfacing adjacent parking lots.

If the Council should determine that it wishes to assume responsibility for maintaining alleys, that does not mean that the cost of defraying such maintenance must be borne solely, or at all, by the highway fund. The General Law Village Act permits "the whole or a part of the expense of a local public improvement or repair [to] be defrayed by special assessments upon the property specially benefited." As a practical matter, it is cumbersome to utilize special assessments to pay for filling potholes. Authority is also lacking to utilize them to

pay for snow removal or similar maintenance tasks.

It is not clear to the administration that the current practice was established as a matter of Council policy. For that reason, we are seeking direction from Council to guide the Department of Public Works, recognizing that changing established practice will impose burdens on the Village budget and additional responsibility for the Department.