



**PROPOSED AGENDA
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL
MONDAY, SEPTEMBER 16, 2024 - 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 of Council Members

IV. Approval of Agenda

V. Public Comment:

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 three minutes per person. Anyone who would like to speak shall state his/her name and address for the record. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.

VI. Minutes: To approve the meeting minutes from the following Village Council meetings:

- a) Minutes from the regular Village Council meeting of August 19, 2024
- b) Minutes from the Village Council Committee of the Whole meeting of September 9, 2024

VII. Expenditures:

- a) Approve bills equal to or less than \$3,000.00 each from 8/1/2024 to 8/31/2024.
- b) Approve bills in excess of \$3,000.00 each, including:
 - i. Home Works Tri-County Electric Cooperative – Electricity – \$3,192.85 (Paid)
 - ii. Michigan Paving & Materials – Street Paving – \$86,333.27 (Paid)
 - iii. PK Contracting – Pavement Markings – \$3,692.20 (Paid)
 - iv. Tip Top Customs LLC – Page Memorial Building Renovations Deposit – \$52,977.19 (Paid)
 - v. USDA – Water Bond – \$105,742.22 (Paid)
 - vi. Walker, Fluke & Sheldon, PLC – Annual Audit – \$14,250.00

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) Minutes from the Lake Odessa Area Arts Commission regular meeting of August 12, 2024
- b) Draft Minutes from the Downtown Development Authority regular meeting of September 10, 2024

IX. Departmental Reports:

- a) Village Manager
- b) Police Department
- c) Department of Public Works
- d) Finance
- e) Zoning

X. Presentations:

- a) None

XI. New Business:

- a) Proposed Resolution 2024-48: Approving the Vacation of a Portion of Fourth Avenue
- b) Concurrent Resolution: Approving the Dissolution of the Lakewood Recreational Authority
- c) Proposed Resolution 2024-49: Approving Setting the Date and Hours for Trick or Treating in the Village of Lake Odessa for 2024
- d) Proposed Resolution 2024-50: Authorizing Acceptance of the CDBG Block Grant Funds for CDGB Housing Improving Local Livability (CHILL)
- e) Proposed Resolution 2024-51: Accepting a Proposal from Smith Housing Consulting to Serve as Third-Party Administrator for a CDBG CHILL Grant for Homeowner Rehabilitation
- f) Proposed Resolution 2024-52: Authorizing the Village President to Sign a Deed on Behalf of the Village
- g) Proposed Resolution 2024-53: Approving a Citizen Participation Plan for a CDBG Grant for Homeowner Rehabilitation
- h) Village Manager Recruitment Discussion
- i) Village Manager Profile Discussion

XII. Miscellaneous Correspondence:

- a) ICEA Thank You

XIII. Trustee Comments

XIV. Public Comment (See Above)

XV. Adjournment

Council Meeting Minutes

VILLAGE OF LAKE ODESSA

MINUTES

REGULAR COUNCIL MEETING
AUGUST 19, 2024
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

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

ROLL CALL

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

Council absent: None

Staff present: Manager Gregg Guetschow, Clerk/Treasurer Kathy Forman

APPROVAL OF THE AGENDA

Motion by Young, supported by Yoder, to approve the agenda. All ayes; motion carried 7-0.

PUBLIC COMMENT

1. John Catt – Asked about the tree trimming on Johnson Street
2. Anthony Fraccarolli – Spoke about parking spaces on Second Street.
3. Pam Swiler – Talked about the need for a space in the village where banners about community events can be displayed.

MINUTES

Motion by Young, supported by Hickey, to approve the minutes from the following meetings:

- a) Minutes from the regular Village Council meeting of July 15, 2024

All ayes; motion carried 7-0.

BILLS

Motion by Cappon, supported by Yoder, to approve expenditures equal to or less than \$3,000.00 for the period 7/1/2024 through 7/31/2024. All ayes; motion carried 7-0.

Motion by Johnson, supported by Brighton to approve bills in excess of \$3,000 as submitted.

All ayes; motion carried 7-0.

CONSENT AGENDA

Motion by Young, supported by Cappon, to accept the following items and place them on file:

- a. Draft Minutes from the Lake Odessa Downtown Development Authority special meeting of July 25, 2024
- b. Minutes from the Lake Odessa Area Arts Commission regular meeting of July 8, 2024
- c. Minutes from the Lake Odessa Area Arts Commission special meeting of July 25, 2024
- d. Draft Minutes from the Lake Odessa Zoning Board of Appeals hearing of July 25, 2024
- e. Accept resignation by Ben DeJong from the Downtown Development Authority
- f. Accept resignation by Raymond Dykhouse from the Zoning Board of Appeals

All ayes; motion carried 7-0.

DEPARTMENTAL REPORTS

Village Manager: Report submitted.

Gregg Guetschow spoke briefly about the limitations of allowing banners on Village property.

Department of Public Works: Report submitted.

Finance: Report Submitted.

Zoning: Report submitted.

PRESENTATIONS

- a) FY 2023-24 Audit Report

Our audit report for FYE 2/29/2024 was received by council. Dave DeHaan was not able to attend the meeting. The Village received a clean audit. Greg Guetschow explained that there is collateralization from Union Bank which was not documented in the audit.

UNFINISHED BUSINESS:

- a) Proposed Resolution 2024-44: Approving Amendment to Right-Of-Way Café Encroachment Agreement

Motion by Johnson, supported by Hickey, to adopt Resolution 2024-44.

There was discussion by council members.

Banks called for a roll call vote. Yes: Johnson, Hickey, Cappon, Young, Banks; No: Brighton, Yoder; Absent: None; Abstain: None. Resolution adopted 5-2.

NEW BUSINESS

- a) Proposed Resolution 2024-47: Accepting Financial Statements for the Year Ended February 29, 2024

Motion by Yoder, supported by Brighton, to adopt proposed Resolution 2024-47. Banks called for a roll call vote. Yes: Yoder, Brighton, Cappon, Hickey, Johnson, Young, Banks; No: None; Absent: None; Abstain: None. Resolution adopted 7-0.

MISCELLANEOUS CORRESPONDENCE

- a) Letter from Terri Catt

TRUSTEE COMMENTS

Banks – We had a good meeting tonight. LOAAC did a great job on Art In The Park 2024. Thanked sponsors and volunteers. Thanked Mr. Fraccarolli for stepping in to sing the National Anthem at the beginning of the day.

Brighton – None

Cappon – Thanked Forman for doing a good job for the Village.

Hickey – Would like to revisit hiring a manager before the November election. Asked if a date could be set for the next Committee of the Whole Meeting. The date was set as Monday, September 9, 2024 at 6:00pm. Topics for discussion will include more input on a noise ordinance and a financial review.

Johnson – Spoke of the letter from Mrs. Catt. Noted that Johnson Street is in poor condition. Would like to hire a manager before the November election so the manager can start working on the street project slated for 2025.

Yoder – Thanked everyone for being at the meeting

Young – None.

PUBLIC COMMENT

1. Larry Adams – Stated he was glad to see the village is addressing the noise issue.

ADJOURNMENT

Motion by Young, supported by Cappon, to adjourn the meeting. All ayes: motion carried 7-0.
Meeting adjourned at 8:05 pm.

Respectfully submitted,

Kathy S. Forman
Village Clerk / Treasurer

VILLAGE OF LAKE ODESSA

MINUTES

COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 9, 2024
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

Meeting called to order at 6:02 pm by Village President Karen Banks.

ROLL CALL

Council present: President Karen Banks, Trustee Terri Cappon, Trustee Carrie Johnson, Trustee Martha Yoder, Trustee Rob Young

Council absent: Trustee Mike Brighton, Trustee Jennifer Hickey

Staff present: Manager Gregg Guetschow, Clerk/Treasurer Kathy Forman

PUBLIC COMMENT

None

DISCUSSION ITEMS

- a) Tornado Siren used to begin and end Halloween

Council members discussed an email request received after last year's Halloween. A resident was concerned that the siren was sounded and being new to the area she thought there was a tornado. The question was raised, should the siren be used anymore for Halloween? After a discussion it was decided that there was no need to use the siren for Halloween. Gregg Guetschow advised that no formal action is required.

- b) Budget Review 3/1/24 – 8/31/24

Kathy Forman presented a review of the budget for the first six months of the fiscal year. There are no areas to address at this time however there are a few line items that will require attention before the fiscal year ends.

- c) Village Manager Recruitment Process

After a discussion took place, it was decided to add this item to the agenda for the regular Village Council meeting scheduled for Monday, September 16, 2024. The profile used for the previous candidate search will be reviewed and discussed at that meeting. Gregg Guetschow recommended including all candidates whose names will be on the November ballot for the Village Council seats. Mr. Guetschow will contact those candidates via email. A timeline needs to be established for the hiring process.

- d) Committee of the Whole

Discussed how frequently the meetings should be held. It was decided to try holding the meetings on the third Monday of the month beginning at 6 pm as needed. This would be the same night as the regular Village Council meetings. In October, Chief Backing will be discussing a Noise Ordinance and Code Enforcement. In November, Gregg Guetschow would like to start the budget preparation

process with a discussion of Long-Term Planning including Capital Outlay projects.

There were no other council member comments.

ADJOURNMENT

Without objection the meeting adjourned at 7:15 pm.

Respectfully submitted,

Kathy S. Forman
Village Clerk / Treasurer

Expenditures

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank ARTS					
08/08/2024	ARTS	3403	CARDMEMBER	ELAN FINANCIAL SERVICES	13.59
08/15/2024	ARTS	3404	ACE	LAKE ODESSA ACE HARDWARE	11.99
08/15/2024	ARTS	3405	AMAZON	AMAZON CAPITAL SERVICES, INC.	87.59
08/15/2024	ARTS	3406	CARL'S	CARL'S SUPERMARKET	20.31
08/15/2024	ARTS	3407	KAREN	KAREN BANKS	245.38
08/15/2024	ARTS	3408	MENARD	MENARDS-IONIA	211.42
08/15/2024	ARTS	3409	MEYER'S	MEYERS' HOMETOWN BAKERY	246.00
08/15/2024	ARTS	3410	RIVERCITY	RIVER CITY REPRODUCTIONS	262.00
08/22/2024	ARTS	3411	VERIZON	VERIZON WIRELESS	43.65
08/22/2024	ARTS	3412	WALKER	WALKER, FLUKE & SHELDON, PLC	142.50

ARTS TOTALS:

Total of 10 Checks:	1,284.43
Less 0 Void Checks:	0.00
Total of 10 Disbursements:	1,284.43

Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY

08/22/2024	DDA	1241	WALKER	WALKER, FLUKE & SHELDON, PLC	142.50
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DDA TOTALS:

Total of 1 Checks:	142.50
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	142.50

Bank GEN 1447 GENERAL FUND

08/01/2024	GEN	43031	ACE	LAKE ODESSA ACE HARDWARE	35.97
08/01/2024	GEN	43032	ADT	ADT COMMERCIAL	63.74
08/01/2024	GEN	43033	AMAZON	AMAZON CAPITAL SERVICES, INC.	352.86
08/01/2024	GEN	43034	GREGG	GREGG GUIDANCE, LLC	2,513.15
08/01/2024	GEN	43035	LAKWOOD	LAKWOOD NEWS	202.00
08/01/2024	GEN	43036	MISC	TOM PURDY	75.00
08/01/2024	GEN	43037	MISC	CURTIS COLVIN	11.65
08/01/2024	GEN	43038	NYE	NYE UNIFORM	40.71
08/01/2024	GEN	43039	VERIZON	VERIZON WIRELESS	153.26
08/08/2024	GEN	43040	ACE	LAKE ODESSA ACE HARDWARE	9.99
08/08/2024	GEN	43041	CARDMEMBER	ELAN FINANCIAL SERVICES	919.97
08/08/2024	GEN	43042	CINTAS	CINTAS FIRST AID & SAFETY	103.85
08/08/2024	GEN	43043	CONSUMERS	CONSUMERS ENERGY	2,948.68
08/08/2024	GEN	43044	GRANGER	GRANGER	95.49
08/08/2024	GEN	43045	IONIA LOCK	IONIA LOCK & KEY	196.43
08/08/2024	GEN	43046	MISC	CURTIS COLVIN	13.75
08/08/2024	GEN	43047	NAPA	MOTOR PARTS AND EQUIPMENT COMPANY	69.86
08/08/2024	GEN	43048	WEX	WEX BANK	1,053.04
08/15/2024	GEN	43049	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	45.64
08/15/2024	GEN	43050	CONSUMERS	CONSUMERS ENERGY	723.75
08/15/2024	GEN	43051	IT RIGHT	VC3, INC	150.00
08/15/2024	GEN	43052	POLLY	POLLY PRODUCTS	2,797.35
08/15/2024	GEN	43053	SBAM PLAN	SBIS	377.49
08/15/2024	GEN	43054	WOW	WOW! BUSINESS	136.00
08/16/2024	GEN	43055	MISC	CAPITAL REAL ESTATE TAX SERVICES	707.92
08/19/2024	GEN	43056	BCN	BLUE CARE NETWORK	2,034.43
08/22/2024	GEN	43057	ADT	ADT COMMERCIAL	63.74
08/22/2024	GEN	43058	BEHRENS	BEHRENS LTD	192.00
08/22/2024	GEN	43059	GREGG	GREGG GUIDANCE, LLC	2,753.02
08/22/2024	GEN	43060	IT RIGHT	VC3, INC	116.00
08/22/2024	GEN	43061	JERRY'S	ALMA TIRE SVC INC	147.00
08/22/2024	GEN	43062	MISC	KACZMARSKI HEARING SERVICES-WALKER	180.00
08/22/2024	GEN	43063	TIPTOP	TIP TOP CUSTOMS LLC	36,221.49
08/22/2024	GEN	43064	VERIZON	VERIZON WIRELESS	290.39
08/22/2024	GEN	43065	VERNS	VERN'S REPAIR & SPORT	35.50
08/22/2024	GEN	43066	WALKER	WALKER, FLUKE & SHELDON, PLC	6,412.50
08/22/2024	GEN	43067	WOW	WOW! BUSINESS	116.25

GEN TOTALS:

Total of 37 Checks:	62,359.87
Less 0 Void Checks:	0.00
Total of 37 Disbursements:	62,359.87

Bank HWY 6659 GENERAL HWY

08/08/2024	HWY	2151	HSV	HSV REDI-MIX	913.00
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Check Date	Bank	Check	Vendor	Vendor Name	Amount
08/15/2024	HWY	2152	HSV	HSV REDI-MIX	3,237.00
08/15/2024	HWY	2153	SBAM PLAN	SBIS	63.20
08/22/2024	HWY	2154	HSV	HSV REDI-MIX	156.96
08/22/2024	HWY	2155	WALKER	WALKER, FLUKE & SHELDON, PLC	1,425.00

HWY TOTALS:

Total of 5 Checks:	5,795.16
Less 0 Void Checks:	0.00
Total of 5 Disbursements:	5,795.16

Bank LOC 6646 LOCAL STREETS

08/08/2024	LOC	2433	HSV	HSV REDI-MIX	863.73
08/08/2024	LOC	2434	MI PAVING	MICHGAN PAVING & MATERIALS CO.	86,333.27
08/15/2024	LOC	2435	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	12.17 V
08/15/2024	LOC	2436	SBAM PLAN	SBIS	8.91 V
08/15/2024	LOC	2438	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	12.17
08/15/2024	LOC	2439	SBAM PLAN	SBIS	8.91
08/22/2024	LOC	2440	WALKER	WALKER, FLUKE & SHELDON, PLC	997.50

LOC TOTALS:

Total of 7 Checks:	88,236.66
Less 2 Void Checks:	21.08
Total of 5 Disbursements:	88,215.58

Bank MAJ 6633 MAJOR STREETS

08/08/2024	MAJ	2500	MISC	PK CONTRACTING	3,692.20
08/15/2024	MAJ	2501	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	7.61
08/15/2024	MAJ	2502	SBAM PLAN	SBIS	5.85
08/22/2024	MAJ	2503	WALKER	WALKER, FLUKE & SHELDON, PLC	1,425.00

MAJ TOTALS:

Total of 4 Checks:	5,130.66
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	5,130.66

Bank WATER 6620 WATER

08/01/2024	WATER	5988	TRICOU	HOMEWORKS	3,192.85
08/01/2024	WATER	5989	VERIZON	VERIZON WIRELESS	36.68
08/08/2024	WATER	5990	BADGER	BADGER METER	801.71
08/08/2024	WATER	5991	CITY SERVI	CITY SERVICES INCORPORATED	2,475.00
08/08/2024	WATER	5992	IONIA CITY	CITY OF IONIA	22.00
08/08/2024	WATER	5993	IONIA LOCK	IONIA LOCK & KEY	196.43
08/08/2024	WATER	5994	WEX	WEX BANK	501.60
08/15/2024	WATER	5995	AT&T	AT&T	142.84
08/15/2024	WATER	5996	BLUE CROSS	BLUE CROSS BLUE SHIELD OF MICHIGAN	198.50
08/15/2024	WATER	5997	CONSUMERS	CONSUMERS ENERGY	816.43
08/15/2024	WATER	5998	SBAM PLAN	SBIS	254.32
08/19/2024	WATER	5999	BCN	BLUE CARE NETWORK	3,344.09
08/22/2024	WATER	6000	IT RIGHT	VC3, INC	23.00
08/22/2024	WATER	6001	TIPTOP	TIP TOP CUSTOMS LLC	16,755.70
08/22/2024	WATER	6002	VERIZON	VERIZON WIRELESS	130.95
08/22/2024	WATER	6003	WALKER	WALKER, FLUKE & SHELDON, PLC	3,705.00

WATER TOTALS:

Total of 16 Checks:	32,597.10
Less 0 Void Checks:	0.00
Total of 16 Disbursements:	32,597.10

Bank WBOND 8194 WATER BOND REDEMPTION

08/01/2024	WBOND	10(E)	RURAL DEV	UNITED STATES OF AMERICA	105,742.22
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WBOND TOTALS:

Total of 1 Checks:	105,742.22
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	105,742.22

Check Date	Bank	Check	Vendor	Vendor Name	Amount
REPORT TOTALS:					
Total of 81 Checks:					301,288.60
Less 2 Void Checks:					21.08
Total of 79 Disbursements:					<u>301,267.52</u>

Purchases Over \$3,000.00



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

Emergency: 1-800-848-9333
Billing: 1-800-562-8232
Payments: 1-844-963-2875

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

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

328 0 AV 0.545
VILLAGE OF LAKE ODESSA
839 4TH AVE
LAKE ODESSA MI 48849-1001

5 328
C-2

Account Number	2043600
Rate	CMLP5
Current Due Date	08/16/2024
Bill Date	07/24/2024
Days Billed	30
Meter Number	56587
kWh per Day Last Year	716
kWh per Day This Year	713

Account Status	
Previous Balance 06/22/24	\$4,043.12
Payment Received 07/05/24	-\$4,043.12
Balance Forward	\$0.00
Current Charges	\$3,192.85
Total Amount Due 08/16/24	\$3,192.85



591-536-920.000

SERVICE ADDRESS:	2367 BONANZA RD #5				POLE #:	OD392X7M	BOARD DIST:	D02			
Billing Period	METER READINGS				MULTIPLIER	ENERGY USED	ENERGY UNIT	RATE PER UNIT	CHARGE		
06/14/2024 TO 07/14/2024	BEGIN	TYPE	END	TYPE							
PEAK	600480	REG	603806	REG	1	3326	KWH	0.07550	\$251.11		
INTERMEDIATE	294566	REG	301378	REG	1	6812	KWH	0.07550	\$514.31		
OFF PEAK	978894	REG	990142	REG	1	11248	KWH	0.07550	\$849.22		
POWER SUPPLY COST RECOVERY						21386		0.00856	\$183.06		
PEAK KW						90.890	KW	14.00000	\$1,272.46		
AVAILABILITY CHARGE										\$98.00	
MICHIGAN LOW INCOME ENERGY FUND										\$0.88	
MICHIGAN ENERGY OPTIMIZATION SURCHARGE										\$23.81	
TOTAL CURRENT CHARGES WITHOUT OPERATION ROUND UP										\$3,192.85	
TOTAL AMOUNT										\$3,192.85	



PK
CONTRACTING

MAIN OFFICE
1965 Barrett Drive
Troy, MI 48084-5372
PHONE 248-362-2130
FAX 248-362-4969

INVOICE

TO: Lake Odessa

INVOICE DATE: 8/2/2024
DUE DATE: UPON RECEIPT

PK INVOICE# 249091-1
Lake Odessa Village 2024 Markings

Attn: Jesse Trout
jtrout@lakeodessa.org

PAVEMENT MARKINGS

WORK OF: 7/2-7/17/24

ITEM CODE	DESCRIPTION	PK completed to date	UNIT Price	Due This Period
1	Waterborne 4" White	146.00	\$ 0.200	\$ 29.20
2	Waterborne 4" Yellow	18,315.00	\$ 0.200	\$ 3,663.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Please pay from this invoice

BALANCE DUE \$ 3,692.20

**PLEASE REMIT PAYMENT TO:
PK CONTRACTING
1965 BARRETT
TROY MI 48084**

ST
202-449-863



Service Agreement

Date:	July 1, 2024		
Customer:	Village of Lake Odessa	Main #:	
Project Address:	839 4 th St	Cell #:	
	Lake Odessa, MI 48849	Fax #:	

Contractor hereby submits the following specifications: To perform roofing, siding, soffit, fascia, and gutter replacement per specifications on attached estimate dated 6/27/2024, PO Lake-O REV3

\$158,931.58 one-hundred fifty-eight thousand nine hundred thirty-one dollars and fifty-eight cents.

Payment schedule as follows: \$52,977.20 deposit required, \$52,977.19 due on start of project, \$52,977.19 due on completion.

MAKE CHECKS PAYABLE TO 'TIP TOP CUSTOMS LLC'

Any alteration or deviation from the above specifications involving extra costs will be executed only upon a written order and will become an extra charge over and above the invoice. All agreements are subject to any strikes, accidents, or delays beyond the contractor's control. Deposits are nonrefundable.

Acceptance of Service Agreement

As stated in the above specification. The costs, materials, and specifications are satisfactory and are hereby accepted. I authorized the contractor to perform the work as specified and will provide payments as summarized above.


Customer Signature: 
Jesse W Trout (Jul 1, 2024 13:04 EDT)

Date: Jul 1, 2024

Contractor Signature: Nicholas Burger

Date: 7/1/2024

Payment Due On Start of Project
 101-265-970.000 36,221.49
 591-536-931.001 16,755.70

(269) 223-2726 

cassie@tiptopcustomsllc.com 

www.tiptopcustomsllc.com 

9837 Ackley Rd, Bellevue, MI 49021 

BL # 262100398 

Kathy Forman

From: SM.RD.MIGRANDPAW.CP <SM.RD.MIGRANDPAW.CP@usda.gov>
Sent: Monday, July 1, 2024 8:28 AM
To: Manager; Kathy Forman
Subject: Lake Odessa, Village of - August Payment Invoice

Importance: High



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

RE: Notice of Payment Due

Dear Borrower:

The following payment is due **August 1, 2024**:

Loan	Principal	Interest	Total			
91-04	\$72,000.00	\$33,742.22	\$105,742.22	<i>Prin</i>	<i>591-000-300.003</i>	<i>72,000.00</i>
				<i>Int.</i>	<i>591-536-994.000</i>	<i>33,742.22</i>

TOTAL DUE: \$105,742.22

As part of the Preauthorized Debit (PAD) process, this amount will be automatically deducted from your account on the due date. Please be sure this amount is in the proper bank account.

Extra principal payments are now being withdrawn electronically. If you wish to request an extra principal payment, please send us an email.

If you have any questions, please contact our office at (616) 942-4111 ext. 6 or email us at sm.rd.migrandpaw.cp@usda.gov.

Thanks,
Community Programs

101-101-806.000 45% 6,412.50
 202-449-806.000 10% 1,425.00
 203-449-806.000 7% 997.50
 204-446-806.000 10% 1,425.00
 248-275-806.000 1% 142.50
 290-752-806.000 1% 142.50
 591-536-806.000 26% 3,705.00



WALKER, FLUKE & SHELDON, PLC
 CERTIFIED PUBLIC ACCOUNTANTS
Building Trust, Delivering Integrity, One Handshake at a Time.

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

Office - 1
 Invoice: 2000231717
 Date: 07/31/2024
 Due Date: 08/30/2024

For professional services rendered as follows:

Audit of the financial statements for the fiscal year ended February 28, 2024.	11,500.00
Audit testing procedures and reporting for the DDA fiscal year ended February 28, 2024.	1,500.00
Preparation of the F-65 and Act 51 report to the State of Michigan for the fiscal year ended February 28, 2024.	750.00
Consulting and bookkeeping assistance during the audit of the financial statements for the fiscal year ended February 28, 2024, including recording accounts payable, adjusting receivables, adjusting taxes, recording and maintaining depreciation schedules, reclassifying debt payments, reclassifying capital outlay, and other miscellaneous adjustments.	500.00

Billed Time & Expenses	<u>\$14,250.00</u>
Invoice Total	<u><u>\$14,250.00</u></u>

Past due balance (30 days after due date) will be charged a 1.25% finance charge per month.

Consent Agenda

MINUTES

Lake Odessa Area Arts Commission

Regular Meeting

Monday, August 12, 2024

Page Memorial Building

Lake Odessa, Michigan

1. **Call to Order:** Chair Hermes called the meeting to order at 7:05 p.m.
Present: Melanie Baker, Karen Banks, Meg Hermes, Carrie Johnson, Nancy Mattson, Aurora Rice
Absent: Ty Nurenberg
Visitors: None
Staff: None
2. **Approval of Agenda:** Motion by Banks, support by Hermes, to approve agenda with addition of Thank You display ad. All ayes; motion carried, with Baker absent.
3. **Public Comment:** None.

Baker arrived at 7:06 p.m.

4. **Minutes:** Motion by Johnson, support by Hermes, to approve minutes of July 8, 2024 regular meeting and July 25, 2024 special meeting. All ayes; motion carried.
5. **Finance:**
 - a. **Revenue/Expense report:** Report was reviewed.
 - b. **Accounts payable:** Motion by Johnson, support by Mattson, to approve the following invoices:

Menard's	Supplies (cup hooks, bungee cords, cable ties, broom, pop-up canopy, marking paint)	211.42
Lake Odessa Ace Hardware	rubber mallet	11.99
Carl's Supermarket, Inc.	(4) 20-lb. bags ice	20.31
River City Reproductions	Sign printing	262.00
Meyers' Bakery	10 doz donut holes, 12 doz cake donuts	246.00
Karen Banks	(2) 100-pk. cooling towels, 24 lanyards for ID badges	161.18
Karen Banks	Photocopies (at Staples): volunteer handbooks, volunteer waiver forms	84.20
Amazon Business	Art supplies for Kids' Zone	<u>87.59</u>
	TOTAL:	<u>1,084.69</u>

All ayes; motion carried.

6. 2024 Art in the Park Recap:

- a. Artist referral rebates: Tabled until September meeting.
- b. 2025 Artist applications: As of 8/9/24, 27 applications have been received, 36 booth spaces purchased for a total of \$1,650 booth fee revenue.
- c. Visitor comment cards: Feedback was reviewed. Door prizes were drawn; winners of \$25 Buddy's on the Beach gift cards were Jim Marquess, Roger Geiger, Janet Thomas and Judy Wells.
- d. Artist feedback: Comment cards received through 8/9/24 were reviewed.
- e. Food vendors:
 - 1) Banks reported that she spoke with Tim Feuerstein (roasted nuts). He has asked that he be allowed to sell fresh squeezed lemonade in 2025. He also stated he prefers not to be located with food vendors selling entrees, as he feels that has a negative impact on his sales. There was no objection from board members in allowing him to sell lemonade, even though Lesa's Elephant Ears will also sell lemonade.
 - 2) Vendors returning in 2025: Mattson reported that Kool Breeze, Grub-A-Dub, Lesa's Elephant Ears and kettle corn vendor want to return in 2025.
 - 3) Vendors not returning or who will not be invited back in 2025:
 - Mattson reported that Sugar Buzz Bakery reported she did not make a profit (perhaps she spent too much on packaging), and she left the event early. She will not be invited back in 2025.
 - Good Sense Coffee did not make enough profit.
 - Maria's Tacos: Mattson reported that since March 2024 she had emailed James Espinoza 12 times and despite his promises to pay his booth fee, payment was not received until after close of this year's show. Also, they left before end of show. She does not want to invite him back next year.
- f. Kids' Zone: Rice reported concerns with Josh Dunigan (Drums for All!). She stated that if he returns, there should be an hour between the kids crafts and the beginning of his performance. Also, the noise from his drumming interfered with music on stage. Discussion followed. Possible solution would be for him to perform a set from the stage. Rice stated Dunigan was difficult to deal with and would prefer that he not be invited back.
- g. Volunteers and Sponsors: Discussion was held whether to purchase a display ad to thank sponsors and volunteers. Consensus was that mailed letters would be sufficient.

h. Complaints and suggestions for 2025: The following items were discussed based upon artist feedback received to date, visitor comments, and comments from board members and volunteers:

- Possible art class at event, held in a separate area. Should there be an entry fee or tickets sold in advance? If so, could Kids' Zone be moved to a different location?
- Complaint re: dogs peeing on tents and merchandise. What are possible solutions?
- Visitor Comment received re: local area string quartet. Are we interested in auditioning them for 2025?
- Artist Check-in, Load-In and Load-Out:
 - Consensus was that assigning artists to three separate check-in/load-in time slots helped eliminate congestion and made process more efficient. Should we change to one-hour time slots in 2025?
 - We did not have enough volunteers to assist with load-out. Mattson reported that she is noticing that artists have begun to have a sense of entitlement and have become demanding. Consideration needs to be given to perhaps hiring event staff and charging artists an additional fee for load-in/load-out assistance.
- Golf carts: Arts Commission needs to have instructions for cart maintenance in event a cart malfunctions, and we should have an emergency contact at US Cart in event of a cart failure.
- Advertising: Discussion was held re: lack of banner in town to advertise the event. Banks discussed the issue with sign regulations and free speech. Instagram and Snapchart should be considered as vehicles for event promotion.
- First Aid: Concerns were raised about Fire Department at Art in the Park. Discussion was held re: possibly hiring DK Security or Life EMS.
- Tool Crib (U-Haul trailer): Banks, Hermes and Mattson stated that the trailer should not be loaded at end of event until it is hooked up to a tow vehicle.

7. **Mural Project:** Banks reported that she has discussed the project with the DDA.
8. **Michigan Arts & Culture Council Grants:** Banks reported that the final report for the 2024 grant must be submitted by the end of October 2024. She has applied for a \$20,000 grant for 2025, and notification of the grant award should be received in September.
9. **Adjournment:** Without objection, meeting adjourned at 9:48 p.m.

Respectfully submitted,

Karen Banks, Secretary/Treasurer

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Regular Meeting - Tuesday, September 10, 2024
Page Memorial Building, Lake Odessa MI

Present: Sarah McGarry, Marilyn Danielson, Karen Banks, Bill Rogers
Absent: Sue Dahms, Darwin Thompson
Staff: Village Manger Gregg Guetschow, Village Clerk/Treasurer Kathy Forman
Guests: McKenna Representatives Danielle Bouchard and Aayush Patel

- I. **Call to Order:** Meeting called to order by McGarry at 7:00 a.m.

- II. **Agenda:** Motion by Banks, supported by McGarry, to approve the amended agenda adding Action/Discussion Items d) Sid’s Flower Shop proposal. All ayes, motion carried, 4-0.

- III. **Public Comment:** None.

- IV. **Approval of Minutes:** Motion by Danielson, supported by Rogers, to approve minutes of 7/9/24 regular meeting. All ayes; motion carried, 4-0. Motion by Banks, supported by McGarry, to approve minutes of 7/25/24 special meeting. All ayes; motion carried, 4-0.

- V. **Finance Report:** The Revenue and Expense report for the period ending 8/31/24 was reviewed. Motion by Banks, supported by McGarry to approve the Accounts Payable from July and August 2024. All ayes; motion carried, 4-0.

- VI. **Action/Discussion Items:**
 - a) **McKenna kick-Off Presentation**
Danielle Bouchard and Aayush Patel discussed the Lake Odessa Development and TIF Plan. There will be several steps in the process. A review of the current plan will be conducted looking for areas to be updated and any new ideas that might arise. Members were asked what they would like to see in the new plan. Many ideas were discussed. A list of community events was started. Several questions were brought up which will be addressed as the plan is developed.

 - b) **Gregg Guetschow Memorandum – Sidewalk Occupancies:**
Several items were presented for the DDA to think about as they evaluate what regulations they would like to see in place for sidewalk occupancies.

 - c) **Mood Media – Sound System Quote and Scope of Work:**
Sarah met with a technician from Mood Media and they completed an inspection of the sound equipment in the Village Lobby as well as a walk down both sides of the street to look and listen to the speakers. The amp is good. There is visible damage to two

speakers. The east side of Fourth Avenue by Carl's has no sound coming from the speakers and will need electrical work.

Motion by Danielson, supported by Rogers to approve the Mood Media quotation in the amount of \$4,934.85. All ayes; motion carried, 4-0

d) Sid's Flower Shop:

Motion by Banks, supported by McGarry to approve the quote for Christmas Garland Pre order for 2024 only in the amount of \$1,890. All ayes; motion carried, 4-0.

VII. Beautification Committee:

None

VIII. Board Member Comments:

None

IX. Adjournment: Without objection, meeting adjourned at 8:35 a.m.

Respectfully submitted,

Kathy Forman
Village Clerk/Treasurer

Departmental Reports



MEMORANDUM

TO: President Banks and Village Council Members

FROM: Gregg Guetschow, Village Manager

SUBJECT: Agenda Summary and Miscellaneous Matters

DATE: September 12, 2024

ITEMS OF BUSINESS:

Resolution 2024-48 Vacating a Portion of Fourth Avenue. Bill Rogers has applied for the vacation of the portion of Fourth Avenue that lies south of Lakeview Drive extending to the shore of Jordan Lake. This street right-of-way is bisected by the line that separates Sweitzer's Addition and Fellow's addition. The property abutting this portion of Fourth Avenue on the east is owned by Mr. Rogers. The property abutting this portion of Fourth Avenue on the west is owned by Mary Debler. Ms. Debler has not formally applied for vacating the street.

Although this portion of the street was once paved, some time ago the hard surfaced was removed and replaced with grass. An abutting property owner had mowed this grass at one time, a duty now performed by the Department of Public Works.

This end of the street has been used in the past by the Fire Department for drafting water used in fire suppression. Letters found in network files from 2001 and 2002 state that the Village Council supported continuing this access, along with public access to the lake through this parcel. The Fire Chief has recently indicated that access for filling fire trucks is no longer as essential as was once the case. Members of the public do use the property. Signs have been installed advising them on appropriate practices for use of the property.

As with any property owned by the Village, the Village is responsible for activities that it permits to occur there. Although the Village is shielded from liability under Michigan law, there is an exception for street right-of-way areas. I asked the loss control consultant with the Michigan Municipal League's property and liability insurance program to provide guidance on risks associated with allowing public access on this parcel. Here is his response:

While I was there for a loss control visit you asked me about your liability on an abandoned section of road that dead ends at the edge of the lake that has turned into an unofficial park area. After consulting with the rest of my team we have come to the consensus that if it is still a dedicated local road, I would say your liability is the same as for any other road under your jurisdiction in the village. It needs to be kept in reasonably safe repair for vehicle and pedestrian traffic, which is a pretty broad

standard. There are plenty of dirt roads that meet that standard just fine so a grass road might not be an issue. We don't see anything too concerning in the pictures as far as possible hazards might go. As I stated in our meeting, I would recommend that you run this question past your attorney for their opinion and input. If you have any questions or if I can help in any other way please let me know.

The one area of concern I have from a liability standpoint is the catch basin on the east side of the property. This is a potential trip-and-fall hazard but one that could be corrected by installing a beehive grate to replace the current grate. If the Village Council elects not to vacate this portion of Fourth Avenue, I would also recommend installing a sign advising that it is used at visitors' risk.

As the resolution states, and the catch basin indicates, there is a storm sewer line that extends to the lake. If Council vacates this portion of the street, that action must include a permanent easement to allow us to maintain the storm sewer.

Joint Resolution Dissolving Lakewood Recreational Authority. The Village Council previously approved dissolving the Lakewood Recreational Authority. Odessa Township approved a similar action. The next step in the process is for both governing bodies to approve a joint resolution that formalizes this action. Odessa Township is expected to take this up at its October meeting.

Resolution 2024-49 Setting Trick-or-Treat Hours. Each year, the Village Council confirms via resolution the day and hours when trick-or-treating will take place in Lake Odessa. As was discussed during the committee-of-the-whole meeting, no siren will be activated this year to mark these hours.

Resolution 2024-50 Approval of CHILL Grant Agreement. After much delay and generating a flurry of documents on more than one occasion, the Village has finally received official award of grant funds for the CHILL housing rehabilitation program. Council approval of the grant agreement is now required to release these funds.

Resolution 2024-51 Approval of Third-Party Administrator Contract. Council had previously approved entering into a grant with Smith Housing Consulting to administer the CHILL grant program. MSHDA subsequently required that we solicit a second proposal for these services. The proposals were alike in terms of services provided and cost. We advised MSHDA that our recommendation to retain Smith Housing Consulting was based on prior experience with both firms, leading to a determination that Smith's proposal was superior. Council approval execute the contract with Smith is needed.

Resolution 2024-52 Authorizing Village President to Sign a Deed. We previously reported that we had executed a deed with the Spragues to sell a vacant parcel of land on Musgrove Highway. The title company handling the close is now seeking documentation that the Village President is authorized to sign the deed. The proposed resolution should satisfy their concerns and allow this transaction to conclude finally.

Resolution 2024-53 Approving Public Participation Plan for CHILL Grant. The Council has approved a public participation plan for the CHILL grant on at least two separate occasions, I believe. Due to last minute changes at MSHDA, however, it is necessary to do this one more time.

Village Manager Recruitment Discussion. This agenda item will continue the discussion that began at the committee-of-the-whole meeting on the timing of soliciting applications for the village manager vacancy.

Village Manager Profile Update. In preparation for action on the preceding item, current Council members and Council candidates were emailed Tuesday seeking their input on proposed revisions to the Village Manager position profile. The deadline for my receiving that input is Monday at 9:00. I will summarize comments for Council for discussion at the meeting.

MISCELLANEOUS MATTERS:

DDA Development Plan Update. At its meeting on Tuesday, the Downtown Development Authority met with Danielle Bouchard, a planner with McKenna, to kick off the update to the development plan. During the discussion, DDA board members identified specific areas of focus for use of tax increments that would be captured pursuant to the new development plan. It is expected that the process of updating this plan will take approximately six months.

Master Plan Update. Following the DDA meeting, President Banks and I met with another McKenna Planner, Aayush Patel, for an update on progress on the Master Plan. It is expected that a survey to receive citizen input will be read soon. The citizen engagement portion of the Master Plan process will cover needs for this input for both the Master Plan and the DDA Development Plan.

Meeting with Engineer/Architect. DPW Director Jesse Trout and I are scheduled to meet with a representative of Wightman and Associates on September 17 for a discussion about whether they would be a good match for our needs for engineering and architectural services for projects such as street reconstruction and the pavilion reconstruction.

Ordinance Updates. I am continuing to work on updating ordinances dealing with enforcement of property maintenance standards and uses of streets. I have had several discussions with Chief Kendra Backing about the former. In addition, at the recent DDA meeting, I received input from Board members about regulations on sidewalk occupancies.

Office Hours. My office hours for the next two weeks will be determined on a day-to-day basis as I have been selected for jury duty in Eaton County.

WELCOME TO OUR FRIENDLY PORT

Lake Odessa



Officer Colvin and Officer Tollefson pictured at the DPW garage parking lot area with the Lakewood Youth Football team.



Public Relations:

Officers attended the “Back to School Bash” held at the Lake Odessa Fairgrounds. The weather was great and the event allowed for school aged children and their families to interact with local emergency responders. We appreciated the invite from the Lakewood Community Women’s organization.

Lakewood Community Women
Sharing Gods Love with our Community

Games For ALL Ages
Inflatables
Gift Bags
Kids Sight Vision Screening
Food
Music
Face Painting

2nd Annual

FREE

Back to School Bash

Sunday August 4th, 2024
1-4 PM at Lake Odessa Fairgrounds

For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. - John 3:16

Ages 10 and under must be accompanied by an adult

TRAINING: Autopsy training held at Michigan Health-Sparrow



Several MDT members, including Officer Colvin, met at the Chief Investigator-Office of the Medical Examiner University of Michigan Health-Sparrow in Lansing to learn more about autopsy procedures and practices while the pathologists practiced their craft during a live autopsy.

Standardized Field Sobriety Testing (SFST):

The Standardized Field Sobriety Testing (SFST) training curriculum prepares police officers and other qualified persons to conduct the SFST's for use in OWI investigations. Officer Colvin successfully completed the three-day training course as part of his field training requirements and now is certified to administer the tests in the field.

- Blood alcohol content (BAC) limits:
Drivers over 21 can't drive with a BAC of 0.08% or higher, while drivers under 21 can't drive with a BAC of 0.02% or higher. Commercial drivers, including school bus drivers, can't drive with a BAC of 0.04% or higher, even when driving a non-commercial vehicle.
- High-BAC law:
Drivers with a BAC of 0.17% or higher face enhanced penalties.
- Impairment:
Drivers can be arrested for drunk driving if they show signs of impairment, regardless of their BAC.
- Penalties:
Penalties for drunk driving increase with each offense. First and second offenses are misdemeanors, while third or more offenses are felonies.

AUGUST 2024 CALLS FOR SERVICE:

08/31/24 22:45:38 9908 - GENERAL
08/31/24 20:23:04 9807 - SUSPICIOUS
08/31/24 15:08:57 9908 - GENERAL
08/31/24 14:35:58 TRF - TRAFFIC
08/31/24 08:07:41 Property Check -
08/31/24 00:47:31 9908 - GENERAL
08/30/24 22:00:20 Property Check
08/30/24 20:21:44 TRF - TRAFFIC
08/30/24 17:02:35 TRF - TRAFFIC
08/30/24 16:51:07 TRF - TRAFFIC
08/30/24 16:38:43 TRF - TRAFFIC
08/30/24 16:25:49 TRF - TRAFFIC
08/30/24 16:16:25 TRF - TRAFFIC
08/30/24 11:33:48 TRF - TRAFFIC
08/30/24 11:13:46 TRF - TRAFFIC
08/30/24 08:06:27 FOLLOW UP
08/29/24 16:22:30 5403 - TRAFFIC
08/29/24 09:11:31 3800 - FAMILY
08/28/24 08:52:06 911H - 911 Hang Up
08/27/24 23:20:22 99091 - MED 1
08/27/24 20:24:50 REPO - Repossession
08/27/24 12:55:51 5300 - DISORDERLY
08/27/24 12:25:27 99093 - MED 3
08/27/24 09:12:58 5000 - WARRANT
08/27/24 08:57:50 FOLLOW UP
08/27/24 06:41:30 99093 - MED 3
08/26/24 22:01:45 Assist Outside Agency
08/26/24 14:29:15 Assist Outside Agency
08/26/24 14:15:40 3800 - FAMILY
08/26/24 14:05:07 5300 - DISORDERLY
08/26/24 11:14:21 99091 - MED 1
08/26/24 04:43:24 99092 - MED 2
08/25/24 13:53:48 TRF - TRAFFIC
08/25/24 09:59:25 9807 - SUSPICIOUS
08/24/24 23:18:37 FIREWORKS -
08/24/24 19:36:45 FOLLOW UP -
08/24/24 18:50:18 5403 - TRAFFIC
08/24/24 15:50:27 TRF - TRAFFIC
08/24/24 14:36:25 Property Check
08/24/24 10:41:34 5701 - TRESPASSING
08/24/24 02:51:30 2201 - BURGLARY
08/23/24 19:05:43 2900 - MDOP
08/23/24 18:07:45 FOLLOW UP -
08/22/24 18:34:56 FOLLOW UP -
08/22/24 16:41:53 9909P - NON CRIMINAL
08/22/24 15:54:11 9909P - NON CRIMINAL
08/22/24 13:49:31 5300 - DISORDERLY
08/21/24 15:55:51 9908 - GENERAL
08/21/24 14:28:57 9908 - GENERAL
08/21/24 12:35:04 9807 - SUSPICIOUS
08/21/24 02:31:42 9807 - SUSPICIOUS
08/20/24 20:24:09 9903 - MISSING
08/20/24 16:57:39 TEST - TEST
08/20/24 16:49:52 TEST - TEST
08/20/24 15:57:53 TEST - TEST
08/20/24 15:22:05 TEST - TEST
08/20/24 15:19:57 TEST - TEST
08/20/24 15:09:05 FOLLOW UP -
08/20/24 13:44:21 1302 - DOMESTIC
08/20/24 11:37:56 2300 - LARCENY
08/19/24 21:52:52 TRF - TRAFFIC
08/19/24 20:50:33 FOLLOW UP
08/19/24 10:25:55 99092 - MED 2
08/18/24 22:28:31 9908 - GENERAL
08/18/24 19:24:02 2900 - MDOP
08/18/24 14:41:16 TRF - TRAFFIC
08/17/24 23:43:32 9908 - GENERAL
08/17/24 21:34:13 99092 - MED 2
08/17/24 19:59:25 Property Check -

08/17/24 16:56:31 FOLLOW UP -
08/17/24 11:51:05 VDOM - VERBAL
08/17/24 11:27:32 2600 - FRAUD
08/17/24 07:31:30 9908 - GENERAL
08/16/24 21:54:32 REPO - Repossession
08/16/24 17:30:37 99091 - MED 1
08/16/24 14:29:25 9908 - GENERAL
08/16/24 14:21:37 FOLLOW UP -
08/16/24 13:12:00 5701 - TRESPASSING
08/16/24 12:25:03 9909P - NON CRIMINAL
08/15/24 19:31:30 FOLLOW UP -
08/14/24 14:48:03 911H - 911 Hang Up
08/13/24 21:49:09 9909P - NON CRIMINAL
08/13/24 19:12:52 9903 - MISSING
08/13/24 12:18:33 9909P - NON CRIMINAL
08/13/24 12:10:57 2900 - MDOP
08/13/24 08:15:53 FOLLOW UP
08/12/24 22:50:06 2900 - MDOP
08/12/24 12:03:20 2900 - MDOP
08/11/24 15:58:58 9807 - SUSPICIOUS
08/11/24 11:08:23 9501 - STRUCTURE
08/11/24 09:04:27 Property Check -
08/10/24 21:11:37 5300 - DISORDERLY
08/10/24 20:44:15 2900 - MDOP
08/10/24 00:23:00 9807 - SUSPICIOUS
08/09/24 16:33:08 FOLLOW UP -
08/09/24 15:44:03 911H - 911 Hang Up
08/09/24 13:39:36 TRF - TRAFFIC
08/09/24 12:41:36 TEST - TEST
08/08/24 22:31:29 9807 - SUSPICIOUS
08/08/24 09:30:08 9908A - Assist Other
08/08/24 08:53:46 911H - 911 Hang Up
08/07/24 20:36:39 9909P - NON
08/07/24 18:07:14 TEST - TEST
08/07/24 17:19:09 911H - 911 Hang Up
08/07/24 15:09:18 7000 - JUVENILE
08/07/24 10:24:46 99091 - MED 1
08/07/24 10:03:27 9807 - SUSPICIOUS
08/06/24 21:32:47 Property Check -
08/06/24 19:33:13 99091 - MED 1
08/06/24 12:59:04 5500 - HEALTH & SAFETY
08/05/24 23:05:55 9807 - SUSPICIOUS
08/05/24 18:51:16 5500 - HEALTH & SAFETY
08/05/24 12:10:19 9806 - CIVIL DISPUTE
08/05/24 03:06:26 FOLLOW UP -
08/05/24 00:39:03 9806 - CIVIL DISPUTE
08/04/24 10:38:20 9601 - ABANDONED
08/03/24 13:21:15 5403 - TRAFFIC
08/03/24 12:35:28 9301B - PDA TRAFFIC
08/03/24 10:18:01 9806 - CIVIL DISPUTE
08/03/24 10:10:57 Property Check -
08/02/24 21:06:35 REPO - Repossession
08/02/24 19:56:50 9806 - CIVIL DISPUTE
08/02/24 06:27:40 9807 - SUSPICIOUS
08/02/24 02:36:38 9908 - GENERAL

JULY 2024 CALLS FOR SERVICE:

07/31/24 22:09:05 7000 - JUVENILE
07/31/24 10:40:43 911H - 911 Hang Up
07/30/24 22:17:43 9909P - NON-CRIMINAL
07/30/24 20:26:06 7000 - JUVENILE
07/30/24 17:49:54 5000 - WARRANT
07/30/24 17:17:43 FOLLOW UP -
07/30/24 16:07:40 FOLLOW UP -
07/30/24 14:59:12 9501 - STRUCTURE
07/30/24 14:36:27 9909P - NON
07/30/24 10:56:44 5000 - WARRANT
07/30/24 07:11:50 9401 - ALARM
07/30/24 02:03:26 9807 - SUSPICIOUS

07/29/24 22:58:03 9909P - NON-CRIMINAL
07/29/24 19:28:38 5000 - WARRANT
07/29/24 17:56:14 TRF - TRAFFIC
07/29/24 17:24:25 TRF - TRAFFIC
07/29/24 16:58:14 TRF - TRAFFIC
07/29/24 07:51:54 9601 - ABANDONED
07/29/24 05:42:11 5403 - TRAFFIC
07/29/24 01:32:12 9807 - SUSPICIOUS
07/29/24 01:11:24 9807 - SUSPICIOUS
07/28/24 23:25:38 9807 - SUSPICIOUS
07/27/24 19:43:13 9807 - SUSPICIOUS
07/27/24 16:31:52 Property Check -
07/27/24 14:13:10 9908 - GENERAL
07/26/24 22:35:01 Property Check -
07/26/24 21:10:25 5402 - OWI/OUID
07/26/24 19:12:40 5500 - HEALTH & SAFETY
07/26/24 15:49:30 TRF - TRAFFIC
07/25/24 19:49:17 9908 - GENERAL
07/25/24 19:28:43 9908A - Assist Other
07/25/24 18:04:59 9807 - SUSPICIOUS
07/25/24 17:59:52 9301B - PDA TRAFFIC
07/25/24 17:51:42 9909M - MENTAL
07/25/24 12:11:05 2300 - LARCENY
07/25/24 08:53:11 9908 - GENERAL
07/25/24 07:01:00 9908 - GENERAL
07/24/24 03:07:20 9401 - ALARM
07/23/24 16:15:22 2900 - MDOP
07/23/24 11:41:29 9504 - WIRES
07/23/24 11:33:15 9909M - MENTAL
07/23/24 01:31:52 9807 - SUSPICIOUS
07/23/24 01:02:32 9908A - Assist Other
07/22/24 20:29:49 5500 - HEALTH & SHERMAN ST
07/22/24 10:40:21 1100 - CSC
07/21/24 16:57:33 5000 - WARRANT
07/21/24 15:16:03 Property Check -
07/20/24 12:05:19 FOLLOW UP -
07/20/24 08:14:02 99091 - MED 1
07/19/24 17:59:58 FOLLOW UP -
07/19/24 17:20:33 FOLLOW UP -
07/19/24 17:15:24 9909P - NON
07/19/24 17:02:28 FOLLOW UP -
07/19/24 16:50:01 1100 - CSC
07/19/24 16:06:29 FOLLOW UP -
07/19/24 12:47:28 99092 - MED 2
07/19/24 10:00:24 9807 - SUSPICIOUS
07/19/24 09:33:58 9908 - GENERAL
07/19/24 09:26:07 FOLLOW UP -
07/19/24 08:43:08 FOLLOW UP -
07/19/24 08:32:46 FOLLOW UP -
07/19/24 07:49:08 9807 - SUSPICIOUS
07/19/24 02:28:38 99093 - MED 3
07/18/24 23:38:56 1100 - CSC
07/18/24 11:50:40 9908 - GENERAL
07/18/24 07:47:00 9807 - SUSPICIOUS
07/17/24 15:30:40 9807 - SUSPICIOUS
07/17/24 13:09:18 1100 - CSC
07/17/24 09:24:35 DPW - DPW
07/16/24 23:21:35 99091 - MED 1
07/16/24 23:13:39 9807 - SUSPICIOUS
07/16/24 22:33:42 REPO - Repossession
07/16/24 20:19:31 9301B - PDA TRAFFIC
07/16/24 08:19:19 FOLLOW UP -
07/15/24 18:43:51 5701 - TRESPASSING
07/14/24 22:47:57 9807 - SUSPICIOUS
07/14/24 17:25:50 99092 - MED 2
07/14/24 16:05:33 5702 - LES
07/14/24 13:32:11 911H - 911 Hang Up
07/14/24 08:38:27 99092 - MED 2
07/14/24 01:30:24 5500 - HEALTH &
07/13/24 09:52:04 Property Check

07/13/24 06:37:34 9301B - PDA TRAFFIC;
07/12/24 13:46:04 9301B - PDA TRAFFIC
07/12/24 13:15:19 VDOM - VERBAL
07/12/24 02:23:54 9908A - Assist Other
07/11/24 14:04:15 5200 - WEAPONS
07/11/24 01:22:46 9807 - SUSPICIOUS
07/10/24 18:06:30 FOLLOW UP -
07/09/24 12:40:30 9808 - LOST
07/09/24 12:12:43 9909M - MENTAL
07/08/24 20:02:19 FIREWORKS -
07/08/24 19:53:40 FIREWORKS -
07/08/24 15:59:46 2300 - LARCENY
07/07/24 21:41:53 FIREWORKS -
07/07/24 20:08:22 VDOM - VERBAL
07/07/24 18:51:26 9807 - SUSPICIOUS
07/07/24 18:35:34 3500 - DRUGS
07/06/24 22:46:08 5300 - DISORDERLY
07/06/24 21:51:25 FIREWORKS -
07/06/24 21:45:05 1302 - DOMESTIC
07/06/24 20:34:01 9908 - GENERAL
07/06/24 19:54:58 5300 - DISORDERLY
07/06/24 19:45:01 FOLLOW UP -
07/06/24 16:44:11 911H - 911 Hang Up
07/06/24 14:34:42 Property Check -
07/05/24 22:11:59 TRF - TRAFFIC
07/05/24 19:15:53 9807 - SUSPICIOUS
07/04/24 22:59:36 99091 - MED 1
07/04/24 22:05:10 TRF - TRAFFIC
07/04/24 19:35:10 1302 - DOMESTIC
07/04/24 01:03:55 99091 - MED 1
07/04/24 00:02:13 9807 - SUSPICIOUS
07/03/24 19:17:02 9909P - NON
07/03/24 12:29:58 9601 - ABANDONED
07/02/24 22:45:17 TRF - TRAFFIC
07/02/24 12:59:58 9807 - SUSPICIOUS
07/02/24 09:47:09 5701 - TRESPASSING
07/02/24 08:08:02 9908 - GENERAL
07/01/24 17:01:46 5701 - TRESPASSING
07/01/24 16:12:38 9909P - NON-CRIMINAL
07/01/24 14:33:16 REPO - Repossession

JUNE 2024 CALLS FOR SERVICE:

06/30/24 20:06:26 5500 - HEALTH & SAFETY
06/30/24 13:18:48 Property Check
06/30/24 07:51:42 5300 - DISORDERLY
06/29/24 20:04:42 9301B - PDA TRAFFIC
06/28/24 21:44:38 9908 - GENERAL
06/28/24 17:53:58 5300 - DISORDERLY
06/28/24 15:46:21 9808 - LOST
06/27/24 16:24:20 9909P - NON
06/27/24 15:59:44 9806 - CIVIL DISPUTE
06/27/24 15:31:15 FOLLOW UP -
06/27/24 12:33:48 FOLLOW UP -
06/27/24 10:24:18 FOLLOW UP -
06/26/24 14:21:12 9908 - GENERAL
06/26/24 13:44:28 2600 - FRAUD
06/26/24 10:42:42 99091 - MED 1
06/25/24 22:57:35 9807 - SUSPICIOUS
06/25/24 17:45:11 5403 - TRAFFIC
06/25/24 15:52:21 9504 - WIRES
06/25/24 15:41:16 99093 - MED 3
06/25/24 15:23:17 99091 - MED 1
06/25/24 14:28:58 FOLLOW UP
06/25/24 12:58:12 5403 - TRAFFIC
06/25/24 12:51:02 9908 - GENERAL
06/25/24 07:56:46 9501 - STRUCTURE
06/24/24 13:19:16 TRF - TRAFFIC
06/23/24 21:55:25 5403 - TRAFFIC
06/23/24 19:19:04 FOLLOW UP -

06/23/24 18:00:52 FOLLOW UP -
06/23/24 17:40:37 1302 - DOMESTIC
06/23/24 14:28:48 5500 - HEALTH & SAFETY
06/23/24 12:15:59 9908 - GENERAL
06/22/24 16:29:38 1301 - ASSAULT
06/22/24 13:57:27 Property Check
06/22/24 13:05:26 911H - 911 Hang Up
06/21/24 22:45:19 5403 - TRAFFIC
06/21/24 20:40:42 9502 - VEHICLE FIRE
06/21/24 19:22:51 911H - 911 Hang Up
06/21/24 14:22:10 9601 - ABANDONED
06/21/24 10:09:46 9908 - GENERAL
06/20/24 20:45:08 9504 - WIRES
06/19/24 19:11:46 9808 - LOST
06/19/24 19:09:03 5403 - TRAFFIC
06/19/24 17:37:40 9909P - NON CRIMINAL
06/19/24 17:24:38 FOLLOW UP -
06/19/24 12:20:50 9909P - NON CRIMINAL
06/19/24 09:44:42 9807 - SUSPICIOUS
06/19/24 00:19:16 9807 - SUSPICIOUS
06/19/24 00:07:28 9909M - MENTAL
06/18/24 21:19:03 VDOM - VERBAL
06/18/24 08:50:52 2900 - MDOP
06/17/24 23:25:14 911H - 911 Hang Up
06/17/24 21:40:51 9903 - MISSING
06/17/24 19:42:30 FOLLOW UP -
06/17/24 18:52:42 911H - 911 Hang Up
06/16/24 10:23:29 TRF -
06/16/24 07:00:51 5000 - WARRANT
06/15/24 12:16:42 TRF -
06/15/24 11:50:24 9806 - CIVIL DISPUTE
06/15/24 11:47:19 5403 - TRAFFIC
06/15/24 07:55:35 9909P - NON
06/14/24 18:54:29 9909P - NON
06/14/24 11:43:29 9908 - GENERAL
06/14/24 07:05:28 5000 - WARRANT
06/13/24 16:04:51 5000 - WARRANT
06/13/24 14:45:33 5000 - WARRANT
06/12/24 14:56:41 5500 - HEALTH & SAFETY
06/12/24 08:21:45 9301C - HIT AND RUN
06/11/24 21:35:19 5403 - TRAFFIC
06/11/24 18:03:09 7000 - JUVENILE
06/11/24 12:57:10 FOLLOW UP
06/10/24 18:36:56 9807 - SUSPICIOUS
06/10/24 02:01:56 99091 - MED 1
06/09/24 18:08:50 9808 - LOST
06/09/24 05:28:48 9806 - CIVIL DISPUTE
06/08/24 10:47:30 FOLLOW UP
06/06/24 11:07:09 9909P - NON CRIMINAL
06/04/24 19:39:01 5500 - HEALTH & SAFETY
06/04/24 10:29:11 5500 - HEALTH & SAFETY
06/04/24 10:29:05 5500 - HEALTH
06/04/24 10:18:24 Assist Outside Agency
06/03/24 22:39:15 99093 - MED 3
06/03/24 20:44:17 5500 - HEALTH & SAFETY
06/03/24 19:13:02 5300 - DISORDERLY
06/03/24 14:21:44 2600 - FRAUD
06/03/24 12:56:23 9806 - CIVIL DISPUTE
06/02/24 13:10:34 5500 - HEALTH & SAFETY
06/02/24 10:47:54 99092 - MED 2
06/01/24 12:02:30 9808 - LOST
06/01/24 08:41:30 9601 - ABANDONED

June Public Relations: Jordan Lake Trail Walk/Run 5k Event



Chief Backing, Officer Tollefson and Officer Colvin participated in the Jordan Lake Trail 5k Walk and Run event. This is Officer Colvin's first year running in the event and Chief Backing and Officer Tollefson's fifth year. Officer Tollefson and Officer Colvin completed the event in full uniform and duty gear.

Department of Public Works

August 16th 2024 to September 10th 2024

Council Report

Parks & Beach

Mowing and ongoing general cleaning/maintenance. Two new tables and trash receptacles have been assembled. The beach restrooms will be closed for the season on September 16th. We will remove the floating dock sometime in October. The park restrooms will remain open for a few more weeks.

Streets

The guys have been busy trimming trees away from the street edges in preparation for the inevitable snow plowing this winter. This is something we must do annually. The Fire Dept driveway approach has been completed. We completed painting the single skip centerline markings throughout the village streets. Fall banners will soon be installed.

Water

Nothing outstanding to report this month. We will be installing three new services in the coming weeks. Annual fall watermain flushing/hydrant inspection will be scheduled soon.

DPW

Compost bags are still being collected each Monday. The next and final scheduled brush collection will be October 21st. We will announce the official start of leaf collection on the website and Facebook page, but we typically begin leaf collection once we have completed the October brush collection. We took advantage of the dry conditions and spread last years leaf pile across the field we own on Bonanza. The grounds at the dumpsite, along the tracks by the salt dome, and well fields were mowed.

Purchase Request

None currently.

Additional Comments

None currently.

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
101-000-402.000	CURRENT REAL PROPERTY TAXES	521,000.00		184,343.35		76,049.05		336,656.65	35.38
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	45,000.00		18,742.34		18,645.18		26,257.66	41.65
101-000-428.000	MANUFACTURED HOUSING FEES	450.00		212.50		31.00		237.50	47.22
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	8,000.00		2,941.74		1,370.56		5,058.26	36.77
101-000-476.000	LIQUOR LICENSE FEES	1,800.00		2,226.95		1,031.25		(426.95)	123.72
101-000-477.000	CABLE TV FRANCHISE	2,100.00		986.02		0.00		1,113.98	46.95
101-000-490.000	SPECIAL USE/ZBA PERMIT	250.00		200.00		0.00		50.00	80.00
101-000-490.001	ZONING PERMIT FEES	1,000.00		850.00		175.00		150.00	85.00
101-000-542.000	METRO ACT	9,500.00		9,168.45		0.00		331.55	96.51
101-000-549.000	TREE GRANT	3,000.00		0.00		0.00		3,000.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	55,000.00		11,014.70		0.00		43,985.30	20.03
101-000-574.000	STATE REVENUE SHARING	212,500.00		106,326.00		37,302.00		106,174.00	50.04
101-000-574.001	EVIP PMTS	52,000.00		26,039.00		8,681.00		25,961.00	50.08
101-000-580.000	CONTRIBUTION FROM LOCAL UNITS	0.00		21,859.54		0.00		(21,859.54)	100.00
101-000-601.000	VEHICLE RENTAL INCOME	27,000.00		18,132.91		18,132.91		8,867.09	67.16
101-000-632.000	MOWING	500.00		975.00		0.00		(475.00)	195.00
101-000-635.000	MAY CLEAN UP (NON-RESIDENTS)	500.00		1,040.00		0.00		(540.00)	208.00
101-000-643.000	PENALTIES & INTEREST ON TAXES	300.00		741.27		0.00		(441.27)	247.09
101-000-656.000	PARKING TICKET FEES	150.00		75.00		75.00		75.00	50.00
101-000-657.000	ORDINANCE FINES	3,500.00		1,193.57		78.79		2,306.43	34.10
101-000-665.000	INTEREST	9,500.00		7,276.41		1,162.05		2,223.59	76.59
101-000-667.000	RENTS-BUILDINGS-LAND	1,500.00		1,225.00		125.00		275.00	81.67
101-000-676.000	REIMBURSEMENTS	0.00		100.10		0.00		(100.10)	100.00
101-000-684.000	MISC REVENUE	500.00		934.55		117.20		(434.55)	186.91
101-000-684.001	MISC REVENUE-MISC REVENUE GENERAL	8,000.00		3,409.93		0.00		4,590.07	42.62
101-000-684.010	MISC REVENUE-POLICE	500.00		185.45		19.45		314.55	37.09
Total Dept 000 - BALANCE SHEET / GENERAL		963,550.00		420,199.78		162,995.44		543,350.22	43.61
TOTAL REVENUES		963,550.00		420,199.78		162,995.44		543,350.22	43.61
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-702.708	TRUSTEE MEETING FEES	9,000.00		4,987.50		600.00		4,012.50	55.42
101-101-702.709	TREASURER - CLERK WAGES	15,300.00		0.00		0.00		15,300.00	0.00
101-101-710.000	EMPLOYER FICA	1,950.00		381.55		45.91		1,568.45	19.57
101-101-711.000	EMPLOYERS SHARE OF PENSION	1,600.00		0.00		0.00		1,600.00	0.00
101-101-723.000	WORKMEN'S COMPENSATION	300.00		53.01		0.00		246.99	17.67
101-101-727.000	OFFICE SUPPLIES	1,500.00		273.70		75.00		1,226.30	18.25
101-101-728.000	SUPPLIES	100.00		0.00		0.00		100.00	0.00
101-101-730.000	MEALS & MILEAGE	100.00		0.00		0.00		100.00	0.00
101-101-740.000	POSTAGE	200.00		365.94		0.00		(165.94)	182.97
101-101-750.000	DUES & MEMBERSHIPS	3,200.00		2,134.00		0.00		1,066.00	66.69
101-101-752.000	EDUCATION & TRAINING	5,500.00		0.00		0.00		5,500.00	0.00
101-101-754.000	SAFE DEPOSIT BOX RENTAL	15.00		0.00		0.00		15.00	0.00
101-101-801.000	CONTRACTED SERVICES	20,000.00		6,298.84		0.00		13,701.16	31.49
101-101-805.000	ATTORNEY FEES	10,000.00		8,619.25		0.00		1,380.75	86.19
101-101-806.000	AUDIT SERVICES	6,000.00		6,412.50		6,412.50		(412.50)	106.88
101-101-850.000	COMMUNICATION EXPENSE	900.00		293.82		43.65		606.18	32.65
101-101-880.000	COMMUNITY PROMOTION	8,000.00		6,840.00		0.00		1,160.00	85.50
101-101-900.000	PRINTING & PUBLISHING	1,200.00		749.40		202.00		450.60	62.45
101-101-957.000	COUNTER DRAIN	5,200.00		0.00		0.00		5,200.00	0.00
101-101-963.000	MISC EXPENSE	1,000.00		566.44		0.00		433.56	56.64

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Expenditures									
101-101-991.000	NOTARY & FIDUCIARY BONDS	100.00		40.00		0.00		60.00	40.00
Total Dept 101 - GOVERNING BODY		91,165.00		38,015.95		7,379.06		53,149.05	41.70
Dept 172 - MANAGERS									
101-172-702.001	DEPT HEAD WAGES	18,500.00		0.00		0.00		18,500.00	0.00
101-172-710.000	EMPLOYER FICA	1,450.00		0.00		0.00		1,450.00	0.00
101-172-711.000	EMPLOYERS SHARE OF PENSION	1,850.00		0.00		0.00		1,850.00	0.00
101-172-720.000	DISABILITY INSURANCE	500.00		18.18		3.03		481.82	3.64
101-172-721.000	LIFE INSURANCE EXPENSE	250.00		0.00		0.00		250.00	0.00
101-172-723.000	WORKMEN'S COMPENSATION	200.00		0.00		0.00		200.00	0.00
101-172-727.000	OFFICE SUPPLIES	2,000.00		232.71		19.99		1,767.29	11.64
101-172-730.000	MEALS & MILEAGE	200.00		126.96		0.00		73.04	63.48
101-172-750.000	DUES & MEMBERSHIPS	750.00		0.00		0.00		750.00	0.00
101-172-752.000	EDUCATION & TRAINING	5,000.00		2,005.25		0.00		2,994.75	40.11
101-172-801.000	CONTRACTED SERVICES	25,000.00		31,484.13		2,753.02		(6,484.13)	125.94
101-172-805.000	ATTORNEY FEES	2,000.00		0.00		0.00		2,000.00	0.00
101-172-850.000	COMMUNICATION EXPENSE	1,200.00		481.57		80.33		718.43	40.13
Total Dept 172 - MANAGERS		58,900.00		34,348.80		2,856.37		24,551.20	58.32
Dept 265 - PAGE MEMORIAL BUILDING									
101-265-728.000	SUPPLIES	2,000.00		251.25		0.00		1,748.75	12.56
101-265-740.000	POSTAGE	900.00		931.87		0.00		(31.87)	103.54
101-265-850.000	COMMUNICATION EXPENSE	1,200.00		581.16		100.29		618.84	48.43
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00		361.40		196.43		3,638.60	9.04
101-265-931.002	MAINTENANCE/REPAIR-EQUIPMENT	2,000.00		498.15		0.00		1,501.85	24.91
101-265-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	2,000.00		0.00		0.00		2,000.00	0.00
101-265-970.000	CAPITAL OUTLAY	75,000.00		75,954.39		36,221.49		(954.39)	101.27
101-265-980.001	HARDWARE	5,000.00		0.00		0.00		5,000.00	0.00
101-265-980.002	SOFTWARE	500.00		238.00		39.00		262.00	47.60
Total Dept 265 - PAGE MEMORIAL BUILDING		92,600.00		78,816.22		36,557.21		13,783.78	85.11
Dept 301 - POLICE									
101-301-702.001	DEPARTMENT HEAD WAGES	82,000.00		40,335.68		9,404.26		41,664.32	49.19
101-301-702.704	FULL TIME WAGES	130,000.00		45,237.34		14,696.20		84,762.66	34.80
101-301-702.705	OVER TIME WAGES	8,000.00		3,031.07		232.89		4,968.93	37.89
101-301-702.706	PART TIME WAGES	25,000.00		15,167.50		5,266.50		9,832.50	60.67
101-301-702.717	NO FRINGE BENEFIT INCENTIVE	3,300.00		3,300.00		0.00		0.00	100.00
101-301-710.000	EMPLOYER FICA	20,100.00		8,102.52		2,243.99		11,997.48	40.31
101-301-711.000	EMPLOYERS SHARE OF PENSION	24,500.00		10,023.93		2,696.74		14,476.07	40.91
101-301-712.000	HEALTH INSURANCE EXPENSE	24,400.00		3,787.47		458.11		20,612.53	15.52
101-301-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	10,800.00		0.00		0.00		10,800.00	0.00
101-301-713.000	DENTAL INSURANCE EXPENSE	3,300.00		584.22		97.37		2,715.78	17.70
101-301-714.000	OPTICAL PLAN EXPENSE	350.00		64.80		10.80		285.20	18.51
101-301-716.000	WELLNESS PROGRAM	360.00		0.00		0.00		360.00	0.00
101-301-720.000	DISABILITY INSURANCE	3,050.00		1,070.65		206.05		1,979.35	35.10
101-301-721.000	LIFE INSURANCE EXPENSE	1,200.00		326.40		62.24		873.60	27.20
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00		2,539.37		0.00		1,460.63	63.48
101-301-724.001	TUITION REIMBURSEMENT	2,000.00		0.00		0.00		2,000.00	0.00
101-301-727.000	OFFICE SUPPLIES	750.00		118.99		0.00		631.01	15.87
101-301-728.000	SUPPLIES	2,000.00		915.70		0.00		1,084.30	45.79

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-301-729.000	RESERVE SUPPLIES	250.00		0.00		0.00		250.00	0.00
101-301-730.000	MEALS & MILEAGE	500.00		52.64		25.40		447.36	10.53
101-301-731.000	VESTS	1,000.00		0.00		0.00		1,000.00	0.00
101-301-741.000	MEDICAL & PHYSICALS	2,000.00		1,604.00		180.00		396.00	80.20
101-301-744.000	CLOTHING EXPENSE	2,000.00		659.81		40.71		1,340.19	32.99
101-301-745.000	UNIFORM CLEANING	300.00		0.00		0.00		300.00	0.00
101-301-750.000	DUES & MEMBERSHIPS	525.00		0.00		0.00		525.00	0.00
101-301-751.000	GASOLINE PURCHASES	9,500.00		1,745.02		295.98		7,754.98	18.37
101-301-752.000	EDUCATION & TRAINING	5,000.00		1,022.27		0.00		3,977.73	20.45
101-301-752.001	RANGE QUALIFICATION	1,500.00		995.00		0.00		505.00	66.33
101-301-755.000	MEADOWBROOK INSURANCE	10,500.00		9,367.95		0.00		1,132.05	89.22
101-301-801.000	CONTRACTED SERVICES	3,000.00		1,252.22		0.00		1,747.78	41.74
101-301-805.000	ATTORNEY FEES	1,000.00		8.73		0.00		991.27	0.87
101-301-850.000	COMMUNICATION EXPENSE	6,150.00		3,097.06		518.99		3,052.94	50.36
101-301-880.000	COMMUNITY PROMOTION	350.00		0.00		0.00		350.00	0.00
101-301-931.002	MAINTENANCE/REPAIR-EQUIPMENT	1,500.00		231.40		0.00		1,268.60	15.43
101-301-931.004	MAINTENANCE/REPAIR-VEHICLE	2,500.00		231.34		147.00		2,268.66	9.25
101-301-958.000	ACT 302 TRAINING	500.00		0.00		0.00		500.00	0.00
101-301-970.001	CAPITAL OUTLAY-EQUIPMENT	20,000.00		899.98		899.98		19,100.02	4.50
101-301-970.003	CAPITAL OUTLAY-OFFICE FURNITURE	1,000.00		0.00		0.00		1,000.00	0.00
101-301-980.001	HARDWARE	1,000.00		0.00		0.00		1,000.00	0.00
101-301-980.002	SOFTWARE	1,500.00		446.00		77.00		1,054.00	29.73
Total Dept 301 - POLICE		416,685.00		156,219.06		37,560.21		260,465.94	37.49
Dept 441 - PUBLIC WORKS									
101-441-702.001	DEPT HEAD WAGES	24,000.00		11,595.93		2,677.26		12,404.07	48.32
101-441-702.704	FULL TIME WAGES	50,500.00		26,082.64		6,060.00		24,417.36	51.65
101-441-702.705	OVER TIME WAGES	1,500.00		0.00		0.00		1,500.00	0.00
101-441-702.706	PART TIME WAGES	6,500.00		4,245.09		1,231.15		2,254.91	65.31
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	3,000.00		1,650.00		0.00		1,350.00	55.00
101-441-710.000	EMPLOYER FICA	6,500.00		3,194.64		727.12		3,305.36	49.15
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,250.00		4,831.67		956.61		3,418.33	58.57
101-441-712.000	HEALTH INSURANCE EXPENSE	7,900.00		4,645.61		862.17		3,254.39	58.81
101-441-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	4,800.00		0.00		0.00		4,800.00	0.00
101-441-713.000	DENTAL INSURANCE EXPENSE	1,400.00		709.25		132.78		690.75	50.66
101-441-714.000	OPTICAL PLAN EXPENSE	200.00		79.32		13.22		120.68	39.66
101-441-720.000	DISABILITY INSURANCE	1,200.00		481.02		80.17		718.98	40.09
101-441-721.000	LIFE INSURANCE EXPENSE	350.00		156.00		26.00		194.00	44.57
101-441-723.000	WORKMEN'S COMPENSATION	5,000.00		3,738.45		0.00		1,261.55	74.77
101-441-727.000	OFFICE SUPPLIES	1,500.00		198.23		75.00		1,301.77	13.22
101-441-728.000	SUPPLIES	4,000.00		426.10		0.00		3,573.90	10.65
101-441-741.000	MEDICAL & PHYSICALS	250.00		176.00		0.00		74.00	70.40
101-441-744.000	CLOTHING EXPENSE	1,100.00		620.87		0.00		479.13	56.44
101-441-750.000	DUES & MEMBERSHIPS	1,200.00		0.00		0.00		1,200.00	0.00
101-441-751.000	GASOLINE PURCHASES	8,500.00		2,577.80		757.06		5,922.20	30.33
101-441-752.000	EDUCATION & TRAINING	500.00		0.00		0.00		500.00	0.00
101-441-755.000	MEADOWBROOK INSURANCE	8,500.00		7,395.75		0.00		1,104.25	87.01
101-441-756.000	LICENSE FEES	300.00		0.00		0.00		300.00	0.00
101-441-801.000	CONTRACTED SERVICES	6,000.00		0.00		0.00		6,000.00	0.00
101-441-850.000	COMMUNICATION EXPENSE	2,000.00		1,141.90		172.68		858.10	57.10
101-441-920.000	GAS AND ELECTRIC	3,000.00		1,064.05		135.21		1,935.95	35.47
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00		177.94		0.00		3,822.06	4.45
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	10,000.00		3,072.58		234.99		6,927.42	30.73
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00		44.29		0.00		455.71	8.86

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)		
Fund 101 - GENERAL FUND									
Expenditures									
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	3,000.00		69.86	69.86		2,930.14		2.33
101-441-931.005	MAINTENANCE/REPAIR-TREES	500.00		0.00	0.00		500.00		0.00
101-441-933.000	MAY CLEAN UP	5,500.00		3,239.00	0.00		2,261.00		58.89
101-441-934.000	REFUSE REMOVAL	900.00		572.94	95.49		327.06		63.66
101-441-955.002	EQUIPMENT RENTAL EXPENSE	500.00		0.00	0.00		500.00		0.00
101-441-955.003	SAFETY	1,500.00		275.50	103.85		1,224.50		18.37
101-441-963.000	MISC EXPENSE	1,000.00		0.00	0.00		1,000.00		0.00
101-441-967.000	PROJECT COSTS	3,500.00		0.00	0.00		3,500.00		0.00
101-441-970.000	CAPITAL OUTLAY	6,500.00		4,210.71	0.00		2,289.29		64.78
Total Dept 441 - PUBLIC WORKS		195,350.00		86,673.14	14,410.62		108,676.86		44.37
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING									
101-448-924.000	STREET LIGHT EXPENSE	34,000.00		18,137.83	3,163.01		15,862.17		53.35
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		34,000.00		18,137.83	3,163.01		15,862.17		53.35
Dept 536 - WATER/SEWER									
101-536-928.000	SEWER EXPENSE	3,500.00		1,416.84	0.00		2,083.16		40.48
101-536-929.000	WATER EXPENSE	2,500.00		823.03	0.00		1,676.97		32.92
Total Dept 536 - WATER/SEWER		6,000.00		2,239.87	0.00		3,760.13		37.33
Dept 722 - ZONING									
101-722-702.706	PART TIME WAGES	7,400.00		3,432.52	792.12		3,967.48		46.39
101-722-710.000	EMPLOYER FICA	680.00		262.59	60.59		417.41		38.62
101-722-727.000	OFFICE SUPPLIES	200.00		0.00	0.00		200.00		0.00
101-722-802.000	PLANNING & ZONING-OTHER	30,000.00		0.00	0.00		30,000.00		0.00
101-722-850.000	COMMUNICATION EXPENSE	275.00		0.00	0.00		275.00		0.00
Total Dept 722 - ZONING		38,555.00		3,695.11	852.71		34,859.89		9.58
Dept 728 - ECONOMIC DEVELOPMENT									
101-728-801.000	CONTRACTED SERVICES	2,000.00		2,000.00	0.00		0.00		100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		2,000.00		2,000.00	0.00		0.00		100.00
Dept 751 - PARKS AND RECREATION									
101-751-702.706	PART TIME WAGES	7,000.00		5,846.77	2,523.18		1,153.23		83.53
101-751-710.000	EMPLOYER FICA	600.00		447.28	193.01		152.72		74.55
101-751-711.000	EMPLOYERS SHARE OF PENSION	800.00		218.06	113.52		581.94		27.26
101-751-723.000	WORKMEN'S COMPENSATION	270.00		99.78	0.00		170.22		36.96
101-751-728.000	SUPPLIES	2,500.00		1,051.50	192.00		1,448.50		42.06
101-751-882.000	SWIFTY'S PLACE	250.00		259.00	0.00		(9.00)		103.60
101-751-920.000	GAS AND ELECTRIC	3,800.00		1,900.49	374.21		1,899.51		50.01
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,500.00		74.17	9.99		2,425.83		2.97
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	4,000.00		2,970.27	35.50		1,029.73		74.26
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	7,500.00		2,436.71	0.00		5,063.29		32.49
101-751-970.000	CAPITAL OUTLAY	16,000.00		32,765.29	2,797.35		(16,765.29)		204.78

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	08/31/2024	MONTH 08/31/2024	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
Expenditures							
	Total Dept 751 - PARKS AND RECREATION	45,220.00	48,069.32	6,238.76	(2,849.32)		106.30
TOTAL EXPENDITURES		<u>980,475.00</u>	<u>468,215.30</u>	<u>109,017.95</u>	<u>512,259.70</u>		<u>47.75</u>
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		963,550.00	420,199.78	162,995.44	543,350.22		43.61
TOTAL EXPENDITURES		<u>980,475.00</u>	<u>468,215.30</u>	<u>109,017.95</u>	<u>512,259.70</u>		<u>47.75</u>
NET OF REVENUES & EXPENDITURES		(16,925.00)	(48,015.52)	53,977.49	31,090.52		283.70

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 202 - MAJOR STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
202-000-546.000	ACT 51 / STREETS	207,500.00		105,785.58		17,767.47		101,714.42	50.98
202-000-665.000	INTEREST	6,000.00		3,814.43		651.37		2,185.57	63.57
Total Dept 000 - BALANCE SHEET / GENERAL		213,500.00		109,600.01		18,418.84		103,899.99	51.33
TOTAL REVENUES		213,500.00		109,600.01		18,418.84		103,899.99	51.33
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
202-449-702.001	DEPT HEAD WAGES	2,300.00		0.00		0.00		2,300.00	0.00
202-449-710.000	EMPLOYER FICA	175.00		0.00		0.00		175.00	0.00
202-449-711.000	EMPLOYERS SHARE OF PENSION	230.00		0.00		0.00		230.00	0.00
202-449-712.002	ADMIN BENEFITS	0.00		2.28		0.38		(2.28)	100.00
202-449-731.000	COLD/HOT PATCH	1,200.00		520.58		0.00		679.42	43.38
202-449-734.000	SALT/SAND ROADS	3,700.00		0.00		0.00		3,700.00	0.00
202-449-801.000	CONTRACTED SERVICES	18,000.00		800.00		0.00		17,200.00	4.44
202-449-806.000	AUDIT SERVICES	1,500.00		1,425.00		1,425.00		75.00	95.00
202-449-863.000	STREET STRIPING	3,500.00		4,023.30		3,692.20		(523.30)	114.95
202-449-865.000	STREET SIGNS	1,000.00		179.50		0.00		820.50	17.95
202-449-944.867	VEHICLE RENTAL - STREET REPAIRS	0.00		8,790.45		8,790.45		(8,790.45)	100.00
202-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	0.00		369.46		369.46		(369.46)	100.00
202-449-963.000	MISC EXPENSE	1,500.00		0.00		0.00		1,500.00	0.00
202-449-995.000	TRANSFERS OUT	75,000.00		0.00		0.00		75,000.00	0.00
Total Dept 449 - STREET DEPT (ACT 51)		108,105.00		16,110.57		14,277.49		91,994.43	14.90
Dept 450 - MAINTENANCE / CONSTRUCTION									
202-450-702.001	MAINTENANCE WAGES	13,400.00		2,147.51		495.81		11,252.49	16.03
202-450-710.000	MAINTENANCE EMPLOYER FICA	1,100.00		164.35		37.95		935.65	14.94
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	1,340.00		373.50		62.25		966.50	27.87
202-450-712.002	MAINTENANCE BENEFITS	1,450.00		78.48		13.08		1,371.52	5.41
Total Dept 450 - MAINTENANCE / CONSTRUCTION		17,290.00		2,763.84		609.09		14,526.16	15.99
Dept 869 - SNOW REMOVAL									
202-869-702.001	SNOW REMOVAL WAGES	3,500.00		0.00		0.00		3,500.00	0.00
202-869-710.000	SNOW REMOVAL EMPLOYER FICA	310.00		0.00		0.00		310.00	0.00
202-869-711.000	SNOW REMOVAL SHARE OF PENSION	400.00		0.00		0.00		400.00	0.00
Total Dept 869 - SNOW REMOVAL		4,210.00		0.00		0.00		4,210.00	0.00
TOTAL EXPENDITURES		129,605.00		18,874.41		14,886.58		110,730.59	14.56
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		213,500.00		109,600.01		18,418.84		103,899.99	51.33
TOTAL EXPENDITURES		129,605.00		18,874.41		14,886.58		110,730.59	14.56
NET OF REVENUES & EXPENDITURES		83,895.00		90,725.60		3,532.26		(6,830.60)	108.14

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
203-000-546.000	ACT 51 / STREETS	72,500.00		37,156.83		6,240.87		35,343.17	51.25
203-000-665.000	INTEREST	2,750.00		4,111.95		742.12		(1,361.95)	149.53
203-000-684.000	MISC REVENUE	38,000.00		45,762.11		0.00		(7,762.11)	120.43
203-000-699.000	TRANSFERS IN	75,000.00		0.00		0.00		75,000.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		188,250.00		87,030.89		6,982.99		101,219.11	46.23
TOTAL REVENUES		188,250.00		87,030.89		6,982.99		101,219.11	46.23
Expenditures									
Dept 449 - STREET DEPT (ACT 51)									
203-449-702.001	DEPT HEAD WAGES	1,200.00		0.00		0.00		1,200.00	0.00
203-449-710.000	EMPLOYER FICA	125.00		0.00		0.00		125.00	0.00
203-449-711.000	EMPLOYERS SHARE OF PENSION	120.00		0.00		0.00		120.00	0.00
203-449-712.002	ADMIN BENEFITS	0.00		0.90		0.15		(0.90)	100.00
203-449-731.000	COLD/HOT PATCH	1,200.00		520.57		0.00		679.43	43.38
203-449-734.000	SALT/SAND ROADS	3,700.00		0.00		0.00		3,700.00	0.00
203-449-801.000	CONTRACTED SERVICES	28,000.00		800.00		0.00		27,200.00	2.86
203-449-806.000	AUDIT SERVICES	1,000.00		997.50		997.50		2.50	99.75
203-449-863.000	STREET STRIPING	1,500.00		331.10		0.00		1,168.90	22.07
203-449-865.000	STREET SIGNS	1,000.00		147.50		0.00		852.50	14.75
203-449-866.000	STREET RE-SURFACING	107,000.00		94,597.00		94,597.00		12,403.00	88.41
203-449-944.000	VEHICLE RENTAL	2,000.00		0.00		0.00		2,000.00	0.00
203-449-944.867	VEHICLE RENTAL - STREET REPAIRS	3,000.00		8,253.86		8,253.86		(5,253.86)	275.13
203-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00		719.14		719.14		4,280.86	14.38
203-449-963.000	MISC EXPENSE	1,500.00		0.00		0.00		1,500.00	0.00
203-449-970.006	STREET REPAIRS	3,000.00		0.00		0.00		3,000.00	0.00
Total Dept 449 - STREET DEPT (ACT 51)		159,345.00		106,367.57		104,567.65		52,977.43	66.75
Dept 450 - MAINTENANCE / CONSTRUCTION									
203-450-702.001	MAINTENANCE WAGES	16,800.00		3,435.80		793.24		13,364.20	20.45
203-450-710.000	MAINTENANCE EMPLOYER FICA	1,300.00		262.80		60.67		1,037.20	20.22
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	1,680.00		597.60		99.60		1,082.40	35.57
203-450-712.002	MAINTENANCE BENEFITS	1,550.00		125.58		20.93		1,424.42	8.10
Total Dept 450 - MAINTENANCE / CONSTRUCTION		21,330.00		4,421.78		974.44		16,908.22	20.73
Dept 869 - SNOW REMOVAL									
203-869-702.001	SNOW REMOVAL WAGES	3,900.00		0.00		0.00		3,900.00	0.00
203-869-710.000	SNOW REMOVAL FICA	350.00		0.00		0.00		350.00	0.00
203-869-711.000	SNOW REMOVAL SHARE OF PENSION	390.00		0.00		0.00		390.00	0.00
Total Dept 869 - SNOW REMOVAL		4,640.00		0.00		0.00		4,640.00	0.00
TOTAL EXPENDITURES		185,315.00		110,789.35		105,542.09		74,525.65	59.78

Fund 203 - LOCAL STREET FUND:

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND									
	TOTAL REVENUES			87,030.89		6,982.99		101,219.11	46.23
	TOTAL EXPENDITURES	188,250.00		110,789.35		105,542.09		74,525.65	59.78
	NET OF REVENUES & EXPENDITURES	<u>2,935.00</u>		<u>(23,758.46)</u>		<u>(98,559.10)</u>		<u>26,693.46</u>	<u>809.49</u>

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 204 - GENERAL HWY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
204-000-402.000	CURRENT REAL PROPERTY TAXES	230,000.00		82,613.42		34,081.31		147,386.58	35.92
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	22,000.00		8,399.44		8,355.90		13,600.56	38.18
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	29,000.00		7,374.79		0.00		21,625.21	25.43
204-000-665.000	INTEREST	5,000.00		4,341.04		736.05		658.96	86.82
Total Dept 000 - BALANCE SHEET / GENERAL		286,000.00		102,728.69		43,173.26		183,271.31	35.92
TOTAL REVENUES		286,000.00		102,728.69		43,173.26		183,271.31	35.92
Expenditures									
Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)									
204-446-702.001	ADMINISTRATION WAGES	5,500.00		0.00		0.00		5,500.00	0.00
204-446-710.000	ADMINISTRATION FICA	425.00		0.00		0.00		425.00	0.00
204-446-711.000	ADMIN EMPLOYERS SHARE OF PENSION	550.00		0.00		0.00		550.00	0.00
204-446-712.002	ADMIN BENEFITS	1,000.00		5.16		0.86		994.84	0.52
204-446-801.000	CONTRACTED SERVICES	10,000.00		0.00		0.00		10,000.00	0.00
204-446-806.000	AUDIT SERVICES	1,500.00		1,425.00		1,425.00		75.00	95.00
204-446-970.000	SIDEWALK REPLACEMENT PROGRAM	15,000.00		4,474.56		4,306.96		10,525.44	29.83
204-446-991.000	CAPITAL IMPROV BOND II - PRIN	118,000.00		118,000.00		0.00		0.00	100.00
204-446-994.000	CAP IMPROV BOND II INTEREST	9,500.00		5,292.26		0.00		4,207.74	55.71
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		161,475.00		129,196.98		5,732.82		32,278.02	80.01
Dept 450 - MAINTENANCE / CONSTRUCTION									
204-450-702.001	STREET ADMIN SALARY	35,750.00		12,884.57		2,974.76		22,865.43	36.04
204-450-710.000	STREET ADMIN FICA	2,900.00		985.71		227.57		1,914.29	33.99
204-450-711.000	EMPLOYERS SHARE OF PENSION	3,625.00		2,241.00		373.50		1,384.00	61.82
204-450-712.002	STREET ADMIN BENEFITS	1,925.00		374.04		62.34		1,550.96	19.43
Total Dept 450 - MAINTENANCE / CONSTRUCTION		44,200.00		16,485.32		3,638.17		27,714.68	37.30
TOTAL EXPENDITURES		205,675.00		145,682.30		9,370.99		59,992.70	70.83
Fund 204 - GENERAL HWY:									
TOTAL REVENUES		286,000.00		102,728.69		43,173.26		183,271.31	35.92
TOTAL EXPENDITURES		205,675.00		145,682.30		9,370.99		59,992.70	70.83
NET OF REVENUES & EXPENDITURES		80,325.00		(42,953.61)		33,802.27		123,278.61	53.47

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	38,000.00		18,684.25		0.00		19,315.75	49.17
248-000-665.000	INTEREST	300.00		470.20		80.33		(170.20)	156.73
248-000-674.000	DONATIONS-PRIVATE SOURCES	900.00		0.00		0.00		900.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		39,200.00		19,154.45		80.33		20,045.55	48.86
TOTAL REVENUES		39,200.00		19,154.45		80.33		20,045.55	48.86
Expenditures									
Dept 275 - DDA									
248-275-727.000	OFFICE SUPPLIES	50.00		0.00		0.00		50.00	0.00
248-275-740.000	POSTAGE	20.00		0.00		0.00		20.00	0.00
248-275-750.000	DUES & MEMBERSHIPS	25.00		40.00		0.00		(15.00)	160.00
248-275-752.000	EDUCATION & TRAINING	500.00		0.00		0.00		500.00	0.00
248-275-801.000	CONTRACTED SERVICES	15,000.00		0.00		0.00		15,000.00	0.00
248-275-806.000	AUDIT SERVICES	150.00		142.50		142.50		7.50	95.00
248-275-881.000	ADVERTISING	1,000.00		750.00		0.00		250.00	75.00
248-275-967.000	BEAUTIFICATION	8,300.00		6,228.47		0.00		2,071.53	75.04
248-275-967.002	CHRISTMAS DECORATIONS	1,000.00		39.40		0.00		960.60	3.94
Total Dept 275 - DDA		26,045.00		7,200.37		142.50		18,844.63	27.65
TOTAL EXPENDITURES		26,045.00		7,200.37		142.50		18,844.63	27.65
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		39,200.00		19,154.45		80.33		20,045.55	48.86
TOTAL EXPENDITURES		26,045.00		7,200.37		142.50		18,844.63	27.65
NET OF REVENUES & EXPENDITURES		13,155.00		11,954.08		(62.17)		1,200.92	90.87

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 290 - ARTS									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
290-000-540.000	STATE GRANTS	10,000.00		0.00		0.00		10,000.00	0.00
290-000-602.001	ART IN THE PARK REVENUE-NEXT FY	3,000.00		2,040.00		2,040.00		960.00	68.00
290-000-602.003	FOOD BOOTH FEES	500.00		575.00		125.00		(75.00)	115.00
290-000-602.290	ART IN THE PARK REVENUE	3,000.00		3,230.00		0.00		(230.00)	107.67
290-000-665.000	INTEREST	200.00		296.18		42.66		(96.18)	148.09
290-000-674.000	DONATIONS-PRIVATE SOURCES	7,000.00		7,700.00		0.00		(700.00)	110.00
290-000-684.000	MISC REVENUE	0.00		0.68		0.68		(0.68)	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		23,700.00		13,841.86		2,208.34		9,858.14	58.40
TOTAL REVENUES		23,700.00		13,841.86		2,208.34		9,858.14	58.40
Expenditures									
Dept 752 - ARTS									
290-752-727.000	OFFICE SUPPLIES	150.00		39.97		0.00		110.03	26.65
290-752-728.000	SUPPLIES	300.00		528.42		384.59		(228.42)	176.14
290-752-740.000	POSTAGE	250.00		81.59		13.59		168.41	32.64
290-752-770.000	CREDIT CARD FEES	200.00		(66.11)		1.12		266.11	(33.06)
290-752-793.000	OPERATING EXPENSE	150.00		40.00		0.00		110.00	26.67
290-752-794.000	T-SHIRTS	500.00		296.80		0.00		203.20	59.36
290-752-795.000	SOUND	1,650.00		1,763.20		0.00		(113.20)	106.86
290-752-798.000	CONCESSIONS SUPPLIES	400.00		324.72		266.31		75.28	81.18
290-752-803.000	SECURITY	150.00		0.00		0.00		150.00	0.00
290-752-806.000	AUDIT SERVICES	150.00		142.50		142.50		7.50	95.00
290-752-851.000	RADIOS	150.00		144.00		0.00		6.00	96.00
290-752-852.000	TELEPHONE	600.00		261.84		43.65		338.16	43.64
290-752-881.000	ADVERTISING	8,332.00		7,952.94		346.20		379.06	95.45
290-752-882.000	OPER EXP-GRANT DISBURSEMENT	50.00		0.00		0.00		50.00	0.00
290-752-883.000	PUBLIC ART PROJECT	3,250.00		0.00		0.00		3,250.00	0.00
290-752-895.000	KIDS AREA	500.00		87.59		87.59		412.41	17.52
290-752-898.000	ENTERTAINMENT	1,800.00		2,450.00		0.00		(650.00)	136.11
290-752-953.000	PORT A POTTY	600.00		615.00		0.00		(15.00)	102.50
290-752-955.000	GOLF CART RENTALS	1,200.00		1,475.00		0.00		(275.00)	122.92
290-752-956.000	TENT, TABLES, CHAIR RENTALS	800.00		350.00		0.00		450.00	43.75
290-752-963.000	MISCELLANEOUS EXPENSE	100.00		0.00		0.00		100.00	0.00
290-752-964.000	REFUND/REIMBURSEMENTS	200.00		142.50		0.00		57.50	71.25
290-752-967.001	PARK IMPROVEMENTS	4,000.00		2,141.64		562.70		1,858.36	53.54
Total Dept 752 - ARTS		25,482.00		18,771.60		1,848.25		6,710.40	73.67
TOTAL EXPENDITURES		25,482.00		18,771.60		1,848.25		6,710.40	73.67
Fund 290 - ARTS:									
TOTAL REVENUES		23,700.00		13,841.86		2,208.34		9,858.14	58.40
TOTAL EXPENDITURES		25,482.00		18,771.60		1,848.25		6,710.40	73.67
NET OF REVENUES & EXPENDITURES		(1,782.00)		(4,929.74)		360.09		3,147.74	276.64

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 291 - CAR SHOW									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
291-000-665.000	INTEREST	30.00		0.00		0.00		30.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		30.00		0.00		0.00		30.00	0.00
TOTAL REVENUES		30.00		0.00		0.00		30.00	0.00
Expenditures									
Dept 753 - CAR SHOW									
291-753-880.000	COMMUNITY PROMOTION	0.00		5.07		0.00		(5.07)	100.00
Total Dept 753 - CAR SHOW		0.00		5.07		0.00		(5.07)	100.00
TOTAL EXPENDITURES		0.00		5.07		0.00		(5.07)	100.00
Fund 291 - CAR SHOW:									
TOTAL REVENUES		30.00		0.00		0.00		30.00	0.00
TOTAL EXPENDITURES		0.00		5.07		0.00		(5.07)	100.00
NET OF REVENUES & EXPENDITURES		30.00		(5.07)		0.00		35.07	16.90

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2024 (NORMAL (ABNORMAL))	MONTH 08/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
590-000-590.603	SEWER NSF REVENUE	0.00	175.00	35.00	(175.00)	100.00
590-000-614.000	SEWER REVENUE	0.00	772,296.15	263.23	(772,296.15)	100.00
590-000-615.000	SEWER PENALTIES	0.00	7,095.38	3,405.49	(7,095.38)	100.00
590-000-619.000	LAB TESTING REVENUE	0.00	80.00	0.00	(80.00)	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	779,646.53	3,703.72	(779,646.53)	100.00
TOTAL REVENUES		0.00	779,646.53	3,703.72	(779,646.53)	100.00
Fund 590 - SEWER FUND:						
TOTAL REVENUES		0.00	779,646.53	3,703.72	(779,646.53)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	779,646.53	3,703.72	(779,646.53)	100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 591 - WATER FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
591-000-642.001	FINAL READ INCOME	950,000.00		455,176.13		205.64		494,823.87	47.91
591-000-642.002	WATER HOOK UP FEES	4,000.00		8,175.40		0.00		(4,175.40)	204.39
591-000-643.000	PENALTIES & INTEREST	5,500.00		3,473.02		2,140.43		2,026.98	63.15
591-000-665.000	INTEREST	8,000.00		5,073.23		797.88		2,926.77	63.42
591-000-684.000	MISC REVENUE	8,000.00		850.28		850.28		7,149.72	10.63
Total Dept 000 - BALANCE SHEET / GENERAL		975,500.00		472,748.06		3,994.23		502,751.94	48.46
TOTAL REVENUES		975,500.00		472,748.06		3,994.23		502,751.94	48.46
Expenditures									
Dept 536 - WATER/SEWER									
591-536-702.001	DEPT HEAD WAGES	45,000.00		12,884.39		2,974.74		32,115.61	28.63
591-536-702.704	FULL TIME WAGES	162,000.00		98,133.49		22,779.90		63,866.51	60.58
591-536-702.705	OVER TIME WAGES	2,000.00		1,191.21		188.48		808.79	59.56
591-536-702.706	PART TIME WAGES	1,000.00		1,157.50		503.56		(157.50)	115.75
591-536-702.710	WATER LICENSE STIPEND	5,600.00		0.00		0.00		5,600.00	0.00
591-536-702.717	NO FRINGE BENEFIT INCENTIVE	3,000.00		3,000.00		0.00		0.00	100.00
591-536-710.000	EMPLOYER FICA	18,250.00		8,363.88		1,900.77		9,886.12	45.83
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,000.00		12,254.28		2,699.67		9,745.72	55.70
591-536-712.000	HEALTH INSURANCE EXPENSE	29,000.00		14,980.19		2,256.64		14,019.81	51.66
591-536-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	9,600.00		0.00		0.00		9,600.00	0.00
591-536-712.002	ADMIN BENEFITS	2,000.00		373.44		62.24		1,626.56	18.67
591-536-713.000	DENTAL INSURANCE EXPENSE	3,800.00		2,244.72		374.12		1,555.28	59.07
591-536-714.000	OPTICAL PLAN EXPENSE	625.00		285.72		47.62		339.28	45.72
591-536-720.000	DISABILITY INSURANCE	3,000.00		1,134.00		189.00		1,866.00	37.80
591-536-721.000	LIFE INSURANCE EXPENSE	925.00		18.48		3.08		906.52	2.00
591-536-723.000	WORKMEN'S COMPENSATION	2,479.00		1,788.39		0.00		690.61	72.14
591-536-727.000	OFFICE SUPPLIES	1,500.00		0.00		0.00		1,500.00	0.00
591-536-728.000	SUPPLIES	1,500.00		0.00		0.00		1,500.00	0.00
591-536-730.000	MEALS & MILEAGE	200.00		0.00		0.00		200.00	0.00
591-536-732.000	CHEMICAL SUPPLIES	5,000.00		3,572.60		0.00		1,427.40	71.45
591-536-740.000	POSTAGE	2,000.00		1,785.63		0.00		214.37	89.28
591-536-741.000	MEDICAL & PHYSICALS	200.00		133.00		133.00		67.00	66.50
591-536-744.000	CLOTHING EXPENSE	1,100.00		0.00		0.00		1,100.00	0.00
591-536-750.000	DUES & MEMBERSHIPS	3,500.00		645.00		0.00		2,855.00	18.43
591-536-751.000	GASOLINE PURCHASES	7,000.00		1,705.23		501.60		5,294.77	24.36
591-536-752.000	EDUCATION & TRAINING	2,000.00		0.00		0.00		2,000.00	0.00
591-536-760.000	FLEET INSURANCE	16,800.00		16,106.30		0.00		693.70	95.87
591-536-765.000	BANK FEES	50.00		0.00		0.00		50.00	0.00
591-536-770.000	WELLHEAD PROTECTION	5,000.00		0.00		0.00		5,000.00	0.00
591-536-771.000	WATER TESTING FEES	3,000.00		330.00		66.00		2,670.00	11.00
591-536-780.000	METER REPLACEMENT	4,000.00		9,874.96		0.00		(5,874.96)	246.87
591-536-781.000	HYDRANT REPLACEMENT	1,000.00		0.00		0.00		1,000.00	0.00
591-536-801.000	CONTRACTED SERVICES	50,000.00		6,609.90		0.00		43,390.10	13.22
591-536-805.000	ATTORNEY FEES	1,000.00		0.00		0.00		1,000.00	0.00
591-536-806.000	AUDIT SERVICES	3,700.00		3,705.00		3,705.00		(5.00)	100.14
591-536-850.000	COMMUNICATION EXPENSE	4,500.00		2,807.62		388.62		1,692.38	62.39
591-536-900.000	PRINTING & PUBLISHING	1,000.00		696.00		0.00		304.00	69.60
591-536-920.000	GAS AND ELECTRIC	50,000.00		27,038.87		5,236.30		22,961.13	54.08
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	30,000.00		30,196.43		16,952.13		(196.43)	100.65
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	12,000.00		124.78		0.00		11,875.22	1.04
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,500.00		0.00		0.00		1,500.00	0.00

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2024 (ABNORMAL)	MONTH 08/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND									
Expenditures									
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	5,000.00		1,912.73		0.00		3,087.27	38.25
591-536-931.010	MAINTENANCE/REPAIRS-TANKS	86,715.00		86,715.00		0.00		0.00	100.00
591-536-932.000	NEW WATER MAINS	6,000.00		2,701.97		2,475.00		3,298.03	45.03
591-536-933.000	WELL REPAIRS	5,000.00		0.00		0.00		5,000.00	0.00
591-536-946.000	SCADA CONTROL SYSTEM	2,500.00		0.00		0.00		2,500.00	0.00
591-536-963.000	MISC EXPENSE	1,500.00		248.85		0.00		1,251.15	16.59
591-536-980.001	HARDWARE	9,000.00		4,008.55		801.71		4,991.45	44.54
591-536-980.002	SOFTWARE	100.00		134.00		23.00		(34.00)	134.00
591-536-991.000	CAPITAL IMPROVEMENT BOND	30,400.00		0.00		0.00		30,400.00	0.00
591-536-991.001	CAPITAL IMPROVEMENT BOND II	18,600.00		0.00		0.00		18,600.00	0.00
591-536-991.002	USDA BOND 2016	71,000.00		0.00		0.00		71,000.00	0.00
591-536-994.000	INTEREST EXPENSE	72,000.00		36,007.76		0.00		35,992.24	50.01
Total Dept 536 - WATER/SEWER		825,644.00		394,869.87		64,262.18		430,774.13	47.83
TOTAL EXPENDITURES		825,644.00		394,869.87		64,262.18		430,774.13	47.83
Fund 591 - WATER FUND:									
TOTAL REVENUES		975,500.00		472,748.06		3,994.23		502,751.94	48.46
TOTAL EXPENDITURES		825,644.00		394,869.87		64,262.18		430,774.13	47.83
NET OF REVENUES & EXPENDITURES		149,856.00		77,878.19		(60,267.95)		71,977.81	51.97

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2024 NORMAL (ABNORMAL)	MONTH 08/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 999 - PAYROLL CLEARING						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
999-000-665.000	INTEREST	0.00	41.72	6.84	(41.72)	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00	41.72	6.84	(41.72)	100.00
TOTAL REVENUES		0.00	41.72	6.84	(41.72)	100.00
Fund 999 - PAYROLL CLEARING:						
TOTAL REVENUES		0.00	41.72	6.84	(41.72)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	41.72	6.84	(41.72)	100.00
TOTAL REVENUES - ALL FUNDS		2,689,730.00	2,004,991.99	241,563.99	684,738.01	74.54
TOTAL EXPENDITURES - ALL FUNDS		2,378,241.00	1,164,408.27	305,070.54	1,213,832.73	48.96
NET OF REVENUES & EXPENDITURES		311,489.00	840,583.72	(63,506.55)	(529,094.72)	269.86

VILLAGE OF LAKE ODESSA
RECONCILED
CHECKING / SAVINGS / INVESTMENT ACCOUNT BALANCES
AS OF AUGUST 31, 2024

GENERAL FUND	CHECKING	UNION BANK	\$	368,514.72
GENERAL FUND	SAVINGS	PFCU	\$	14.77
LAKWOOD COMMUNITY PROJECT	SAVINGS	UNION BANK	\$	11,720.59
VEHICLE REPLACEMENT	SAVINGS	UNION BANK	\$	69,587.41
GENERAL FUND	INVESTMENT	MI CLASS	\$	237,859.41
GENERAL FUND	CERTIFICATE OF DEPOSIT	UNION BANK	\$	625,000.00
MAJOR STREET FUND	CHECKING	UNION BANK	\$	525,058.76
MAJOR STREET FUND	INVESTMENT	MI CLASS	\$	119,844.58
LOCAL STREET FUND	CHECKING	UNION BANK	\$	349,390.64
GENERAL HIGHWAY FUND	CHECKING	UNION BANK	\$	330,735.00
GENERAL HIGHWAY BOND REDEMPTION	CHECKING	UNION BANK	\$	3,822.80
GENERAL HIGHWAY FUND	INVESTMENT	MI CLASS	\$	148,056.10
DOWNTOWN DEVELOPMENT AUTHORITY	CHECKING	UNION BANK	\$	69,771.03
ARTS COMMISSION	CHECKING	UNION BANK	\$	36,506.76
WATER FUND	CHECKING	UNION BANK	\$	398,685.20
WATER RR&I	SAVINGS	UNION BANK	\$	296,953.87
WATER BOND REDEMPTION	CHECKING	UNION BANK	\$	3,111.39
WATER BOND RESERVE	SAVINGS	MI 1 COMM CU	\$	120,428.12
WATER FUND	SAVINGS	PFCU	\$	286.15
WATER FUND	INVESTMENT	MI CLASS	\$	140,679.92
WATER FUND	CERTIFICATE OF DEPOSIT	UNION BANK	\$	500,000.00
PAYROLL FUND	CHECKING	UNION BANK	\$	6,086.77

Lake Odessa Village
Zoning Administrator Report
August 2024

Permits:

On 8-1-24 I approved a zoning permit to All Call Restoration for a building of 32' by 64' with 8' by 32' covered front entrance area for storage, office and bathrooms for the campground on Fairgrounds Rd at the Fairgrounds.

On 8-1-24 I approved a zoning permit to Johnson Sign Co. for a pole sign to be located at the Mobil station at 1401 Jordan Lake St.

On 8-5-24 I approved a zoning permit to Yolanda Rojas for a 6 ft high wood fence in the back yard of 1312 Fourth Ave.

On 8-13-24 I approved a zoning permit to Sequoyah and Andrew James for a replacement deck of 10' by 20' 6" to be located at 723 Fifth Ave.

On 8-16-24 I approved a zoning permit to Andrew Reule for a storage shed of 12' by 24' to be located at 533 Sixth Ave.

On 8-19-24 I approved a zoning permit to Janice Brace for a front deck of 4.5' by 10' and a back deck of 6' by 12' to be located at 1512 Fourth Ave.

On 8-26-24 I approved a zoning permit to Clayton Reyes for a replacement deck of L shape 8.5' by 15' to be located at 1030 Jordan Lake Ave.

Miscellaneous:

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

Master Plan

The Planning Commission is beginning work with McKenna.

On May 14 I sent a letter to the owner of 815 Fifth Ave regarding a shed structure that is falling apart with carpet pieces and flapping plastic hanging off it and it is within the setbacks of the home and side lot line. I mentioned the large amount of junk and scrap in the yard (Art sent a letter on that). I checked it on June 10 and the structure was still there and the scrap was in a large pile in the back yard. I sent a new letter on June 10 noting that nothing had been done about the structure and gave them another 14 days to take care of it or a civil infraction ticket would be issued. I then checked it on June 26 and it was the same. I met with Art and he explained the owner person of record is deceased and a son lives there so I left my card in the door after knocking and sent a follow up letter to the son's name. UPDATE: No change to the property occurred in July so I wrote a ticket to the son living there. No response was received nor has the ticket been paid. I have heard that the property has been foreclosed on so hopefully the mortgage company will clean it up and sell it.

On May 14 I sent a letter to the owner of 1024 Fifth Ave regarding a partially filled pool with stagnant, algae thick, and smelly water in it. I sent a copy of the pool ordinance and asked that they drain the pool and if refill it they must use village water and keep it chemically treated. I

checked it on June 10 and there was not any change in the pool water. I sent another letter requesting compliance in 14 days. On my June 26 inspection it was in the same condition. I also met with Art on this and we went over there and knocked on the door. We talked with the owner and he said he meant to call but has been draining the pool with a pump slowly as not to flood anyone's yard. I asked him to keep me informed and when it was completed. After checking it in July I spoke with a person there about the issue and what happens if I write a ticket and to tell the owner to get it all drained out. UPDATE: The owner called me after I sent another letter with a ticket deadline and said the pool has been drained. They plan to remove the pool structure too.

New Business

Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, moved to adopt the following resolution:

RESOLUTION NO. 2024-48

**A RESOLUTION APPROVING THE VACATION
OF A PORTION OF FOURTH AVENUE**

WHEREAS, pursuant to the provisions of Section 28-4 of the Code of Ordinances, William Rogers applied for the vacation of that portion of Fourth Avenue lying south of the south right-of-way line of Lakeview Drive, as extended, and more particularly described as follows:

- a. All that portion of Sweitzer’s Addition to the Village of Lake Odessa lying west of the property described as VILLAGE OF LAKE ODESSA SWEITZER’S ADDITION PART OF LOT 28 DESC AS: COM ON E LI FOURTH AVE 227.57 FT S OF NE COR LOT 28, TH N 65 DEG 19 MIN 8 SEC E 13.37 FT, S 25 DEG 53 MIN 8 SEC E 112.50 FT, S 40 DEG 56 MIN 25 SEC W 61.27 FT ALG TRAV LI ON SHORE OF LAKE, N 24 DEG 23 MIN 40 SEC W 51.09 FT, N 95.39 FT ALG E LI FOURTH AVE TO POB. INCL LAND BET TRAV LI & WATERS EDGE SEC 33-5-7 ODESSA TWP, IONIA COUNTY, MICHIGAN (tax parcel 34-101-190-000-135-00), a parcel with frontage on Fourth Avenue of 95.39 feet; and
- b. All that portion of Sweitzer’s Addition to the Village of Lake Odessa lying west of the property described as VILLAGE OF LAKE ODESSA SWEITZER’S ADDITION PART LOT 28, COM AT SW COR OF LOT 28 TH NE LY 23 1/2 FT, N LY PARL WITH LINE BETWEEN LOTS 27 & 28 TO 4TH AVE, S TO BEG. ODESSA TWP, IONIA COUNTY, MICHIGAN (tax parcel 34-101-190-000-140-00), a parcel with frontage on Fourth Avenue of approximately 64.90 feet; and
- c. All that portion of Fellow’s Addition to the Village of Lake Odessa lying east of the property described as VILLAGE OF LAKE ODESSA FELLOWS ADDITION LOT 1 ODESSA TWP, IONIA COUNTY, MICHIGAN (tax parcel 34-101-110-000-005-00), a parcel with frontage on Fourth Avenue of approximately 136.40 feet; and

WHEREAS, the portion of Fourth Avenue described above is not used for vehicular travel and including it as a portion of the Village’s street network does not serve a public purpose except for that portion of the right-of-way on which is located a storm sewer line that serves the adjacent neighborhood; and

WHEREAS, the Council has determined that the public interest is best served by vacating the street, allowing it to revert to ownership by abutting property owners;

NOW, THEREFORE, BE IT RESOLVED, that that portion of Fourth Avenue lying south of the south right-of-way line of Lakeview Drive, as extended, is hereby vacated, a parcel more particularly described as follows:

- a. All that portion of Sweitzer’s Addition to the Village of Lake Odessa lying west of the property described as VILLAGE OF LAKE ODESSA SWEITZER’S ADDITION PART OF LOT 28 DESC AS: COM ON E LI FOURTH AVE 227.57 FT S OF NE COR LOT 28, TH N 65 DEG 19 MIN 8 SEC E 13.37 FT, S 25 DEG 53 MIN 8 SEC E 112.50 FT, S 40 DEG 56 MIN 25 SEC W 61.27 FT ALG TRAV LI ON SHORE OF LAKE, N 24 DEG 23 MIN 40 SEC W 51.09 FT, N 95.39 FT ALG E LI FOURTH AVE TO POB. INCL LAND BET TRAV LI & WATERS EDGE SEC 33-5-7 ODESSA TWP, IONIA COUNTY, MICHIGAN (tax parcel 34-101-190-000-135-00), a parcel with frontage of 95.39 feet; and
- b. All that portion of Sweitzer’s Addition to the Village of Lake Odessa lying west of the property described as VILLAGE OF LAKE ODESSA SWEITZER’S ADDITION PART LOT 28, COM AT SW COR OF LOT 28 TH NE LY 23 1/2 FT, N LY PARL WITH LINE BETWEEN LOTS 27 & 28 TO 4TH AVE, S TO BEG. ODESSA TWP, IONIA COUNTY, MICHIGAN (tax parcel 34-101-190-000-140-00), a parcel with frontage of approximately 64.90 feet; and
- c. All that portion of Fellow’s Addition to the Village of Lake Odessa lying east of the property described as VILLAGE OF LAKE ODESSA FELLOWS ADDITION LOT 1 ODESSA TWP, IONIA COUNTY, MICHIGAN (tax parcel 34-101-110-000-005-00), a parcel with frontage of approximately 136.40 feet; and

BE IT FURTHER RESOLVED, that the Village of Lake Odessa retains a permanent easement over parcels a and b, described as a strip of land sixteen feet wide and approximately 160 feet long at its longest point lying south of the south right-of-way line of Lakeview Drive, as extended, the centerline of which easement lies above the storm sewer line located below parcels a and b.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: September 16, 2024

Kathy Forman, Village Clerk

Received by: _____

Received Date: _____



Page Memorial Building

839 Fourth Avenue

Lake Odessa, Michigan 48849

REQUEST TO VACATE A VILLAGE STREET OR ALLEY

I, William S Rogers, owner of the property located at 101 900 000 135 00 Fourth Ave & 101 900 000 140 00

Lake View Dr. would like to request the following **street** or **alley** (circle one) be vacated as follows:

NAME OF STREET Fourth Avenue

STARTING POINT OF STREET OR ALLEY REQUESTED TO BE ABADONED Starting point is the South end of Fourth Avenue at the curve at the lake

REASON FOR REQUEST Expand the property for parking and driveway

SIGNED *William S Rogers*

DATE 1-12-2024

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

Property Owner Name	Address	Amount of Frontage Owned
William Rogers	101 190 000 140 00	15.5 ft Lake Frontage Lake View Dr.
William Rogers	101 190 000 135 00	49.50 Lake Frontage Fourth Avenue
Mary C. Debler	101 110 000 010 00	33 ft Lake Frontage Lake View Dr.
Mary C Debler	101 110 000 005 00	48 ft Lake Frontage Lake View Dr.

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

To: Village of Lake Odessa Council

My name is Bill Rogers and I am respectfully submitting a request for consideration to agree to the abandonment of the property owned by the Village of Lake Odessa on the south end of Fourth Avenue (lake frontage). This parcel is located between the property owned by me and Colleen Debler. I have discussed this request with Colleen Debler and she is in favor of the abandonment of this property, but was hesitant to submit a formal request to avoid the stress of submission, attending a council meeting and possible opposition.

I currently own parcel #190-000-136-00 and a small triangle parcel #190-000-140-00. These parcels are on the East side of the Village owned road to the lake. The aforementioned road is currently is being maintained by the Village and has a storm drain that empties into the lake (10" – 12") pipe so this is an unbuildable property. Originally, there was apartments on the parcel I later purchased with a blacktop section of road with a curb and gutter on the East side. The tenants parked there for many years until the old structure burned. When the old building was torn down, the curb was removed, except for where the storm drain was in the curb, which is now a hazard. Once the old buildings were removed, the Village allowed Colleen Debler to bring in fill dirt and plant grass to help clean up this area. I purchased my two parcels in 2015 and intended to maintain my property, plus the property line where the curb and drain were at. The Village Manager at that time, Mark Bender, did not agree to that and had it surveyed and put posts with chains on each side of the property lines from the street to the lake front. This made my property inaccessible without unhooking the chain to allow me to drive onto my property to park. At that time, I told Mark that he cannot close off access to my property, so he put a clasp on the chain so every time I want to access my property I have to get out of my car, unhook the chain, drive on my property and park and then lock it back up. Additionally, my parcel #190-000-140-00 is land locked as there is no place to park or access (if I wanted to sell that piece). If the Village would agree to abandon this section, it would add an additional 16.5 feet to each property owner.

Our original concerns were the lack of control on who is using this abandoned road. It is now all grass which is maintained by the Village, but there is no seawall to avoid erosion, plus we have observed boats being launched in this area (small row boats), kayaks, etc.), people swimming and now that it is a grassy area, people are using it as an area to walk or drive up and sit by the lake. As of late, social media posts have stated that they can bring their pets to this section so they can access the lake. This type of activity puts liability on the Village, if an incident would occur on this property. I believe that this access was used in the past by the Fire Department for training and accessing water in the event of a fire in

that area. However, it is my understanding this is no longer necessary now that the new water mains have been installed.

I believe you know that if this was granted, both property owners would maintain the property and not allow it to be an eye sore. Additionally, the Village would be able to generate additional tax revenue they are currently not getting on this parcel. The Village would not have to maintain or upgrade the property (seawall, fencing, adding fill dirt) as this would be the responsibility of the new owners. Lastly, if this is not granted, a resolution to the parcel that is landlocked would need to be addressed, plus a resolution to the concerns regarding the access to my other parcel where the Village put up a chain fence preventing me from parking on my own property unless I unlock the fence.

If the Village does not approve our abandonment request:

1. Resolution to the landlocked issue on Bill Rogers property, plus the access problem caused by the fence needs to be addressed and resolved.
2. Drain reworked where the curb was originally.
3. Lake erosion fixed
4. Consider adding a seawall
5. Consideration to prevent this area from becoming a dog park, public park, walkway, etc. without the consideration of the property owners in this area.
6. Prevent residents from adding this to their real estate listing as 'lake access'.
7. Post signs that limit access to minimize traffic and liability.
8. Decreases the value of the two adjacent properties due to the lack of control over who has access to this property. People arriving unexpectedly, launching boats or kayaks, allowing to park in this area, allowing pets to access the lake, etc.

I understand there might be some opposition from the residents if the Village were to consider abandonment of this property. However, there are more desirable locations in the Village for recreation and lake access. Some of these areas include:

1. Public dock
2. Public beach including picnic area
3. Public boat launch
4. Public kayak lift
5. Public fishing on the dock at the beach
6. Public beach pavilion
7. Public park with playground and restrooms

I am respectfully submitting my requests for the Village to approve an abandonment of this property on Fourth Avenue. If additional discussion is needed I would be available to discuss.

Respectfully submitted.


Bill Rogers

Concurrent Resolution
APPROVING THE DISSOLUTION OF THE
LAKWOOD RECREATIONAL AUTHORITY

Village of Lake Odessa Board of Trustees
and
Odessa Township Board of Trustees

Ionia County, Michigan

WHEREAS, Michigan's Recreational Authorities Act, Act 321 of the Public Acts of Michigan 2000, as amended ("Act 321"), authorizes two or more municipalities to establish recreational authorities; and

WHEREAS, the Township of Odessa ("Township") and the Village of Lake Odessa ("Village"), in accordance with Act 321, approved and executed Articles of Incorporation ("Articles") to establish the Lakewood Recreational Authority ("Authority"), attached hereto as Exhibit A, the Village approving said Articles on January 21, 2020, and the Township approving said Articles on February 3, 2020; and

WHEREAS, in accordance with Article XVII of said Articles, the Authority may be dissolved by a concurring resolution of the Authority's participating municipalities; further, that any outstanding indebtedness of the Authority shall be paid prior to dissolution, and any assets of the Authority shall revert back to the originating municipalities.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Upon payment of any outstanding indebtedness of the Authority, the Township and the Village hereby dissolve the Authority.
2. Assets of the Authority, if any, shall be disbursed in equal shares to the Township and Village.
3. This Concurrent Resolution may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
4. A printed copy of this Concurrent Resolution shall be filed with the Michigan Secretary of State by the clerk of the last participating municipality to adopt this resolution.
5. All resolutions and parts of resolutions are, to the extent of any conflict with this Concurrent Resolution, rescinded.

At a meeting of the Odessa Township Board of Trustees duly held on _____, 2024,
Trustee _____, supported by Trustee _____, made a
motion to adopt the foregoing resolution.

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED _____.

Dated: _____

Lisa K. Williams, Clerk
Township of Odessa

At a meeting of the Village of Lake Odessa Board of Trustees duly held on _____, 2024,
Trustee _____, supported by Trustee _____, made a
motion to adopt the foregoing resolution.

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED _____.

Dated: _____

Kathy Forman, Clerk/Treasurer
Village of Lake Odessa

**VILLAGE OF LAKE ODESSA/ ODESSA TOWNSHIP
ARTICLES OF INCORPORATION
LAKEWOOD RECREATIONAL AUTHORITY**

These Articles of Incorporation are proposed to be adopted by the incorporating municipalities to create an Authority under Act 321 of the Public Acts of Michigan 2000, as amended (“Act 321”).

**ARTICLE I
NAME**

The name of this Authority is the Lakewood Recreational Authority.

**ARTICLE II
DEFINITIONS**

Section 1. Definitions from Act 321. The terms "Articles," "Authority," "Board," "Participating Municipality," "Park," "Recreational Purposes," and "Territory of the Authority" as used in these Articles shall have the same definitions as contained in Section 3 of Act 321.

Section 2. Other Terms. Other terms shall have such meaning as may be specified in Act 321 in the various provisions of these Articles of Incorporation, and the meanings customarily ascribed to them, considering the context and subject matter of these Articles of Incorporation. The definitions in Act 321 shall control over the definitions in the Articles of Incorporation, which shall control over customary meanings.

**ARTICLE III
PARTICIPATING MUNICIPALITIES**

The participating and creating municipalities of the Authority are the Township of Odessa, a Michigan municipal corporation, and the Village of Lake Odessa, a Michigan municipal corporation, each of which are hereby designated and referred to in these Articles as the “Participating Municipalities.”

**ARTICLE IV
TERRITORY OF THE AUTHORITY**

The Territory of the Authority shall include all the property – as designated by the Participating Municipalities – situated within the corporate boundaries of all the Participating Municipalities.

**ARTICLE V
PURPOSE**

EXHIBIT A

The purpose of this Authority is the acquisition, construction, operation, maintenance, and/or improvement of:

1. Parks, as defined in Act 321, dedicated to the public and including trails and pathways; and
2. Such other facilities, as are authorized by Section 5 of Act 321, as determined by the Board following consultation with the legislative bodies of each of the Participating Municipalities. Existing recreational facilities and public rights-of-way under the control and ownership of a Participating Municipality shall remain the property of said Participating Municipality unless they are acquired by the Board as authorized by Act 321.

ARTICLE VI

POWERS OF AUTHORITY

The Authority shall possess all the powers specified in Act 321, subject to the limitations of authority as provided by law and/or limitations as specified in these Articles of Incorporation, including the power to:

1. Acquire and hold, by purchase, lease with or without option to purchase, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means, real and personal property inside or outside the Territory of the Authority. The property may include franchises, easements, or rights of way on, under or above any property. The Authority may pay for the property, or pledge for the payment of the property, from revenue of the Authority.
2. Apply for and accept grants or contributions from individuals, the federal government or any of its agencies, this state, a municipality, or other public or private agencies to be used for any of the purposes of the Authority.
3. Hire full-time or part-time employees and retain professional services.
4. Provide for the maintenance of all of the real and personal property of the Authority.
5. Assess and collect fees for services provided by and expenses incurred by the Authority.
6. Receive revenue as appropriated by the legislature of this state or a Participating Municipality.
7. Enter into contracts incidental to or necessary for the accomplishment of the purposes of the Authority.

ARTICLE VII
TERM

The Authority shall continue in existence perpetually or until dissolved pursuant to Article XVII hereof.

ARTICLE VIII
FISCAL YEAR

The fiscal year of the Authority shall commence on the first day of April in each year and shall end on the last day of March of the subsequent year.

ARTICLE IX
GOVERNING BOARD

Section 1. Board. The Authority shall be directed and governed by a seven-member Board, known as the "Lakewood Recreational Authority Board," hereinafter sometimes referred to as the "Board."

Section 2. Membership and Qualification of Board.

- A. **Composition.** The Board shall be composed of seven members, including:
- 1) Two members selected by the governing body of each Participating Municipality, each of whom shall be a registered voter and elected official or Township/Village Manager/Administrator of said Participating Municipality; and
 - 2) Three at-large members selected jointly by the remaining Board members, each of which shall be a registered voter of one of the Participating Municipalities and shall not be an elected official or employee of either Participating Municipality.
- B. **Term.** The term of each Board member shall be three (3) years, beginning on the first day of April next following his or her respective appointment. However, of the four members first appointed, each Participating Municipality shall appoint one member for 2 years and one member for three years; the at-large members shall be appointed to terms of 1 year, 1 year, and 2 years.

Section 3. Oath of Office. Each member of the Board shall qualify by taking the constitutional oath of office and filing it with the clerk of his or her respective Participating Municipality, or in the case of the members selected jointly by the Board, with the Township of Odessa Clerk.

Section 4. First Board; Organization Meeting, Subsequent Board Members.

- A. Selection of First Board. The members of the first Board shall be selected within forty-five (45) days after the effective date of the incorporation of the Authority.
- B. Organizational Meeting.
1. Within sixty (60) days after the effective date of incorporation of the Authority, the members of the first Authority Board shall qualify by taking the constitutional oath of office and shall meet for the purpose of organization. At such organizational meeting, the Board shall select a Chairperson, Vice Chairperson, Secretary and Treasurer, and such other officers as it may deem appropriate.
 2. The Odessa Township Clerk and the Odessa Township Treasurer, who shall not be members of the Board, unless appointed, shall initially act and assume the authority and responsibilities of the Secretary and Treasurer of the Authority, respectively. At the organizational meeting, the Board shall confirm by vote that the Odessa Township Clerk and the Odessa Township Treasurer shall serve as the first Secretary and Treasurer of the Authority, respectively.
 3. All such officers shall serve until the organizational meeting of the following year, which shall be held each year in April, or until their respective successors shall be selected and qualify.
 4. No appointment to the Authority and no selection of an officer shall be deemed to be invalid because it was not made within the times or at the time specified in these Articles.

Section 5. Removal of Board Members. A Board member appointed by a Participating Municipality may be removed from the Board by the appointing Participating Municipality for good cause after a public hearing. The at-large member selected by the Board may be removed by the Board for good cause after a public hearing. Vacancies shall be filled in the same manner as the original appointment for the unexpired term.

ARTICLE X
COMPENSATION

Pursuant to the requirements of Act 321, members of the Board shall not be compensated by the Authority for their service. Each member of the Board shall, however, be entitled to reimbursement for all reasonable expenditures made by him or her in carrying out official duties as may be approved by the Board and to the extent authorized by the budget for the Authority for each fiscal year.

ARTICLE XI
VACANCIES

A vacancy occurs on the Board on the happening of any events set forth in MCL 201.3. In the event of a vacancy on the Board, the vacancy shall be filled as follows:

1. The governing body of the Participating Municipality selecting such representative shall fill the vacancy as expeditiously as possible and in no event to exceed ninety (90) days from the date such vacancy occurs.
2. In the event of a vacancy on the Board of the at-large position, the Board shall fill the vacancy within the same time period as set forth in paragraph 1 of this Article.
3. In the case of the temporary absence or disability of any officer, the Board may appoint a member, who is currently appointed and serving, temporarily to act in his or her stead for a period not to exceed 180 days; except that in the event of the temporary absence or disability of the Chairperson, the Vice Chairperson shall so act.
4. In the event a member who was appointed by a Participating Municipality becomes ineligible to serve on the Board by virtue of no longer holding elective township/village office or no longer being employed as Village/Township manager/administrator, the vacancy shall be filled by the Participating Municipality who selected such representative within the same time period as set forth in paragraph 1 of this Article.

ARTICLE XII
MEETINGS

Section 1. Scheduling. The Board shall meet at least quarterly and shall annually establish a regular meeting schedule, which shall be posted at the offices of the Participating Municipalities in similar form and within similar times as required by law for governmental meeting schedules.

Section 2. Special Meetings. Special meetings of the Board may be called by the Chairperson or by any two (2) Board members.

Section 3. Public Notice. Public notice of the time, date, and place of each meeting of the Board shall be given in the manner required by the Open Meetings Act, 1976 PA 267, MCL 15.261-15.275.

Section 4. Quorum; Voting. A majority of the full membership of the Board shall constitute a quorum, which shall be required in order to conduct a meeting of the Board. . The Board shall act by motion or resolution. A vote of the members of the Board who are present at any meeting, at which a quorum is present, shall be sufficient for passage of any motion or resolution. However, any decision regarding the annual budget, capital expenditures, projected revenues, projected

expenditures, and budget amendments must be supported by a vote of the majority of the total membership of the Board.

Section 5. Rules; Procedures. The Board may adopt rules or bylaws governing its procedures which are not in conflict with the terms of any statute of the State of Michigan or of these Articles of Incorporation.

Section 6. Minutes. Written minutes of all Board meetings shall be kept in compliance with applicable provisions of the Open Meetings Act, 1976 PA 267, MCL 15.261-15.275. Copies of minutes shall be prepared within the time period established by the Open Meetings Act and sent to all Board members and the clerks of the Participating Municipalities as soon as reasonably possible following their preparation.

Section 7. Freedom of Information Act. A writing prepared, owned, or used by the Authority in the performance of an official function shall be made available in compliance with the Freedom of Information Act, 1976 PA 442, MCL 15.231-15.246.

ARTICLE XIII
DUTIES OF BOARD AND OFFICERS

Section 1. Chairperson. The Chairperson of the Board shall be elected annually by the Board members and shall be the presiding officer of the Board, and shall be permitted, with the consent of the Board, to appoint committees of the Board as necessary. Except as herein otherwise provided, the Chairperson and Board members shall not have any executive or administrative functions other than as a member of the Board.

Section 2. Vice Chairperson. The Vice Chairperson of the Board shall be elected annually by the Board members. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.

Section 3. Secretary. The Secretary of the Board shall be elected annually by the Board members and shall be the recording officer for the Board. If a person other than the Odessa Township Clerk is to serve as Secretary, the Board shall establish qualifications for such office, such as the capability of carrying out the duties of office, including, without limitation, compliance with the Freedom of Information Act, and other state laws relating to recordkeeping and management.

Section 4. Treasurer. The Treasurer of the Board shall be elected annually by the Board members and shall be the custodian of the funds of the Authority and shall give to it a bond conditioned upon the faithful performance of the duties of his or her office. All money shall be deposited in a financial institution or financial institutions, to be designated by the Board, and all checks or other forms of withdrawal therefrom shall be signed by two (2) persons, which persons shall be the Secretary and the Treasurer, or their respective designees, as approved by the Board.

All authorized signatories shall give a bond conditioned upon the faithful performance of the prescribed duties, unless duties are performed by the Odessa Township Clerk and Odessa Township Treasurer. The Authority shall pay the cost of the bonds. If a person other than the Odessa Township Treasurer is to serve as Treasurer, the Board shall establish qualifications for such office, such as the capability of carrying out the duties of office, including the capability of carrying out the duties of office as provided by law and these Articles of Incorporation.

ARTICLE XIV
REVENUES, FINANCING, AND BUDGETING

Section 1. Power to Raise Revenue. The Authority shall have the power to raise revenue in the manner authorized by Act 321 and as further described in these articles.

Section 2. Financing the Authority.

- A. Contributions from Each Participating Municipality. The Participating Municipalities shall contribute to financing the Authority in accordance with a contract adopted between the Authority and each Participating Municipality.
- B. Tax Levy.
 - 1) As an alternative to the financial contribution formula in Section 2(a) of this Article XIV, the Authority may levy a tax on all taxable property within the Territory of the Authority as authorized by Section 11 of Act 321 (as approved by voters). For so long as the Authority is funded by a levy as authorized by Section 11 of Act 321, the imposition of such a levy shall preclude the Authority from requiring any further financial contributions from each Participating Municipality. Nothing in this paragraph shall be construed as preventing a Participating Municipality or non-participating organization, by action of its governing body, from providing additional contributions to the Authority, for either a general or a specific use.
 - 2) Prior to making a final determination to levy a tax, as provided above, the Board shall annually obtain approval of the proposed budget by a majority of the governing bodies of the Participating Municipalities.

Section 3. Budget Process. The Board shall prepare a proposed annual operating and capital budget reflecting the projected revenues and projected expenditures of the Authority for the next fiscal year beginning April 1. The Board shall adopt the proposed budget and appropriations act by a majority vote of the members of the Board in such a manner as to assure submission of the adopted tentative budget to the Participating Municipalities no later than January 2 of each year. After the approval of the proposed budget by a majority of the governing bodies of the Participating Municipalities, the Board shall give final approval to the Authority budget for the

next fiscal year. The budget may be amended from time to time upon approval by a majority of the governing bodies of the Participating Municipalities.

Section 4. Accounting and Budgeting Practices. The accounting and budgeting practices of the Authority shall conform with the standard accounting practices, Section 27 of Act 321, the Uniform Budgeting and Accounting Act, Act 2, Public Acts of Michigan, 1968, as amended, and all other applicable provisions of law.

ARTICLE XV
AUDIT

The Board shall obtain an annual audit of the Authority, in accordance with the requirements of Section 27 of Act 321, and shall furnish a copy to each Participating Municipality. The books and records of the Authority shall be made available for inspection by any Participating Municipality at all reasonable times.

ARTICLE XVI
ADMISSION/WITHDRAWAL OF INCORPORATING MUNICIPALITIES

Section 1. Admission. An additional Municipality may become a Participating Municipality in the Authority only upon amending these Articles in compliance with Article XXII below and, if a tax is authorized to be levied by the Authority at the time of the proposed admission, the electors of the Municipality seeking admission must first approve the tax. Any additional Municipality wishing to become a Participating Municipality in the Authority must also republish the amended Articles of Incorporation, consistent with Article XXII.

Section 2. Withdrawal. A Participating Municipality may withdraw from the Authority by resolution of the municipality’s legislative body approving the withdrawal, a certified copy of which resolution shall be provided to the Board and the other Participating Municipalities at least twelve (12) months prior to the beginning of a new fiscal year for the Authority. Such new fiscal year shall serve as the effective date of the withdrawal. A Participating Municipality may not withdraw from the Authority during the period for which the Authority has been authorized to levy a tax.

Section 3. Outstanding Indebtedness. A municipality that withdraws from the Authority shall remain liable for a proportion of the debts and liabilities of the Authority incurred while the municipality was a part of the Authority. The proportion of the Authority's debts for which a municipality remains liable as a result of its withdrawal from the Authority shall be determined by dividing the state equalized value of the real property in the municipality by the state equalized value of all real property in the Authority on the effective date of the withdrawal.

Section 4. Contributed Assets. Any property owned by the Authority, which is in the possession of the withdrawing municipality or in the possession of personnel who will no longer

remain with the Authority as a result of the municipality's withdrawal from the Authority, shall be returned to the Authority before the effective date of the withdrawal. The withdrawing municipality shall not be entitled to the return of any credit for any property or money it transferred to or paid to the Authority prior to the withdrawal.

ARTICLE XVII
DISSOLUTION OF AUTHORITY

Section 1. Procedure.

- A. Concurring Resolutions. The Authority may be dissolved by the concurring resolution of a majority of the governing bodies of the Participating Municipalities of the Authority. Prior to dissolution of the Authority any outstanding indebtedness of the Authority shall be paid.

- B. Outstanding Indebtedness. Prior to dissolution of the Authority, any outstanding indebtedness of the Authority, including any bonds issued under Section 21 and/or Section 23 of Act 321 shall be paid. Any assets of the Authority remaining after the payment of any such outstanding indebtedness shall be distributed to the Participating Municipalities of the Authority at the time of the dissolution based upon each Participating Municipality's most recent financial contribution to the Authority. This subsection shall not apply if the Authority was ever funded by Authority tax revenue.

- C. Contributed Assets. Any land, buildings, and/or facilities that were contributed to the Authority by a Participating Municipality and is maintained, owned, or operated by the Authority shall revert back to the originating municipality, without charge.

- D. Purchased or Donated Land. Any land purchased by the Authority or received by donation shall be sold and the proceeds shall be shared in proportion to the contributions received from the Participating Municipalities, if at the time of dissolution, the sole funding for the Authority's budget has never come from tax revenue. However, if the Authority was ever funded by Authority tax revenue, then the proportionate shares for distributing the assets of the Authority remaining at the time of dissolution and after all debts of the Authority are paid, shall be distributed to the Participating Municipalities according to the formula arrived at by dividing the state equalized value of the real property in each Participating Municipality by the state equalized value of all real property in the Authority on the effective date of the dissolution. In all instances, the Participating Municipality in which said real estate is located shall be given the right of first refusal on the purchase of said real estate. In the event of a dissolution following a period of property tax levy by the Authority, any funds obtained via levy, and/or property purchased by such funds, which are subsequently distributed to the Participating Municipalities pursuant to this Article shall be assigned by the Participating Municipalities to public purposes consistent with the purposes approved by the electorate for the original levy.

Section 2. Disposition of Lands Acquired with MNRTF Funding. Notwithstanding the above paragraph, in the event that, at the time of dissolution, the Authority is in possession of lands acquired with, or developed with, in whole or in part, grant funds from the Michigan Natural Resources Trust Fund (hereinafter the "MNRTF"), the Authority shall comply with Act 451 of the Public Acts of Michigan 1994, as amended, and all applicable State law. The Participating Municipality in which the lands acquired or developed with MNRTF funds are located shall assume title and control of said lands.

ARTICLE XVIII
STATE, FEDERAL AND PRIVATE GRANTS

The Authority shall have the power to apply for and accept grants, loans or contributions from the United States of America or any agency or instrumentality thereof, the State of Michigan or other public or private organizations or foundations; and to do any and all requirements necessary or desirable to secure such financial or other aid or cooperation in carrying out any of the purposes of Act 321. In the event that any grant, loan or contribution shall require a long term obligation as to the use, maintenance, or operation of a specific piece of property, the approval of the governing body of the Participating Municipality in which such property is located shall be required prior to the acceptance of the grant, loan, or contribution by the Authority.

ARTICLE XIX
INVESTMENT

The Treasurer of the Authority when authorized by a resolution of the Board may invest general funds of the Authority. The Board must first approve the Treasurer's investment policy. The Board approved policy must then be submitted to the Participating Municipalities and a majority of the Participating Municipalities' governing bodies must approve the investment policy. Such investment by the Treasurer shall be made in compliance with the laws of the State of Michigan.

ARTICLE XX
EXEMPTION FROM TAXATION

The property of the Authority shall be exempt from all taxation and assessments, and no writ of attachment or writ of execution shall be levied upon the property of the Authority.

ARTICLE XXI
EFFECTIVE DATE

The Authority shall become effective upon filing of certified copies of these Articles with the Secretary of State as provided by Act 321.

ARTICLE XXII
AMENDMENT

These Articles of Incorporation may be amended by an affirmative vote of a majority of the members serving on the legislative body of each Participating Municipality. This does not apply to an amendment to the Articles to allow a municipality to withdraw from an existing authority. Before the amendment to the Articles are adopted, the amendment to the Articles shall be published not less than once in a newspaper generally circulated within the Participating Municipalities. The adoption of the amendments by a municipality shall be evidenced by an endorsement on the amendments by the clerk of the municipality. Upon adoption of the amendment by each Participating Municipality, a printed copy of the amended articles shall be filed with the Secretary of State by the clerk of the last Participating Municipality to adopt the amendments. The amendments shall take effect upon filing with the Secretary of State.


ARTICLE XXIII
MISCELLANEOUS

Section 1. Execution. These Articles of Incorporation may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Section 2. Captions. The captions of these Articles of Incorporation are for convenience only and shall not be considered as part of these Articles of Incorporation or in any way limiting or amplifying the terms and provisions hereof.

Section 3. Adoption. These Articles have been adopted by the Township of Odessa and the Village of Lake Odessa, each a municipal corporation located in the County of Ionia, State of Michigan, as set forth in the following endorsements, and in witness whereof, the Supervisor and the Township Clerk of the Township of Odessa, the President and the Village Clerk of the Village of Lake Odessa have endorsed thereon the statement of such adoption.

The foregoing Articles of Incorporation were adopted by the township board of the Township of Odessa, Ionia County, Michigan, at a meeting duly held on the **3rd** day of **February**, 2020.



Supervisor, Township of Odessa



Clerk, Township of Odessa

The foregoing Articles of Incorporation were adopted by the village council of the Village of Lake Odessa, Ionia County, Michigan, at a meeting duly held on the **21st** day of **January**, 2020.



President, Village of Lake Odessa



Clerk, Village of Lake Odessa

Lake Odessa Village Council

Ionia County, Michigan

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

RESOLUTION NO. 2024-49

APPROVING SETTING THE DATE AND HOURS FOR TRICK OR TREATING IN THE VILLAGE OF LAKE ODESSA FOR 2024

WHEREAS, the Village of Lake Odessa desires to set and recognize Thursday, October 31, 2024 as the day for Trick-or-Treating within the Village; and

WHEREAS, on the aforementioned date, the Village desires to set the time from 6:00 pm EDT to 8:00 pm EDT to be specifically designated as the official time for Trick-or-Treating; and

WHEREAS, Village staff would like to wish everyone a Happy Halloween and to remind motorists to be sure to slow down and be especially cognizant of children Trick-or-Treating.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Lake Odessa Village Council approves the date of Thursday, October 31, 2024 as the official day for Trick-or-Treating within the Village of Lake Odessa.
2. The Lake Odessa Village Council further approves designating the hours between 6:00 pm EDT and 8:00 pm EDT as the official time period for Trick-or-Treating in the Village of Lake Odessa on Thursday, October 31, 2024.
3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Dated: September 16, 2024

Kathy Forman, Clerk/Treasurer

LAKE ODESSA VILLAGE COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 2024-50

**A RESOLUTION TO AUTHORIZING ACCEPTANCE OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
FOR CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL)**

WHEREAS, the Village of Lake Odessa has been awarded a MSHDA CDBG CHILL Grant in the amount of \$188,800.

NOW, THEREFORE, BE IT RESOLVED, that the Village Council hereby accepts the grant offer and authorizes the Village President to sign the grant agreement on behalf of the Village.

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED _____.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of Resolution 2024-50, adopted by the Lake Odessa Village Council at a regular meeting held on September 16, 2024, the original of which is on file in my office and available to the public pursuant to the required statutory procedure.

Date: _____

Kathy Forman, Village Clerk/Treasurer

CDBG Grant #: **MSF-2023-914-CDB**
UEI #: **Q9CJZBD4FVJ3**
Effective Date: **June 1, 2024**
Source of Funds: **CDBG Federal–CFDA # 14.228**

CDBG GRANT AGREEMENT

BETWEEN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

AND

VILLAGE OF LAKE ODESSA

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

GRANT AGREEMENT BETWEEN

**THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
AND
VILLAGE OF LAKE ODESSA**

I. GRANT OFFER

The Michigan State Housing Development Authority, a public body corporate and politic of the State of Michigan, whose address is 735 East Michigan Avenue, Lansing, Michigan 48912 (the "Authority"), acting pursuant to the federal Community Development Act Of 1974, as amended (the "Act"), hereby offers to Village of Lake Odessa whose address is 839 Fourth Avenue, Lake Odessa, MI 48849 (hereinafter the "Grantee"), grant assistance subject to the availability of federal Community Development Block Grant (CDBG) funds, terms, conditions, and limitations as set forth in this grant agreement (the "Grant Agreement").

The maximum amount of grant assistance hereby offered is \$188,800.

The term of work performance by the Grantee under this grant agreement is June 1, 2024 to November 30, 2025. The Authority will provide CDBG funds for the Grantee's eligible expenses in accordance with the attached Conditions.

Dated this _____ day of _____, _____.

Amy Hovey
Chief Executive Officer and Executive Director

The foregoing Grant Offer is hereby accepted, and it is agreed that the funds provided will be used only as set forth in the Grant Agreement.

Dated this _____ day of _____, _____.

WITNESSED BY:

Village of Lake Odessa

Witness Signature

Authorized Official Signature
Karen L. Banks, President, Lake Odessa Village Council

II. GRANT TERMS

The Authority and the Grantee agree as follows:

1. The Grantee shall implement or continue the activities within the projected budget and time frame (the "Grant Term") and in accordance with any special terms and conditions for funding more specifically described and stated in "Exhibit A", which is attached and incorporated herein by reference.
2. The Grantee shall:
 - a. Expend all CDBG program funds in accordance with the requirements of 24 CFR 570 pertaining to eligible project costs for the CDBG program.
 - b. Comply with all the requirements now or hereafter in effect for Title II of the Community Development Act of 1974, the CDBG program, and the regulations appearing at Section 24, Part 570 of the Code of Federal Regulations (24 CFR 570 et seq.), including, but not limited to, the assurances and certifications contained in Section 29 of this Agreement
 - c. Comply with the Federal grant requirements of Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations (the "Uniform Guidance") as applicable. In all instances, the Grantee should review the Uniform Guidance requirements applicable to its use of CDBG funds, and CDBG-funded projects, including the Uniform Guidance, as described in the 2022 OMB Compliance Supplement Part 3. Compliance Requirements (issued May 11, 2022).
 - d. Comply with such further statutory, regulatory, and contractual requirement(s) now or hereafter in effect as may be applicable to the receipt and expenditure of CDBG Funds, as administered by the U.S. Department of Housing and Urban Development and the Authority.
 - e. Utilize grant funds for the approved activities (excluding administration) at the following minimum expenditure rate:

June 1, 2024 to November 30, 2024, complete first draw; and
December 1, 2024 to May 31, 2025, 50% expended; and
June 1, 2025 to November 30, 2025, all grant funded activities substantially complete.

All grant funds must be expended and project activities completed by November 30, 2025 and all project closeout activities completed by January 31, 2026.
3. **Effective Date.** The effective date of this Agreement is June 1, 2024. Unless otherwise extended, suspended, or terminated by the Authority, this Agreement shall remain in effect until such time as the Grantee has (1) expended or returned to the Authority the funds authorized hereunder; and (2) met all terms and conditions for the receipt of funds pursuant to this Agreement.
4. **Disbursement of Funds.** The Grantee agrees that disbursement(s) under this Agreement shall be made in accordance with Authority established schedules and procedures. The Grantee further agrees that in the event no funds are disbursed within six (6) months of the

effective starting date as stated in Paragraph 3 above, the funds authorized pursuant to this Agreement shall be subject to recapture by the Authority. Further, in no event will a disbursement or further disbursements be made after a notice by the Authority of a violation of this Agreement, which violation has not been corrected to the satisfaction of the Authority.

5. **Administration Costs**. The Grantee acknowledges that a maximum of eighteen percent (18%) of the Total Grant Amount may be utilized for administrative costs. The administrative costs must be allowable, reasonable, and allocable as outlined in 2 CFR 200.403-200.405 and must be in accordance with the CDBG Policy Manual and any written administrative costs policies issued by the Authority. The Grantee may use administrative costs for direct costs as defined in 2 CFR 200.413 and indirect costs as defined in 2 CFR 200.414. If the Grantee uses both direct and indirect costs, the indirect costs must exclude any direct administrative expenses.

The Grantee agrees to provide the Authority with a CDBG Program Administration Report, in the form of a quarterly Financial Status Report (the "FSR"), that documents and itemizes all direct and indirect administrative costs. If the Grantee elects to opt out of utilizing any of the Total Grant Amount towards administrative costs, the Grantee acknowledges that it cannot amend the Project Budget post-grant award to add it in as a funding component. CDBG Program funds are not to be used for research and development as defined in 2 CFR 200.1.

The Grantee is permitted to draw down administrative costs at a rate commensurate with the rate of project cost expenditures. While the Grantee may incur additional administrative expenses, the drawdown of these costs must maintain an equal ratio to the drawdown of project expenditures. This ensures that the allocation of funds remains proportionate throughout the duration of the project. Any deviation from this equal ratio drawdown policy will require prior written approval from the Authority.

6. **Advancement of Funds**. The Grantee is permitted to request an advance payment of funds, up to twenty-five percent (25%) of their budgeted project costs. The budgeted project costs are defined as the total grant award minus the allocated administrative costs. This advance payment is specifically intended for construction costs that the Grantee has contractually committed to with a contractor or developer and may not be used to pay for administrative costs. The intention of this advance payment is to provide the Grantee with the necessary funds to initiate construction. Any request for such an advance payment must be submitted in writing and approved by the Grantor prior to disbursement of funds.

If an advance of funds is made pursuant to this Agreement for a specific purpose and is not used by the Grantee for that purpose or another purpose permitted under this Agreement and approved by the Authority within 180 calendar days, or if the Grantee decides not to use the money, upon such disbursement or upon such decision, the Grantee shall immediately return to the Authority the funds advanced.

7. **Availability of Funds**. The State of Michigan CDBG Housing Program awards funds based upon year-to-date federal appropriations from the U.S. Department of Housing and Urban Development (HUD). Further, all Authority CDBG funding is subject to the availability of funds since the Housing Program is dependent upon federal appropriations and/or rescissions. Therefore, it is possible grants could be reduced accordingly on a unilateral basis.
8. **Increase of Funds**. The Grantee agrees that the Authority may, at its own discretion and

with the written concurrence of the Grantee, increase the amount of funds available to the Grantee under this Agreement by amending the program description, program budget, and special conditions contained in Exhibit A. The Grantee further agrees that any such increases shall be governed by the terms of this Agreement and such other statutory, regulatory, or contractual requirements now or hereafter in effect for the receipt and expenditure the funds as administered by HUD or the Authority.

9. **Monitoring.** The Grantee agrees that the Authority may, at the Authority's discretion, audit the Grantee for compliance with the terms and conditions of this Agreement. The Grantee further agrees to provide any books, records, or other documentation in such form and at such place as the Authority may request.
10. **Records Retention Period.** The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of four (4) years. The retention period shall commence from the date that the Grantee's final audit and report are approved by the Authority.
11. **Reporting Schedule.** The Grantee shall prepare and submit reports and documents relating to and supportive of the activities described in Exhibit A as the Authority may require, including, but to limited to:

TYPE OF REPORT

DUE DATE

A. Accounting Certification

Prior to disbursement of funds.

B. Financial Status Reports (FSR) commonly referred to as "payment requests".

The 15th of the month following the report period. Payment requests should be submitted at least quarterly but not more than monthly.

C. Interim and Final Single Audit reports prepared by a certified public accountant.

Nine months after the Grantee's fiscal year end in which the funds governed by this Agreement have been expended. Please refer to the Neighborhood Development Division's (NDD) Supplemental Audit Guide for additional audit instructions.

12. All reports, correspondence, and documents required under this Agreement shall be submitted to:

CDBG Address:

Michigan State Housing Development Authority
NDD - CDBG
735 East Michigan Avenue, PO Box 30044
Lansing, MI 48909

Grantee Address:

Karen L. Banks
Village of Lake Odessa
839 Fourth Avenue
Lake Odessa, MI 48849

13. **Procurement**. The Grantee shall ensure that all procurement transactions shall be conducted in a manner that provides for maximum open and free competition.
14. **Reasonable Costs**. The Grantee hereby agrees that payment for services, supplies or materials shall not exceed the amount ordinarily paid for such services, supplies or materials in the area where the services are rendered, or the supplies or materials are furnished.
15. **Cost Overruns**. All cost overruns shall be the responsibility of the Grantee.
16. **General Compliance**. All aspects of the Grantee's plan for the use of funds authorized pursuant to the terms and conditions of this Agreement, including, but not limited to, all supporting documents, site plans, design plans and specifications, shall be subject to review and approval by Authority staff to ensure compliance with Authority, state and federal guidelines, standards and criteria and shall not be altered without prior written approval from the Authority.
17. **Records Review**. The Grantee hereby agrees that all aspects of the activities described in Exhibit A and all documents relating to and supportive of said activities, including, but not limited to, specifications and reports of funds expended, shall be freely available to the Authority or its authorized representatives for review by the Authority to ensure conformity with the terms of this Agreement.
18. **Contractors and Subcontractors**.
 - a. The Grantee, all contractors and subcontractors shall ensure that any construction, rehabilitation, or conversion implemented pursuant to the terms and conditions of this Agreement will be sufficient to effect decent, safe, and sanitary conditions and meet all applicable local building codes.
 - b. The Grantee, all contractors and subcontractors shall ensure that all precautions are exercised at all times for the protection of persons and property and shall observe the safety provisions of all applicable laws and building and construction codes.
 - c. The Grantee, all contractors and subcontractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.
 - d. The Grantee, all contractors and subcontractors shall maintain during the term of this Agreement public liability, property damage, and worker's compensation insurance insuring the interests of all parties to this Agreement against any and all claims which may arise out of the Grantee's or contractor's or subcontractor's operations under this Agreement.
19. **Discrimination**. The Grantee agrees that all activities assisted pursuant to the terms and conditions of this Agreement must be open to all regardless of age, height, weight, marital status, sex (including sexual orientation and gender identity or expression), race, color, religion, or national origin (including limited English proficiency), partisan considerations, or a disability or genetic information, and that all contractors, subcontractors, subgrantees, and sub-recipients involved must take affirmative action to assure an equal opportunity for employment, without discrimination as to age, height, weight, marital status, sex (including sexual orientation and gender identity or expression), race, color, religion, or national

origin, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

20. **Conflict of Interest.** If any member of the Grantee's Board of Directors or staff has an identity of interest with (a) any of the staff persons hired, (b) any of the persons or households to be assisted directly or indirectly with the funds, or (c) the persons and/or businesses retained to perform technical services hereunder or with persons or businesses providing supplies or services for which funds are being advanced under this Agreement in the form of 10% or more voting stock in such business, or interest as a director or officer of such business, or financial interest directly or indirectly in an amount of 10% or more, or in the form of common immediate family membership, the Grantee shall make written disclosure of the nature and extent of the relationship to the Authority prior to contracting with such persons and/or businesses. The Grantee further agrees not to enter into any contractual relation with any of the persons or entities listed above unless it has received written approval from the Authority. The Grantee and its Board of Directors, staff, agent, consultant, officer, or elected or appointed official must also comply with all applicable Authority and HUD requirements and regulations regarding conflicts of interest, including but not limited to 2 CFR 200.112 and 2 CFR 200.318.
21. **Liability.** The Authority, the State of Michigan, their officers, agents, and employees shall not, in any manner, be liable for any loss or damage connected to or resulting from activities implemented under this Agreement; nor, or for any injury or damages to any person whether an employee of the Grantee or otherwise, or for damage to any materials, equipment, or other property that may be used or employed in connection herewith.
22. **Hold Harmless.**
 - a. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Grantee in the performance of this agreement shall be the responsibility of the Grantee, and not the responsibility of the Authority, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Grantee, any subcontractor, anyone directly or indirectly employed by the Grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Grantee or its employees by statute or court decisions.
 - b. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Authority in the performance of this agreement shall be the responsibility of the Authority, and not the responsibility of the Grantee, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Authority, any subcontractor, anyone directly or indirectly employed by the Authority, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Authority or its employees by statute or court decisions.

- c. In the event that liability to third parties, loss or damage arises as a result of activities conducted jointly by the Grantee and the Authority in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Grantee and the Authority in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies (or the Authority) or their employees, respectively by statute or court decisions.
23. **Violations of Grant Agreement.** The Authority reserves the right to pursue all remedies available to it to cure any violation of this Agreement. In the event the Grantee violates any of the provisions of this Agreement, the Authority shall notify the Grantee and give a 30-day period for the Grantee to correct the violation. In the event the violation is not corrected to the satisfaction of the Authority, within the time prescribed herein, this Agreement may be terminated forthwith by the Authority.
24. **Suspension of Grant.** If the Grantee has failed to comply with this Agreement, or in the event that funds are no longer available to the Authority, on reasonable notice to the Grantee, the Authority may suspend the grant and prevent further electronic funds transfer or prohibit the Grantee from incurring additional obligations of grant funds, pending corrective action by the Grantee, resumption of funding to MSHDA for the CDBG program, or a decision to terminate in accordance with this Agreement. The Authority shall reimburse the Grantee for all necessary and proper costs which the Grantee could not reasonably avoid during the period of suspension.
25. **Termination for Cause.** The Authority may terminate this Agreement, in whole or in part, at any time before the date of completion, if the Authority determines that the Grantee has failed to comply with the conditions of this Agreement or in the event that funds are no longer available to the Authority. The Authority shall promptly notify the Grantee in writing of the determination and the reasons for the termination, together with the effective date. Payments made to recipients or recapture of funds by the Authority shall be in accordance with the legal rights and liabilities of the parties.
26. **Termination for Convenience.** The Authority or the Grantee may terminate this Agreement in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Authority shall pay from available Grant funds; the Grantee's share of the non-cancelable obligations, properly incurred by the Grantee prior to termination.
27. **Remedies.** The Grantee hereby agrees that the election of the Authority to pursue any of the remedies set forth herein shall not be construed to preclude or be a waiver of the right to pursue any of the other remedies.
28. **Federal System for Award Management (SAM).** The Grantee must register with the SAM before any CDBG funds will be disbursed and must maintain an active registration throughout the period of performance. The SAM website is: <https://www.sam.gov/SAM>. In accordance with federal Uniform Guidance, any CDBG funds received must be included on the eligible applicant's Schedule of Expenditures of Federal Awards (SEFA) and included within the scope of the eligible applicant's Single Audit.

29. **Specific Compliance Requirements.** The Grantee hereby assures and certifies compliance with the statutes, rules, regulations, and guidelines associated with the acceptance and use of funds under the CDBG program as implemented pursuant to regulations contained in 24 CFR Part 570 and as administered by the Authority on behalf of the State of Michigan. Such assurances and certifications include, but are not limited to, the following:
- a. The execution of this Agreement is authorized under State and local statutes, and the Grantee possesses the legal authority to implement the CDBG program described herein and in accordance with regulations contained in 24 CFR Part 570 et. seq.
 - b. The Grantee shall implement its CDBG program in conformance with the requirements of 24 CFR 570.426, and HUD CPD Notice 04-11 to assure that any repayment, interest, and other program income shall be returned to the Authority.
 - c. The Grantee shall implement its CDBG program in conformance with the requirements of 24 CFR 570.904 pertaining to equal opportunity and fair housing.
 - d. The Grantee shall implement its CDBG program in conformance with the requirements of 24 CFR 570.606 pertaining to displacement, relocation, acquisition, and replacement housing.
 - e. The Grantee shall implement its CDBG program in conformance with the requirements of 24 CFR 570.608 and 24 CFR Part 35 pertaining to the testing for and abatement of lead-based paint in HUD-associated housing.
 - f. The Grantee shall implement its CDBG program in conformance with the requirements of 24 CFR 570.611 pertaining to conflict of interest.
 - g. The Grantee shall implement its CDBG program in conformance with the requirements of 24 CFR 570.605 pertaining to flood insurance.
 - h. The Grantee shall implement its CDBG program in conformance with the requirements of 24 CFR 570.489(c) to assure that no funds available under this agreement are requested until funds are needed for payment of eligible costs. Further, the amount requested must be limited to the amount needed.
 - i. The Grantee shall comply with all other requirements of the CDBG program which may be now or hereafter applicable to a CDBG Grantee as determined by the Authority pursuant to the requirements of 24 CFR 570 et. seq.
 - j. The Grantee acknowledges and agrees that whenever CDBG funds are used for rehabilitation, the work must be performed according to the Grantee's written rehabilitation standards and must, at a minimum, meet the housing quality standards contained in 24 CFR 882.109 for the duration of this Agreement.
30. **Severability.** The parties hereby agree that the invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portions thereof.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

CDBG Grant #: MSF-2023-914-CDB
UEI #: Q9CJZBD4FVJ3
Grant Amount: \$188,800

CDBG Grant Agreement

Exhibit A

CDBG Grant #: MSF-2023-914-CDB
UEI #: Q9CJZBD4FVJ3
Grant Amount: \$188,800

Grant #: **MSF-2023-914-CDB**
Page 1

Grant Term **June 1, 2024 to November 30, 2025**

Budget:

Component/Activity	Funds Awarded	Leverage Funds	Total
HIP	160,000		160,000
Admin	28,800		28,800
TOTAL	188,800		188,800

CDBG Grant #: MSF-2023-914-CDB
UEI #: Q9CJZBD4FVJ3
Grant Amount: \$188,800

Grant #: **MSF-2023-914-CDB**
Page 2

Project Description:

6 units will be assisted. The most critical need to be addressed is housing repair.

The Project will meet HUD's National Objective of Low Mod Housing (LMH) for participants who are at or below 80% AMI.

Pre-Disbursement Conditions:

Environmental Release of Funds letter
Program Guidelines

Special Conditions and/or Contingency Requirements:

The Grant Agreement is contingent upon the MSHDA's approval of the Grantee's Annual Profile Review (APR). Also, the Citizen Participation Plan must be updated to meet compliance requirements.

LAKE ODESSA VILLAGE COUNCIL
Ionia County, Michigan

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

RESOLUTION NO. 2024-51

A RESOLUTION TO ACCEPT A PROPOSAL FROM SMITH HOUSING CONSULTING TO SERVE AS THIRD-PARTY ADMINISTRATOR FOR A CDBG CHILL GRANT FOR HOMEOWNER REHABILITATION

WHEREAS, the Village of Lake Odessa HAS SUBMITTED A Letter of Intent to apply for Michigan State Housing Development Authority (MSHDA) CDBG CHILL grant funding to assist low- to moderate- income residents with homeowner rehabilitation; and

WHEREAS, MSHDA has invited the Village of Lake Odessa to submit an application for said grant funds; and

WHEREAS, it is a requirement of the CDBG CHILL grant program that grant recipients engage the services of a third-party gran administrator, said services to be funded by the CDBG CHILL grant program; and

WHEREAS, the Village of Lake Odessa on January 27, 2024, published in the Lakewood News a Request for Proposals for Third-Party Grant Administrators, with responses due no later than Monday, February 5, 2024 at 4:30 p.m.; and

WHEREAS, one proposal was received prior to the response deadline from Smith Housing Consulting, attached hereto as Exhibit A; and

WHEREAS, MSHDA CDBG CHILL grant program requires a minimum of two proposals, a second proposal was received from Hager Consulting, LLC on August 19, 2024, attached hereto as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED, that the Village Council hereby accepts the proposal from Smith Housing Consulting to serve as third-party grant administrator for the Village’s MSHDA CDBG CHILL grant and authorizes the Village President to sign the contract with Smith Housing Consulting on behalf of the Village.

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION DECLARED _____.

Date: _____

Kathy Forman, Village Clerk/Treasurer

VILLAGE OF LAKE ODESSA
MSHDA CHILL GRANT CONTRACTUAL AGREEMENT

This Agreement made and entered into this 16th day of September, 2024, by and between Smith Housing Consulting, hereinafter referred to as **SMITH**, and the Village of Lake Odessa, hereinafter referred to as **VILLAGE**, as administrator of a grant to the VILLAGE, for the purpose of establishing the rights, obligations and responsibilities of the parties with regard to the administration of the CDBG CHILL Grant from the Michigan State Housing Development Authority provided by the U.S. Department of Housing and Urban Development;

WITNESSETH:

WHEREAS, the Michigan State Housing Development Authority has awarded the VILLAGE a Community Development Block Grant CHILL grant; and

WHEREAS, the VILLAGE, as the grantee, submits financial reports to the state and has appropriate financial capacity to accept and administer a Community Development Block Grant CHILL grant, and

WHEREAS, the VILLAGE, as governmental unit of the grant has, through application, requested SMITH to administer the Community Development Block Grant CHILL grant; and

WHEREAS, SMITH has agreed to provide the administrative services necessary to administer the Community Development Block Grant CHILL grant;

NOW, THEREFORE, SMITH and the VILLAGE, with regard to their respective interests as above described and as hereinafter set forth, agree that:

SMITH SHALL:

- A. Provide all such administrative services as may be required for the administration of the Community Development Block Grant Program, including but not limited to:
 1. Forgivable Loans
 - a. Advertise activities/projects availability.
 - b. Solicit initial applications.
 - c. Verify eligibility of applicants.
 - d. Specify and estimate cost of work to be completed on homes.
 - e. Assist Homeowners with bidding process.
 - f. Establish local guidelines per MSHDA for administration of funds.
 - g. Create mortgages and notes for loans over \$10,001 for five-year forgivable loans.
 2. Contractor Selection

- a. Advertise for and develop a list of qualified contractors, including Minority and Women Owned Businesses.
 - b. Screen contractors to assure proper licensing, insurance, and workmanship qualifications.
 - c. Send/give work specifications to contractors for bids.
 - d. Send all paperwork to MSHDA for approval prior to having owners sign contracts for construction.
 - e. Assist contractors and homeowners with contracts.
3. Procurement of Additional Funds
- a. Assist with the referrals to the Community Action Agencies, Rural Development, Community Action Agency, and DHHS, as funds are available, and work with these Agencies to leverage funds.
 - b'. Assist with referrals to other pertinent agencies for other assistance independent of the MSHDA CHILL grant.
4. Inspections of Work and Final Payment
- a. Assure that work requiring permits have them prior to start of work.
 - b. Review all work and confirm that all work is satisfactorily completed, paperwork is filled out, invoices properly done, and communications properly presented in order to receive partial payments.
 - c. Assure that all work is satisfactorily completed and inspected, and that all subcontractors and suppliers have been paid, and all waivers signed prior to final payment.
5. Closure of Program
- a. Reconcile payments and paperwork related to the Community Development Block Grant CHILL Housing Program.
 - b. Assist VILLAGE with filing project documents and retaining them for required time periods.
 - c. Prepare program reports of activities and account for all expenditures.
 - d. Work with Michigan State Housing Development Authority officials for monitoring visits.
 - e. Work with VILLAGE Clerk/Treasurer to coordinate bookkeeping.
 - f. Work with VILLAGE Manager, President and Village Council as needed.
 - g. Assist with audit of program.
6. Hours of Availability
- a. Maintain regular office hours and be available on-call as needed for administration of the program.
- B. Administer the Community Development Block Grant CHILL Program in accordance with rules and regulations of the U.S. Department of Housing and Urban Development, as set forth in 24 CFR 570 et seq. and the Guidebook for Administration of Community Development Block Grant Program and MSHDA regulations in the MSHDA Grant Administration Manual.

- C. Insurance. Maintain throughout the duration of this agreement commercial general liability insurance and professional liability insurance and shall provide proof of insurance coverage upon commencing work pursuant to this agreement. SMITH shall also provide proof of workers' compensation insurance or evidence of exemption from workers' compensation insurance.

VILLAGE SHALL:

- A. Compensate SMITH for services rendered pursuant to this agreement in such amount and in accordance with such rules and regulations as are established by MSHDA, to be paid from CDBG funds, but in any case not exceeding \$28,800. Eligible administrative expenses shall be limited to those expenses listed in 24 CFR 206.

IT IS FURTHER AGREED THAT:

- A. INDEPENDENT CONTRACTOR. It is expressly understood and agreed that the Contractor is an independent contractor. The contractor and any persons employed by her shall in no way be deemed to be and shall not hold themselves out as employees, servants or agents of the VILLAGE or the State of Michigan and shall not be entitled to any fringe benefits of the VILLAGE or the State of Michigan, such as, but not limited to, health and accident insurance, life insurance, longevity, paid sick or vacation leave. The contractor shall be responsible for paying the wages of her personnel and for the withholding and payment of all income and social security taxes to the proper Federal, State and local governments. The Contractor shall also be responsible for providing her personnel with workers' compensation and unemployment compensation coverage, as required by law.
- B. Indemnification. SMITH agrees to indemnify and hold harmless, to the fullest extent permitted by law, the Village of Lake Odessa, its officers, directors and employees (collectively, the Village of Lake Odessa) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by SMITH's negligent performance of professional services under this agreement, including that of its sub-consultants or anyone for whom SMITH is legally liable.

VILLAGE agrees to indemnify and hold SMITH harmless, to the fullest extent permitted by law, against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by VILLAGE's negligent acts in connection with this agreement, including the acts of its consultants, sub-consultants or anyone for whom VILLAGE is legally liable.

Neither VILLAGE nor SMITH shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

- C. Any changes or increase or decrease in grant costs, which shall cause any change in the total administrative costs, shall require approval by the VILLAGE Council.

- D. Either party may terminate this Agreement after not less than forty-five (45) days written notice to the other party. In the event of termination, SMITH shall be reimbursed for all eligible costs incurred in the furtherance of the above-mentioned Grant.

- E. In accord with provision of Act 453, P.A. 1976 as amended (Elliot-Larson Civil Rights Act) parties to this contract may not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status, and other regulations of the federal government

This Agreement shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized official of the VILLAGE and SMITH.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

Marilyn M. Smith, Smith Housing Consulting, LLC

Date

Karen L. Banks, President
Lake Odessa Village Council

Date

Witness Signature

Date

PRINT WITNESS NAME

2024 CDBG CHILL GRANT TPA RFP

VILLAGE OF LAKE ODESSA



Submitted by
Marilyn Smith
Smith Housing Consulting
January 19, 2024

SMITH HOUSING CONSULTING

412 West Center Street
Hastings, Michigan 49058
ms.smithhousing@gmail.com
734.341.1866 c
269.798.5903 f

January 19, 2024

Ms. Kathy Forman
Clerk/Treasurer
Village of Lake Odessa
839 Fourth Avenue
Lake Odessa, MI 48849

Dear Ms. Forman:

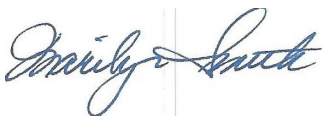
Enclosed please find my proposal for the Village of Lake Odessa's request for a Third Party Administrator to assist the Village administer a Community Development Block Grant CHILL Grant for Homeowner Rehab, if funded through the Michigan State Housing Development Authority (MSHDA).

As my previous experience will show, I have worked almost exclusively with Community Development Block Grant programs, including a rental rehabilitation program and NPP (Neighborhood Preservation Program) in the Village of Lake Odessa several years ago.

Since 2004, I have administered CDBG homeowner rehab programs in Barry, Ionia, Montcalm, and St. Joseph Counties, and several CDBG funded rental rehab, homebuyer/purchase/rehab and acquisition/development/resale programs for additional cities for MSHDA and MEDC. These programs all required federal compliance for CDBG and income qualified management.

Thank you very much for your consideration of my proposal, and it would be a privilege to have the opportunity to work with your Village again.

Sincerely,



Enclosures

SMITH HOUSING CONSULTING

BUSINESS ORGANIZATION

Smith Housing Consulting, LLC
412 West Center Street
Hastings, MI 49058

Marilyn Smith, operating as a sole proprietorship under the name Smith Housing Consulting, resides and manages grant administration out her home in Hastings, Michigan. She has managed CDBG, HOME, NSP 1, NPP, and MSHDA/MEDC grants for twenty years.

PROJECT TEAM

Administration will be provided by Marilyn Smith, CGA/TPA, for all aspects of grant administration.

CAPACITY

Marilyn Smith is a Certified Grant Administrator for CDBG grants administered by MEDC as of May 2017 (even though she did CDBG grant administration for MSHDA prior to MEDC required training for CGAs), and is qualified in a number of project areas – ranging from property evaluation, historic preservation, behavioral design, and financial grant processing. She is fully capable of handling all aspects of grant administration for CDBG.

STATEMENT OF PROJECT

The Village of Lake Odessa is requesting CDBG CHILL funding for homeowner rehabilitation projects located in two areas of the Village of Lake Odessa.

NEGOTIATOR

Marilyn Smith is the only negotiator for any contracts.



CONSULTANT FEE

Smith Housing Consulting proposes to perform work as a Third Party Administrator for the Village of Lake Odessa for 18% administration fee allowed by MSHDA for the CHILL grant. Since Smith Housing Consulting is a limited liability company and files taxes as such, management expenses are part of “doing business” as a company and included in administration fees. Thus, there is no breakdown for gas, paper supplies or other expenses that would be incurred as an administrator under normal employee business projects. The consulting fees for the State Historic Preservation Office (SHPO) and other environmental consulting firms required for the Environmental Review are included with this administration proposal, but lead assessment/clearances shall be part of the project costs.

ADDITIONAL INFORMATION/SCHEDULE

Marilyn Smith is immediately available to assist the Village with all MSHDA grant requirements for pre- and post-application questions, and for meetings with owners and contractors prior to a grant award.

SMITH HOUSING CONSULTING

MANAGEMENT SUMMARY AND WORK PLAN

I. GENERAL TASKS

a. PROJECT FILES:

Smith Housing Consulting shall establish project files (to be maintained in the Village of Lake Odessa office in the Page Building per CDBG/MSHDA regulations), and shall maintain the files in a current state of program processing. The files shall have separate folders for various parts of the project, with individual contractor sections for all contractors associated with that project. All required documentation will be available at any time for review to both MSHDA and CDBG governing bodies.

b. CITIZEN PARTICIPATION:

Smith Housing Consulting shall assist the Village of Lake Odessa in assuring that Citizen Participation Requirements are met for its residents regardless of mobility-impairment, hearing-impairment or sight impairment, and that advance notices for meetings provide the necessary tools for residents to use for participation to the best of the Village's ability.

c. SECTION 3 REGULATIONS:

Smith Housing Consulting shall assist the Village in establishing and maintaining a Section 3 Plan for the Village, and all contractors employed by the Village or for the project to perform work. The reports shall include both Business and Residential forms for Section 3, with notices posted in public locations and at employment sites for opportunities to work on projects funded through the Village and federal government-funded projects. (This may not be required for grants under \$200,000).

d. METRIC REPORTS:

Smith Housing Consulting shall assist the Village in preparing all progress reports for MSHDA, and any other required reports which may include financial and employment data obtained from companies participating in projects under development with federal money in the Village.

e. HUD ANNUAL REPORTS:

Smith Housing Consulting shall prepare and submit the semi-annual HUD 2516 and HUD 4710 reports, if required by MSHDA and HUD.

f. AMENDMENTS TO GRANT AGREEMENT:

Smith Housing Consulting shall assist the Village of Lake Odessa in preparing and

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submitting CDBG grant amendments as necessary, and in preparing public notices and conducting public hearings for any grant amendments that may be required.

g. OTHER GENERAL TASKS:

Smith Housing Consulting shall assist the Village of Lake Odessa in other general tasks as the Village and MSHDA determine. These shall include, at a minimum: coordination of meetings between contractors, homeowners and Village employees; managing resources to resolve any communication issues; assuring timely responses to any concerns; as well as preparing any necessary documents required for administration of the grant.

II. FINANCIAL MANAGEMENT

a. PAYMENT REQUESTS:

Smith Housing Consulting shall assist the Village of Lake Odessa in preparing Payment Requests on a quarterly basis, at a minimum, to meet the requirements for CDBG procedural regulations. As a rule of practice, monthly Payment Requests are most common.

b. ACCOUNTING SYSTEM:

Smith Housing Consulting shall ensure the Village of Lake Odessa has an accounting system that meets the acceptable standards for CDBG program management, and includes, at a minimum, journals and ledgers for cash receipts and disbursements. The system shall adhere to accepted and standardized principles of municipal accounting requirements.

c. INSPECTIONS:

Smith Housing Consulting shall provide progress inspections of home improvement projects to certify the work is accurate with each payment request.

d. CHANGE ORDERS:

Smith Housing Consulting shall review any and all change orders submitted by the contractors with the owners and Village approval prior to submission to MSHDA.

e. AUDIT ASSISTANCE:

Smith Housing Consulting shall assist the Village of Lake Odessa in preparing for and during MSHDA or Village annual audits, as necessary and requested.

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III. ENVIRONMENTAL REVIEW

a. DETERMINING LEVEL OF ENVIRONMENTAL REVIEW (ERR):

Smith Housing Consulting shall assist the Village of Lake Odessa in completing the ERR as required by CDBG with guidance from the MSHDA Program Specialist and ERR Consultant identified from the MSHDA authorized list.

b. ENVIRONMENTAL REVIEW

The level of review shall be Categorically Excluded Subject to Tiered Review, depending on the age of the home and location, and shall require state qualified consulting agencies to review and prepare SHPO and Environmental Review reports. Smith Housing Consulting shall assist the Village with consolidating all paperwork for publication and submission to MSHDA after all results from the reviews have been prepared.

c. RELEASE OF FUNDS

Publication of notices shall be prepared and printed according to CDBG regulations, and all paperwork shall be maintained in an Environmental Review file at the Village. Smith Housing Consulting shall ensure that no project costs are incurred prior to completion of the Environmental Review and Authorization of Release of Funds letter from MSHDA as required by CDBG and HUD, except those exempt activities as deemed appropriate by MSHDA.

d. PROJECT SCOPE MODIFICATIONS:

Smith Housing Consulting shall assist the Village of Lake Odessa with revisions to the Environmental Review, if the scope of the project changes and modifications need to be made.

IV. PROCUREMENT

a. PROCUREMENT FILES:

Smith Housing Consulting shall assist the Village of Lake Odessa in establishing and maintaining procurement policies and files according to HUD, MSHDA and Village policies.

b. RFPs AND RFQs:

Smith Housing Consulting shall assist the Village of Lake Odessa in preparing RFPs and RFQs for any and all additional professional services required for the grant. Smith Housing

SMITH HOUSING CONSULTING

Consulting shall maintain all procurement records in grant files at the Village. All files shall contain: the process for selection for each level of procurement; all advertising associated with the procurement; reasons for the selection among the bidders; and minutes from bid openings and board meetings regarding the selection, at a minimum and if required.

c. OWNER/CONTRACTOR CONTRACT AGREEMENTS

Smith Housing Consulting shall collect all contract agreements between the homeowners and contractors, as well as any contracts between the general contractor and subcontractors, and obtain copies of insurance policies and licenses and file all documentation at the Village.

d. SAM AND HUD REPORTS

Smith Housing Consulting shall obtain SAM and HUD Limited Deniability reports on all contractors and subcontractors prior to work being initiated.

e. SPECIFICATIONS AND PROVISIONS:

Smith Housing Consulting shall review all requests by the contractor for payment to ensure that supplies and labor amounts are present for all categories identified for reimbursement.

f. LEAD AND ASBESTOS REMOVAL:

Smith Housing Consulting shall file all paperwork for assessments, surveys and clearances by the contractor for lead and asbestos abatement specifically as it pertains to removal.

g. EQUAL OPPORTUNITY:

Smith Housing Consulting shall assist and monitor all administrative paperwork to ensure compliance with equal opportunity, labor provisions, and Section 3 requirements. Examples include, but are not limited to: Access to Records; Copeland Anti-Kickback Act; Safety Standards; Architectural Barriers; Flood Insurance; Clean Air and Water Act (for contracts above \$100,000); Conflict of Interest; HUD Handbook (6500.3), 24 CFR 85.%; Section 3; Section 109; Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000); and Section 503, etc.

h. INSPECTION REPORTS:

Smith Housing Consulting shall obtain and file all inspection reports related to the project.

i. HOUSING COMPLIANCE FOR CDBG:

Smith Housing Consulting shall assist the Village of Lake Odessa in meeting all compliance regulations for CDBG housing rehabilitation.

SMITH HOUSING CONSULTING

j. SHPO:

Smith Housing Consulting shall collect and file SHPO responses for any applicable housing rehabilitation per SHPO and MSHDA guidelines.

V. MONITORING AND CLOSE-OUT

a. MSHDA MONITORING:

Smith Housing Consulting shall attend and assist the Village of Lake Odessa in MSHDA'S progress and final monitoring visits, and prepare all responses - with Village approval - for any monitoring findings.

b. CLOSE-OUT DOCUMENTS:

Smith Housing Consulting shall prepare all close-out documents required by CDBG and MSHDA for the Village of Lake Odessa. Smith Housing Consulting shall assist the Village of Lake Odessa in preparing, conducting and documenting Performance Public Hearings on an annual or project basis as determined by MSHDA and as required by CDBG. At a minimum, two public hearings shall be held – one preceding the grant application, and one at the conclusion of all grant activities.

VI. NATIONAL OBJECTIVES:

Smith Housing Consulting shall compile any and all documentation required for the Village of Lake Odessa to meet national objectives required by CDBG grant funding through MSHDA and HUD, as described in the following HUD guidelines: National Objective Requirements: Under the CDBG Program, all projects must meet one of the following National Objectives and the attending statutorily mandated requirements to be considered for funding:

1. The activities will benefit persons of low and moderate income (LMI), as defined by Section 104(b)(3) of the Housing and Community Development Act and 24 CFR 570.483;

The activities will aid in the prevention or elimination of slums or blight, as defined by 24 CFR 570.483; or

The activities are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, where the community is unable to finance the activity on its own and where other financial resources are not available to meet such needs, as defined by 24 CFR 570.483.

2. LMI area benefit projects must provide benefit to the entire UGLG identified as LMI Communities, where over 51 percent of the residents are low and moderate income persons. A copy of the Michigan CDBG Program low-Moderate Income Community Customer list is located on the MEDC website. This list consists of communities with a "traditional downtown" or "traditional commercial center" defined as a grouping of 20 or more contiguous commercial parcels, containing

SMITH HOUSING CONSULTING

buildings of historical or architectural significance. The area must have been zoned, planned, built or used for commercial purposes for more than 50 years. The area must consist of, primarily, zero-lot-line development and have pedestrian friendly infrastructure.

3. An income survey may be used in the event that data from the US Census Bureau does not indicate a community low and moderate income of 51%, but the local community has reason to believe that the service area is actually at or above 51% low and moderate income persons. With approval from the MEDC, a survey may be undertaken if the UGLG has reason to believe, and can demonstrate, that an event in the community, such as factory openings or closing, layoffs by a major employer in the service area, or the occurrence of major disasters (tornados, fire, etc.) has changed the percentage of low and moderate income residents originally given by HUD's census data. Prior to conducting an income survey, a community must submit a survey application (Form 2-A), and receive approval from the MEDC.

- a. No job creation is part of the project.
- b. Blight elimination is not part of the project.
- c. Housing rehabilitation has been identified by the Village of Lake Odessa, and information shall be collected and filed showing that households are at or below 80% AMI for Ionia County.
- d. Compliance, Surveys, and Income Verification Reports are not required for area benefit projects based on population.

SMITH HOUSING CONSULTING

PROJECTS UNDER CONTRACT
DURING THE LAST FOUR YEARS

CITY OF DOWAGIAC

Ms. Amanda Sleigh
acm@dowagiac.org
Assistant City Manager
241 South Front Street
Dowagiac, MI 49047
269-782-0437 (V)

**CDBG INFRASTRUCTURE GRANT
CURRENT**

**CDBG RENTAL REHAB GRANT
CURRENT**

VILLAGE OF NASHVILLE

Mr. Scott Decker
nashvillewpt@yahoo.com
DPW Director
Village of Nashville
203 North Main Street
Nashville, MI 49073
269/852-9544 (V)

**CDBG INFRASTRUCTURE GRANT
COMPLETION - MAY, 2022**

CITY OF SOUTH HAVEN

Ms. Debra Davidson
DDA/Communication Director (retired)
City of South Haven
539 Phoenix Street
South Haven, MI 49090
269/214-6470 (V)
Ms. Kate Hosier
khosier@south-haven.com
City Manager
269-637-0750

**CDBG INFRASTRUCTURE GRANT
COMPLETION December 2020**

CITY OF ADRIAN

Mr. Greg Elliott
gelliott@adrianmi.gov
City Manager
City of Adrian
135 East Maumee Street
Adrian, MI 49221
517/263-2161 (V)

**CDBG DOWNTOWN RENTAL REHAB
COMPLETION – APRIL 2023**

SMITH HOUSING CONSULTING

CITY OF HASTINGS

Mr. Dan King

dking@hastingsmi.org

Community Development Director

City of Hastings

201 East State Street

Hastings, MI 49058

269-945-2468

**CDBG DOWNTOWN RENTAL HEHAB
COMPLETION JULY 2020**

**EMERGENCY HOMEOWNER REHAB
PROGRAM INCOME 2022-2023**

BARRY COUNTY

Michael C. Brown, County Administrator

mbrown@barrycounty.org

269-945-1400

IONIA COUNTY

Ashley Wakeley

Chief Deputy Treasurer

awakeley@ioniacounty.org

616-527-5329

MONTCALM COUNTY

Brenda A. Taeter, Controller/Administrator

b.taeter@montcalm.us

989-831-7398

ST. JOSEPH COUNTY

Angie Steinman, Finance Director

SteinmanA@stjosephcountymi.org

269-467-5631

SMITH HOUSING CONSULTING

Marilyn Smith
412 West Center Street
Hastings, MI 49058
734/341-1866 (c)
269/798-5903 (f)
ms.smithhousing@gmail.com

Experience

Third-party administrator for twenty years, with contract administration of NSP I, CDBG, HOME and MSHDA funding

- Consultant and administrator of Rental Rehabilitation programs for the Villages of Elk Rapids and Lake Odessa; and the Cities of Adrian, Dowagiac, Hastings, Hudson, Portland, and Three Rivers
Consultant and administrator of Façade, Streetscape, Infrastructure, and HOME programs for the City of South Haven
- Managed Homeowner Rehabilitation, Homebuyer Purchase Rehab (HPR), and Acquisition Development and Resale (ADR) programs in Barry and Ionia Counties, and the City of Belding
- Administered the Neighborhood Stabilization Program in the City of Three Rivers
- Administered the Neighborhood Preservation Program in the Village of Lake Odessa

Trainings/Seminars

- NeighborWorks Conferences on Construction Management
- Green Built
- WARM (Energy)
- Construction Specification Writing
- Lead-safe and Abatement Practices
- Fair Housing Seminars
- Master Gardener

Education

Undergraduate

BS, Environmental Design Michigan State University
Emphasis on behavioral needs in housing

Graduate

Educational Psychology Michigan State University
Emphasis on classroom behavior and group development
Facilitation and Design
Emphasis on behavioral space planning

**PROPOSAL
for
Village of Lake Odessa
Third Party Administrator**



**Hager Consulting, LLC
10110 S River Run
Fremont, MI 49412**

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

August 19, 2024

INFORMATION REQUIRED FROM CONSULTANT

I. **Business Organization & History**

Hager Consulting, LLC
10110 S River Run
Fremont, MI 49412
231.225.2619
Email: lhager@hagerconsulting.biz

Hager Consulting, LLC has over 30 years of experience in grant administration for public parks, infrastructure, façade, blight elimination, housing, job creation, and low/mod area benefit federal and state grants in Michigan communities. Lindsay Hager worked with Village of Lake Odessa on the water infrastructure grant funded through MEDC in 2018-19.

Hager Consulting, LLC is a state-wide grant administrator based in Fremont, MI. See the table below for a complete list of CDBG grants administered during the last four years. The scope of work proposed by Village of Lake Odessa is similar for projects already administered by Hager Consulting, LLC.

Hager Consulting, LLC is incorporated in the State of Michigan as a limited liability corporation (LLC), formed by Mr. Lindsay Hager in February, 2008 in response to a growing opportunity for technical assistance to CDBG and HOME grantees in the State of Michigan. Additional demand for program management, grant administration, housing development, infrastructure, feasibility studies, and financial packaging led to the expansion of Hager Consulting into a variety of related services.

Prior to creating Hager Consulting, LLC, Lindsay Hager worked from 1991 – 2008 as Executive Director of NCCS Center for Nonprofit Housing (CNH) in Newaygo County and Housing Coordinator for Kalamazoo County, MI administering housing and economic development projects funded by CDBG, HOME, Low Income Housing Tax Credit (LIHTC), private financing, and community foundation funding.

Today, Hager Consulting, LLC continues to provide services to state, county, and local municipalities, private and nonprofit developers of economic development, infrastructure and affordable housing projects. Services focus on productivity, compliance, and integrity.



II. Project Team

Mr. Lindsay F. Hager

Hager Consulting, LLC, has been involved with CDBG & HOME program design, grant writing, grant administration, and project management since 1991. Lindsay has a Master of Urban Planning degree from Michigan State University. He has produced over 2,500 units of affordable housing and community development projects that have layered funding with several sources – both public and private. Understanding the federal funding regulatory framework and cross-cutting regulations that apply to various types of development activities provides Hager Consulting, LLC an advantage that can help communities achieve desired community impacts within full compliance of federal, state and local regulations.

Hager Consulting, LLC has significant experience providing services to local, entitlement & non-entitlement grantees from program design, grant writing, grant administration, and environmental assessments and procurement, to project coordination, financial management, and compliance.

See attached resume and certifications.

III. Capacity to Perform Work

Hager Consulting, LLC understands the complexities of managing CDBG regulations, maintaining a strong working relationship with grantees, state agencies, funding sources, contractors and property owners. Managing housing grant programs, technical assistance, infrastructure projects, large multi-family developments and downtown, mixed-use revitalization projects has allowed Lindsay Hager to gain valuable experience in successful project implementation.

Hager Consulting, LLC is has worked with numerous municipalities who are recipients of CDBG funds to ensure compliance and productivity. The approach to providing high quality services to municipalities includes an understanding of guiding the development process within an efficient integration of development tools and compliance to federal and state regulations.

IV. Statement of the Project

Village of Lake Odessa has been awarded \$188,800 through the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) program funds. MSHDA's CHILL Program provides annual



grants to non-entitlement units of general local government—cities, towns, townships, villages, or counties not currently receiving a direct allocation of CDBG funds from the US Department of Housing and Urban Development (HUD). The Village of Lake Odessa is writing an application for a homeowner rehab program throughout the County within the Village limits for the area north of Jordan Lake Street.

V. Management Summary and Work Plan

Hager Consulting will work closely with grantee staff, general contractor, and MSHDA staff to coordinate the timing of all tasks. The scope of services shown below defines the work items to be completed. All documents required by MSHDA will be created and submitted following the requirements of the MSHDA and requirements of the Village of Lake Odessa.

Hager Consulting, LLC will assist the grantee to compile all MSHDA required documents to upload into the Kinetech and IGX software platforms, draw MSHDA grant funds, and prepare for MSHDA monitoring by ensuring all documentation is organized for grantee files. Preparation for the grantee audit of federal funds will also be provided. Hager Consulting, LLC will ensure compliance to all CDBG, MSHDA, and Village of Lake Odessa requirements are met.

VI. Prior Experience. A list of local governing bodies for which the firm has been under contract with for CDBG administration during the last four calendar years and a description of the work\project\grant managed for each local unit.

Hager Consulting, LLC is currently administering CDBG funded projects in Michigan communities as shown in the table below:

	Client	Grant & Project Type	Years of Contract
1	City of Big Rapids	Low/Mod Area Benefit – Park Improvements	2022-2024
2	Village of Shelby	Low/Mod Area Benefit – Getty Park Improvements	2022-2024
3	Shelby Township	Public Infrastructure – Water Main Extension	2022-2024
4	Allegan County	Job Creation – Battery Plant Expansion	2022-2026
5	City of Reed City	Public Sewer Plant Rebuild Pocket Park	2022-2024 2024-2026
6	City of Hart	Low/Mod Area Benefit – Pocket Park & Water Main	2019-2021 2022-2024



Additional information about each client and contact information is listed below:

1. City of Big Rapids – Low/Mod Area Benefit

This MEDC CDBG project involves the installation of a Playscape, Splash Pad, and Warming Station in Hemlock Park which sits adjacent to the Muskegon River in the City of Big Rapids. Responsible for all MEDC CDBG payroll certifications and grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with City of Big Rapids, project engineer, contractor/s, and MEDC staff. Contact: Mark Gifford, City Manager, 213.592.4058, mgifford@cityofbr.org.

2. Village of Shelby – Low/Mod Area Benefit

This project is combining four funding sources which total \$1.485 million for major renovations and upgrades to the existing Getty Park in the Village of Shelby. Responsible for all MEDC CDBG payroll certifications and grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with City of Big Rapids, project engineer, contractor/s, and MEDC staff. Contact: Jae Guetschow, Interim Village Administrator, 231.861.4401, administrator@shelbyvillage.com.

3. Shelby Township - Infrastructure

MEDC CDBG Grant Administrator for low to moderate income housing water infrastructure improvements. Total costs are \$3.2 million. Responsible for all MEDC CDBG payroll certifications and grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with Shelby Township staff, project engineer, contractor/s, and MEDC staff. Contact: Richard Raffaelli, Township Supervisor 214.674.2539, RRaffaelli@petersonfarmsinc.com.

4. Allegan County – Job Creation

MEDC Grant Administrator for expansion of existing LG Energy battery plant in Holland where 1200 new jobs are being created. Responsible for all MEDC CDBG job certification and grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with Allegan County staff, plant administration staff, project engineer, contractor/s, and MEDC staff. Contact: Dan Wedge, Allegan County 269.686.5235, DWedge@allegancounty.org.



5. City of Reed City - Infrastructure

The MEDC CDBG project will utilize \$3.5 million to upgrade a collection system pump station and an influent pump station that are obsolete. Responsible for all MEDC CDBG payroll certification and grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with Reed City staff, project engineer, contractor/s, and MEDC staff.

Contact: Rich Saladin, City Manager, 231.832.2245, rsaladin@reedcity.org.

6. City Hart – Low/Mod Area Benefit and Infrastructure (two projects)

MEDC CDBG Grant Administrator for pocket park creation in downtown Hart and extension of water main to industrial area (two projects). Total costs were \$352,062 for pocket park and \$810,000 for the water main. Responsible for all MEDC CDBG payroll certifications and grant administrator responsibilities according to MEDC Grant Administrator Manual, working in conjunction with City of Hart, project engineer, contractor/s, and MEDC staff.

Contact: Rob Splane, City Manager, 231.873.2488, rsplane@cityofhart.org.

In addition to the projects currently under contract, Hager Consulting, LLC has served as grant administrator or consultant for 20 additional CDBG projects as shown in the table below.

	Client	Grant & Project Type	Hager Consulting, LLC Role
1	City of Newaygo	Façade Improvements & Blight Elimination – Hotel & General Store	Certified Grant Administrator
2	City of Tawas City	Low/Mod Area Benefit - Pier Improvements	Certified Grand Administrator
3	City of Hart	Low/Mod Area Benefit - Pocket Park	Certified Grant Administrator
4	City of Wayland	CDBG Blight Elimination – Commercial Building	Certified Grant Administrator
5	Village of Middleville	CDBG Blight Elimination – Restaurant/Retail	Certified Grant Administrator
6	Village of Lake Odessa	Infrastructure (ICE Grant)	Certified Grant Administrator
7	City of Hillsdale	CDBG Blight Elimination & Job Creation -Coffee Shop, Office Space & Apartments	Certified Grant Administrator

		-Dawn Theatre Historic Renovation	
8	City of Chelsea	CDBG Blight Elimination Restaurant & Apartments	Certified Grant Administrator
9	City of Evert	Low/Mod Area Benefit - Splash Pad & Stage Roof	Certified Grant Administrator
10	Village of Lexington	CDBG Blight Elimination Historic Hotel & Restaurant	Certified Grant Administrator
11	Eaton County	CDBG Homeowner Rehab	Third Party Administrator
12	Osceola County	CDBG Homeowner Rehab	Third Party Administrator
13	Shiawassee County	CDBG Homeowner Rehab	Third Party Administrator
14	Emmet County	CDBG Homeowner Rehab	Consultant w/NMCAA
15	Charlevoix County	CDBG Homeowner Rehab	Consultant w/ NMCAA
16	City of Charlotte	CDBG Rental Rehab	Third Party Administrator
17	City of Fremont	CDBG Rental Rehab	Consultant
18	Village of Lake Odessa	CDBG Rental Rehab	Third Party Administrator
19	Village of Roscommon	Infrastructure (ICE Grant)	Certified Grant Administrator
20	Village of Buckley	Infrastructure (ICE Grant)	Certified Grant Administrator

Additional details are available for each of these projects upon request.

VII. Scope of Services

Hager Consulting, LLC will provide the following specific tasks for the general operation of the CHILL Grant Programs including but not limited to the following:

1. General Tasks

The scope of work the consultant must be prepared and qualified to provide are as follows:

- a. Establish project files in the Village of Lake Odessa's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the Village's files.



- b. Assist the Village in meeting Citizen Participation requirements noted in its Citizen Participation Plan. This can include reviewing public hearing notices to ensure compliance.
- c. Assist in collecting and maintaining any applicable Section 3 documentation to meet compliance standards
- d. Prepare, receive, and submit signed grant reports from the Village of Lake Odessa. These reports include, but are not limited to Progress Reports and Audit Reports
- e. Prepare and submit the semi-annual HUD 2516 and HUD 4710 reports, if required.
- f. Assist in preparing Grant Amendment documents if necessary. Also, assist the Village with developing a close-out public hearing notice and attending the meeting upon grant completion. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- g. Prepare and provide all application materials to homeowners. Perform all income qualification according to the MSHDA Policy Bulletin. Complete and send all application forms and paperwork required to MSHDA Specialist for approval, and perform and provide all pre- and post-inspections forms.
- h. Provide outreach to contractors, especially to minority, women-owned and Section 3 contractors, and provide information to them on HUD/CDBG regulations. Review licenses and insurances for Michigan regulations, and do SAM/Debarred reviews before any contracts may be signed by owners.
- i. Maintain separate files for each homeowner project and all contractors providing services for the projects according to MSHDA Policy Bulletin and standards, and maintain all inspection/code forms.
- j. Other general tasks as related to program compliance.

2. Financial Management

- a. Prepare Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
- b. Review the Village of Lake Odessa's financial management processes which includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and conforms to generally accepted principles of municipal accounting.
- c. Make progress inspections and provide evidence each time a payment request is issued.
- d. Review Change Orders submitted by Contractors/Owners.
- e. Assist the Village with annual Single Audit Certification completion and submission to MSHDA, if required.



3. Environmental Review

- a. Perform all environmental review requirements, and assist the Village in publishing, attending public hearings and providing documentation to CDBG Program Specialist for environmental release of funds.
- b. If the Scope changes for a project, assist the Village in creating Environmental Review Amendments.

4. Procurement

- a. Provide required procurement reports and assist the Village in obtaining approvals from MSHDA as appropriate.
- b. Collect and File procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc, if required.
- c. Collect and file contract agreements between Owner and the Selected Contractors. Collect and file license, insurance and tax ID documentation related to the selected contractors.
- d. File SAM/Debarment reports in procurement files as well as contractor and homeowner files.
- e. Collect and File Section 3 documentation, if any.

5. Monitoring and Close Out

- a. Attend and Assist the Village during MSHDA's monitoring visit(s).
- b. Assist with all close-out documentation.

6. National Objective Compliance, Surveys, and Income Verification

- a. Rehab housing projects: Show that 80% AMI limits for Ionia County for the Village will be applied to all households.
- b. Compliance, Surveys, and Income Verification Reports are not required for population-based projects.

VIII. Hourly Rate & Estimated Hours

Hager Consulting, LLC charges an hourly rate of **\$150.00** which includes overhead, fringe benefits, material, technology, MSHDA required training, and travel. The hourly rate is based on the experience level Hager Consulting, LLC personnel and several contracts approved by other Michigan communities.

This bid includes administrative time and effort to coordinate communication between MSHDA, Village of Lake Odessa staff, homeowners, and contractors. Hager Consulting, LLC is positioned to provide technical assistance to the county to expand the capacity of existing



county staff so that the planned project moves forward efficiently and in full compliance. It is expected that there will be several subcontracts, each requiring administrative oversight for federal compliance.

Total grant administration costs are projected as follows:

Administrative labor will be billed at \$150 per hour, not to exceed 18% of awarded grant amount (18% X \$160,000 = \$28,800).

MAXIMUM TOTAL CONTRACT: \$28,800.00

IX. Authorized Negotiator

Mr. Lindsay Hager, President

Hager Consulting, LLC

10110 S River Run

Fremont, MI 49412

Email: lhager@hagerconsulting.biz

Mobile Phone: 231.225.2619

X. Additional Information and Comments

If selected, Hager Consulting, LLC will work with Village of Lake Odessa and MSHDA to determine final scope of work, and delineation of tasks.

Hager Consulting, LLC is thankful for the opportunity to submit this proposal to Village of Lake Odessa for Third Party Administrator. If additional information is needed, please contact Mr. Lindsay Hager at 231.225.2619 or email lhager@hagerconsulting.biz.

Respectfully Submitted,



Mr. Lindsay F. Hager

Hager Consulting, LLC



Lindsay F. Hager

Hager Consulting, LLC

10110 S River Run






Fremont, MI 49412

231.225.2619

lhager@hagerconsulting.biz

Objective: Provide consulting services that will utilize grant administration, economic development, housing development, nonprofit management and real estate finance expertise.

Highlights of Qualifications

-  President of Hager Consulting, LLC since 2008.
-  Oversight of construction or renovation of 2,500 housing units.
-  Field Support Director for \$223 Million NSP2 program in Michigan.
-  Over 30 years of experience with economic development.
-  Certified Grant Administrator for over 25 municipalities.

Relevant Skills

Technical Assistance Provider

- ✓ Mentor municipalities and nonprofits implementing HUD funded developments.
- ✓ Technical assistance focuses on program design, grant management, administration, compliance, marketing, home sales and production efficiency models.
- ✓ Assist with owner renovation, homebuyer assistance, home sales, lease-purchase, mixed use, and multi-family development funded with HUD NSP, HOME, & CDBG.
- ✓ Complete housing development feasibility studies and re-purposing feasibility analyses.

CDBG Certified Grant Administrator

- ❖ Grant administrator for variety of job creation, blight elimination, infrastructure, public facilities, rental rehab, and other project types for over 20 Michigan communities.

Development Feasibility & Financial Packaging

- Successful funding applications to HUD, USDA, MEDC, MSHDA, FHLBI, and foundation.
- Create development pro forma and feasibility studies for re-purposing & mixed-use developments.



Lindsay F. Hager

Hager Consulting, LLC

Development Project Management

- Responsible for renovation or new construction of over 2,000 single family homes.
- Responsible for renovation or new construction of 10 apartment complexes containing 500 units using Low Income Housing Tax Financing, USDA Loans, local, state and federal grants, foundation grants and loans, Federal Home Loan Bank of Indianapolis (FHLBI) and private financing.
- UPCS & HQS inspection, specification writing and construction management.
- Compliance for prevailing wage, environmental impact, & financial draw tracking for infrastructure, mixed use, commercial, and facade developments.

Employment History

Hager Consulting, LLC, President, 2008 – Present

Fremont Area Community Foundation, 2019 - Present

NCCS Center for Nonprofit Housing, Fremont, MI, Director, 1994-2008

Kalamazoo County, MI, Housing Coordinator, 1991 – 1994

The WBDC Group, Grand Rapids, MI, Planner, 1989 – 1991

Education & Certifications

Master of Urban Planning, Michigan State University

Bachelor of Science, Land Use Planning, Eastern Michigan University

Michigan Economic Development Corporation (MEDC) CDBG Certified Grant Administrator

Michigan State Housing Development Authority (MSHDA) Approved Technical Assistance Contractor

HUD HOME Certified – Regulations

HUD Uniform Physical Conditions Standards (UPCS) Inspection Certification through MSHDA

Certified Rehabilitation Specialist (Silver Level) Michigan Housing Rehabilitation Specialist Network

Community Involvement

Newaygo County Brownfield Redevelopment Authority Board

Grace Community Church, Fremont

Mercy Housing, Board Chairman





MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

This is to certify that

Lindsay Hooper

has completed the Michigan Community Development Block Grant (CDBG)
Certified Grant Administrator's training program and is hereby granted
certification as a CDBG Certified Grant Administrator.

June 19, 2020



This is to certify that

Lindsay Hager

has completed the Michigan Community Development Block Grant (CDBG)
Certified Grant Administrator's training program and is hereby granted
certification as a CDBG Certified Grant Administrator.

November 8, 2017



Lake Odessa Village Council
Ionia County, Michigan

Trustee _____, supported by Trustee _____, moved to adopt the following resolution:

RESOLUTION NO. 2024-52

**A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT
TO SIGN A DEED ON BEHALF OF THE VILLAGE**

WHEREAS, during a meeting held on November 20, 2023, the Village Council adopted Resolution 2023-62 authorizing the sale of a vacant parcel of Village-owned property on Musgrove Highway, which property is described in the attached Exhibit A; and

WHEREAS, the title company handling the closing of the sale of this parcel of property has requested evidence that the Village President is authorized by the Village Council to sign the deed on behalf of the Village; and

WHEREAS, pursuant to the provisions of the General Law Village Act, the Village President “shall exercise supervision over ... the public property belonging to the Village;

NOW, THEREFORE, BE IT RESOLVED, that Village President Karen Banks is hereby authorized to sign on behalf of the Village the deed for the sale of the property described in the attached Exhibit A.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: September 16, 2024

Kathy Forman, Village Clerk

EXHIBIT A

Property

Land situated in the Township of Odessa, Ionia County Michigan:

[legal description to be confirmed by title company]

LEGAL DESCRIPTION PARCEL A (A PORTION OF CURRENT TAX I.D. #34-100-024-000-040-00): PART OF THE SW ¼ OF SECTION 24, T5N-R7W, ODESSA TOWNSHIP, IONIA COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT ON THE SOUTH SECTION LINE, N 90° 00' 00" E 656.33 FEET FROM THE SOUTHWEST CORNER OF SECTION 24; THENCE N 01° 00' 45" W 424.96 FEET ALONG THE EAST LINE OF THE WEST 1/2 OF THE SW 1/4 OF THE SW 1/4 OF SECTION 24; THENCE N 90° 00' 00" E 77.51 FEET; THENCE S 00° 00' 00" W 424.90 FEET; THENCE S 90° 00' 00" W 70.00 FEET ALONG THE SOUTH LINE OF SECTION 24 TO THE POINT OF BEGINNING. THIS PARCEL CONTAINS 0.72 ACRES.

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2024-53

**A RESOLUTION TO APPROVE A CITIZEN PARTICIPATION PLAN
FOR A CDBG CHILL GRANT FOR HOMEOWNER REHABILITATION**

WHEREAS, the Village of Lake Odessa has applied for a Michigan State Housing Development Authority (MSHDA) CDBG CHILL grant funding to assist low- to moderate-income residents with homeowner rehabilitation; and

WHEREAS, it is a requirement of the CDBG CHILL grant program that grant recipients adopt a plan to ensure citizens an opportunity to be informed about and comment upon activities related to the implementation and administration of the grant program; and

WHEREAS, Village officials have prepared a plan designed to address the requirements of the CDBG CHILL grant program for citizen participation, a copy of which is attached hereto;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council hereby approves the attached citizen participation plan for the Village's MSHDA CDBG CHILL grant program.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Date: September 16, 2024

Kathy Forman, Village Clerk/Treasurer

CITIZEN PARTICIPATION PLAN

1. The Village of Lake Odessa encourages all citizen participation, particularly for low and moderate income persons who reside in areas in which federal funds are proposed to be used.
2. The Village of Lake Odessa Council ensures that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with Section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to Lake Odessa’s proposed and actual use of CDBG funds.
3. The Village of Lake Odessa shall furnish citizens information, including but not limited to:
 - a. The amount of CDBG funds expected to be made available for the current fiscal year (including any grant and anticipated program income) (\$188,800 for current CHILL grant 2024-2025 fiscal years);
 - b. The range of activities that may be undertaken with CDBG funds;
 - c. The estimated amount of CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - d. The proposed CDBG activities likely to result in displacement
4. Provide for a minimum of two public hearings for the purpose of obtaining residents' views and responding to proposals and questions. The first public hearing must be held prior to an application submission to MSHDA and the second near the end of the grant term. Together the hearings must cover housing needs (including affirmatively furthering fair housing), develop activities, and provide a review of program performance. There must be reasonable notice of the hearings of at least five days in advance, and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for person with disabilities to the best of the community’s ability.
5. Provide citizens with reasonable advance notice of, and an opportunity to comment on, proposed activities in applications for state or federal funds. For grants already made, comments on activities which are proposed to be added, deleted or substantially changed from the Village of Lake Odessa’s application for state or federal funds.(Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by MSHDA).
6. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. This shall be updated whenever employee or contact changes affect communication.

Complaint Procedure

Under the CHILL Program, the Village of Lake Odessa is required to comply with the established complaint procedure policy bulletin in MSHDA's Policy Manual, and shall be written into the Village of Lake Odessa's program guidelines.

Compliance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act

The Village of Lake Odessa shall take a proactive role in affirmatively furthering fair housing in the community. Actions to promote fair housing are required to be taken and documented prior to close-out of a CDBG project. The Village also agrees that no person will be excluded from participation, denied program benefits, or subjected to discrimination based on race, color, disability, familial status, or national origin.

Compliance with Title I and Other Applicable Laws

The CDBG program will be conducted in accordance with the provisions of Title I of the Housing and Community Development Act, as amended, as well as other federal or State requirements and laws. These other requirements include environmental standards, labor standards, acquisition and relocation requirements, fair housing and equal opportunity, Section 504 disability requirements, etc.

Excessive Force

The Armstrong/Walker Excessive Force Amendment – (P.L. 101-144) is found in Section 519 of the Department of Veteran Affairs and Housing and Urban Development and Independent Agencies Appropriation Act of 1990. The Village of Lake Odessa will adopt and enforce a policy to prohibit the use of excessive force against any individuals engaged in non-violent civil rights demonstrations by law enforcement agencies within the jurisdiction. The legislative history of this provision indicates it may be satisfied by any means that will stand a practicable test of use. The policy may be adopted by a local legislative act, such as an ordinance, or by a local administrative act, such as a written statement of policy by the chief executive, an executive order, or regulation within the police department. An UGLG need not adopt a new policy if it has and is enforcing a written policy that meets the requirements of Section 519. This provision does not amend Title I of the Housing and Community Development Act of 1974, as amended, but applies to the CDBG program.

Lobbying

The lobbying certification is a result of the requirements contained in Section 319 of Public Law 101-121. It is applicable to the lobbying of federal officials using CDBG funds. CDBG funds may not be used to influence or attempt to influence the awarding of any CDBG project, loan, contract, or cooperative agreement. This provision also applies to the renewal or modifications to any CDBG project, loan, contract, or agreement.

Miscellaneous Correspondence

Thank You

Dear Karen,

Thank you for supporting ICEA in 2024. Your partnership helps us work toward our goal of creating long-term, sustainable economic growth in Ionia County. We look forward to another year of making an impact together.

-Ryan + Nikki of ICEA