



**PROPOSED AGENDA
REGULAR MEETING OF THE LAKE ODESSA VILLAGE COUNCIL
MONDAY, MARCH 17, 2025 - 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 February 17, 2025
- b) Minutes from the special Village Council meeting of February 28, 2025

VII. Expenditures:

- a) Approve bills equal to or less than \$3,000.00 each from 2/1/2025 to 2/28/2025.
- b) Approve bills in excess of \$3,000.00 each, including:
 - i. Gregg Guidance – Interim Village Manager – \$3,270.52 (Paid)
 - ii. Gregg Guidance – Interim Village Manager – \$3,315.52 (Paid)
 - iii. Mckenna – Master Plan Services – \$4,560.00 (Paid)
 - iv. Mckenna – Master Plan Services – \$3,000.00 (Paid)
 - v. Wightman – Project 242125 Local Street Improvements – \$23,705.29 (Paid)
 - vi. Wightman – Project 242125 Local Street Improvements – \$10,192.64 (Paid)

VIII. Consent Agenda

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

Reports and Minutes: To accept and file the following:

- a) Minutes from the DDA regular meeting of January 14, 2025
- b) Minutes from the DDA special meeting of February 11, 2025

IX. Departmental Reports:

- a) Village Manager
- b) Police Department
 - i. Eric Tollefson – Drone Presentation
- c) Department of Public Works
- d) Finance
- e) Zoning

X. New Business:

- a) Proposed Ordinance 2025-02: Ordinance to Amend Article IV of Chapter 32 of the Code of Ordinances of the Village of Lake Odessa by removing the Sunset Date
- b) Proposed Ordinance 2025-03: Ordinance to Amend the Code of Ordinances of the Village of Lake Odessa by Repealing Sections 2-221 Through 2-229
- c) Proposed Resolution 2025-11: Acknowledging Receipt of an Application for the Vacation of Hancock Street in the Village of Lake Odessa and Setting a Public Hearing to Hear Objections to the Resolution to Vacate Hancock Street
- d) Proposed Resolution 2025-12: Adopting Council Policy 2025-01 Which Establishes Criteria and Procedures for Reimbursement of Cost of Village Services Incurred for Events Sponsored by Organizations
- e) Proposed Resolution 2025-13: Accepting Proposal of Peerless Midwest for Rehabilitation of Stand-By Well #2
- f) Proposed Resolution 2025-14: Authorizing Purchase of Utility Vehicle and Disposal of Old Vehicle Through Auction
- g) Ad Hoc Committee Report – Deputy Village Manager Profile

XI. Miscellaneous Correspondence:

XII. Trustee Comments

XIII. Public Comment (See Above)

XIV. Adjournment

Council Meeting Minutes

VILLAGE OF LAKE ODESSA
MINUTES
REGULAR COUNCIL MEETING
FEBRUARY 17, 2025
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

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

ROLL CALL

Council present: President Karen Banks, Trustee Mike Brighton, Trustee Ben DeJong, Trustee Roy Halfmann, Trustee Martha Yoder

Council absent: Trustee Terri Cappon and Trustee Bob Green

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

APPROVAL OF THE AGENDA

Motion by DeJong, supported by Halfmann, to approve the agenda as amended. All ayes; motion carried 5-0.

PUBLIC COMMENT

None

MINUTES

Motion by Yoder, supported by Brighton, to approve the minutes from the regular Village Council meeting of January 22, 2025 and the Village Council Budget Workshop of February 3, 2025. All ayes; motion carried 5-0.

BILLS

Motion by Brighton, supported by Halfmann, to approve expenditures equal to or less than \$3,000.00 for the period 1/1/2025 through 1/31/2025. All ayes; motion carried 5-0.

Motion by DeJong, supported by Yoder, to approve bills in excess of \$3,000 as submitted. All ayes; motion carried 5-0.

CONSENT AGENDA

Motion by Brighton, supported by Halfmann, to accept the following items and place them on file:

- a. Minutes from the Lake Odessa Area Arts Commission regular meeting of November 11, 2024
- b. Minutes from the Lake Odessa Area Arts Commission special meeting of December 30, 2024
- c. Minutes from the Planning Commission regular meeting of November 25, 2024

All ayes; motion carried 5-0.

DEPARTMENTAL REPORTS

Village Manager: Report submitted.
Police Department: Report submitted.
Department of Public Works: Report submitted.
Finance: Report Submitted.
Zoning: Report submitted.

PUBLIC HEARING

Motion by DeJong, supported by Brighton, to open the Public Hearing regarding the Proposed Village of Lake Odessa Budget. All ayes; motion carried 5-0.

The public hearing was opened at 7:06 pm.

President Banks asked for public comment and none was heard. Public Hearing was noticed per state law and no public comment has been received.

Motion by Yoder, supported by Brighton, to close the Public Hearing. All ayes; motion carried 5-0.

The Public Hearing was closed at 7:06 pm.

NEW BUSINESS

- a) Proposed Resolution 2025-05: Approving and Adopting the Village of Lake Odessa General Appropriations Act for Fiscal Year 2025-26.

Motion by Yoder, supported by DeJong, to adopt proposed Resolution 2025-05. Banks called for a roll call vote. Yes: Yoder, DeJong, Brighton, Halfmann, Banks; No: None; Absent: Cappon, Green; Abstain: None. Resolution adopted 5-0.

- b) Proposed Resolution 2025-06: Adopting the Budget for Fiscal Year 2025-26 for the Village of Lake Odessa.

Motion by Brighton, supported by Halfmann, to adopt proposed Resolution 2025-06. Banks called for a roll call vote. Yes: Brighton, Halfmann, DeJong, Yoder, Banks; No: None; Absent: Cappon, Green; Abstain: None. Resolution adopted 5-0.

- c) Proposed Resolution 2025-07: Approving and Adopting the Village of Lake Odessa Capital Improvement Plan for Fiscal Year 2025-26.

Motion by Yoder, supported by Halfmann, to adopt proposed Resolution 2025-07. Banks called for a roll call vote. Yes: Yoder, Halfmann, Brighton, DeJong, Banks; No: None; Absent: Cappon Green; Abstain: None. Resolution adopted 5-0.

- d) Proposed Resolution 2025-08: Authorizing Purchase of Zero Turn Mower and Disposal of Old Mower through Auction.

Motion by DeJong, supported by Halfmann, to adopt proposed Resolution 2025-08. Banks called for a roll call vote. Yes: DeJong, Halfmann, Brighton, Yoder, Banks; No: None; Absent: Cappon Green; Abstain: None. Resolution adopted 5-0.

- e) Proposed Resolution 2025-09: Accepting a Proposal from Wightman and Associates for Conduction a Water Reliability Study

Motion by Brighton, supported by Yoder, to adopt proposed Resolution 2025-09. Banks called for a roll call vote. Yes: Brighton, Yoder, DeJong, Halfmann, Banks; No: None; Absent: Cappon Green; Abstain: None. Resolution adopted 5-0.

f) Village Manager Apprentice Job Profile

Discussed forming an ad hoc committee to develop a job profile for the new Deputy Village Manager position. President Banks recommends appointing Trustee Halfmann and Trustee Yoder to the committee along with Village Manager Guetschow and herself. They would create the profile and bring it to council at the March 17, 2025 regular meeting.

Motion by Brighton, supported by Halfmann to form an ad hoc committee of President Banks, Trustee Halfmann, Trustee Yoder and Village Manager Guetschow to create the profile for the Deputy Village Manager position. All ayes; motion carried 5-0.

MISCELLANEOUS CORRESPONDENCE

None

TRUSTEE COMMENTS

Banks – None

Brighton – None

DeJong – Felt the budget adoption went smoothly because of the work during the budget workshop.

Halfmann – None

Yoder – Thanked Village Manager Guetschow and department heads for a professional budget document.

PUBLIC COMMENT

None

ADJOURNMENT

Motion by Yoder, supported by Brighton, to adjourn the meeting. All ayes: motion carried 5-0.

Meeting adjourned at 7:15 pm.

Respectfully submitted,

Kathy S. Forman

Village Clerk / Treasurer

VILLAGE OF LAKE ODESSA
MINUTES
SPECIAL COUNCIL MEETING
FEBRUARY 28, 2025
PAGE MEMORIAL BUILDING
839 FOURTH AVENUE
LAKE ODESSA, MICHIGAN 48849

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

ROLL CALL

Council present: President Karen Banks, Trustee Mike Brighton, Trustee Terri Cappon, Trustee Ben DeJong, Trustee Bob Green, Trustee Roy Halfmann, Trustee Martha Yoder

Council absent: None

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

APPROVAL OF THE AGENDA

Motion by DeJong, supported by Green, to approve the agenda as presented. All ayes; motion carried 7-0.

PUBLIC COMMENT

None

PUBLIC HEARING

Motion by Brighton, supported by Cappon, to open the Public Hearing regarding Amendments to the Downtown Development Authority Ordinance No. 2005-01. All ayes; motion carried 7-0.

The public hearing was opened at 6:02 pm.

1. Mike Rohrbacher, 3775 Tupper Lake Rd: Is not in support of extending the DDA.
2. Sarah McGarry, 762 Sixth Ave: Chairperson of the DDA: Is in support of extending the DDA.
3. Cody Dreysse, 933 Fourth Ave: Is in support of extending the DDA.

The Public Hearing was noticed per state law and no public comment has been received.

Motion by Brighton, supported by Halfmann, to close the Public Hearing. All ayes; motion carried 7-0.

The Public Hearing was closed at 6:08 pm.

NEW BUSINESS

- a) Ordinance 2025-01: Amend the Code of Ordinances of the Village of Lake Odessa by Amending Sections 2-163 and 2-164.

Motion by Cappon, supported by Green, to adopt Ordinance 2025-01. Banks called for a roll call vote. Yes: Cappon, Green, Brighton, DeJong, Halfmann, Yoder, Banks; No: None; Absent: None; Abstain: None. Ordinance adopted 7-0.

b) Proposed Resolution 2025-10: Amending the Budget for Fiscal Year 2024-25.

Motion by Yoder, supported by Halfmann, to adopt proposed Resolution 2025-10. Banks called for a roll call vote. Yes: Yoder, Halfmann, Brighton, Cappon, DeJong, Green, Banks; No: None; Absent: None; Abstain: None. Resolution adopted 7-0.

ADJOURNMENT

Motion by DeJong, supported by Brighton, to adjourn the meeting. All ayes: motion carried 7-0.
Meeting adjourned at 6:11 pm.

Respectfully submitted,

Kathy S. Forman
Village Clerk / Treasurer

Expenditures

Check Date	Check	Vendor Name	Amount
Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY			
02/06/2025	1251	MOOD MEDIA	105.69
DDA TOTALS:			
Total of 1 Checks:			105.69
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			105.69
Bank GEN 1447 GENERAL FUND			
02/21/2025	29(S)	CMP DISTRIBUTORS, INC	0.00
GEN TOTALS:			
Total of 1 Checks:			0.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			0.00
Bank POOL POOLED CASH			
02/06/2025	43314	LAKE ODESSA ACE HARDWARE	31.16
02/06/2025	43315	AMAZON CAPITAL SERVICES, INC.	899.64
02/06/2025	43316	BADGER METER	845.48
02/06/2025	43317	CAPITAL ASPHALT LLC	1,176.45
02/06/2025	43318	CONSUMERS ENERGY	2,917.56
02/06/2025	43319	FREDRICKSON SUPPLY CO LLC	906.25
02/06/2025	43320	GRANGER	95.49
02/06/2025	43321	GREGG GUIDANCE, LLC	3,270.52
02/06/2025	43322	HAVILAND	1,186.68
02/06/2025	43323	CITY OF IONIA	44.00
02/06/2025	43324	VC3, INC	197.00
02/06/2025	43325	LAW ENFORCEMENT SYSTEMS, INC.	130.00
02/06/2025	43326	MCKENNA	4,560.00
02/06/2025	43327	MENARDS-IONIA	618.93
02/06/2025	43328	WHEN THEN PROJECT	216.00
02/06/2025	43329	MWEA LOCAL SECTION 7	50.00
02/06/2025	43330	MML WORKERS' COMPENSATION FUND	162.00
02/06/2025	43331	MOTOR PARTS AND EQUIPMENT COMPANY	627.81
02/06/2025	43332	QUILL CORPORATION	145.99
02/06/2025	43333	VERIZON WIRELESS	190.66
02/06/2025	43334	VIEW NEWSPAPER GROUP	696.00
02/06/2025	43335	WEX BANK	1,397.69
02/06/2025	43336	WIGHTMAN	23,705.29
02/17/2025	43337	AT&T	208.37
02/17/2025	43338	CINTAS FIRST AID & SAFETY	63.80
02/17/2025	43339	CASH	42.17
02/20/2025	43340	LAKE ODESSA ACE HARDWARE	31.77
02/20/2025	43341	AMAZON CAPITAL SERVICES, INC.	517.90
02/20/2025	43342	BLUE CARE NETWORK	6,192.51
02/20/2025	43343	BLUE CROSS BLUE SHIELD OF MICHIGAN	272.48
02/20/2025	43344	ELAN FINANCIAL SERVICES	733.99
02/20/2025	43345	CONSUMERS ENERGY	3,125.43
02/20/2025	43346	CONSUMERS ENERGY	28.28
02/20/2025	43347	GREGG GUIDANCE, LLC	3,315.52
02/20/2025	43348	IONIA COUNTY REGISTER OF DEEDS	60.00
02/20/2025	43349	MENARDS-IONIA	525.99
02/20/2025	43350	MLIVE MEDIA GROUP	68.02
02/20/2025	43351	MICHIGAN STATE POLICE	30.00
02/20/2025	43352	NYE UNIFORM	24.50
02/20/2025	43353	SBIS	709.77
02/20/2025	43354	HOMEWORKS	2,927.03
02/20/2025	43355	WIGHTMAN	10,192.64
02/20/2025	43356	WOW! BUSINESS	136.00
02/20/2025	43357	MID MI CHIEFS OF POLICE ASSOCIATION	50.00
02/21/2025	43358	CMP DISTRIBUTORS, INC	336.60
02/27/2025	43359	EVERON, LLC	63.74
02/27/2025	43360	MCKENNA	3,000.00
02/27/2025	43361	KENDRA BACKING	90.00
02/27/2025	43362	CURTIS COLVIN	50.10
02/27/2025	43363	MOTOR PARTS AND EQUIPMENT COMPANY	222.87
02/27/2025	43364	SIRCHIE ACQUISITION COMPANY, LLC	160.67
02/27/2025	43365	WOW! BUSINESS	234.60
02/27/2025	43366	WOW! BUSINESS	116.25
02/28/2025	43367	IONIA COUNTY TREASURER	2,012.50 V
02/28/2025	43368	IONIA COUNTY TREASURER	2,012.50

Check Date	Check	Vendor Name	Amount
POOL TOTALS:			
Total of 55 Checks:			81,626.60
Less 1 Void Checks:			2,012.50
Total of 54 Disbursements:			<u>79,614.10</u>

REPORT TOTALS:			
Total of 57 Checks:			81,732.29
Less 1 Void Checks:			2,012.50
Total of 56 Disbursements:			<u>79,719.79</u>

Purchases Over \$3,000.00

Gregg Guidance, LLC
 720 High Street
 Charlotte, MI 48813
 9894134290



Village of Lake Odessa
 Attn: Accounts Payable
 839 Fourth Avenue
 Lake Odessa, MI 48849

Invoice Number GG2025-01
 Date of Issue 02/01/2025
 Due Date 03/04/2025
 Amount Due (USD) **\$3,270.52**

101-172-801.000

Description	Rate	Qty	Line Total
Interim Mgmt. Hrs. January 16, 2025	\$90.00	5.75	\$517.50
Mileage Per Diem - Lake Odessa January 16, 2025	\$30.13	1	\$30.13
Interim Mgmt. Hrs. January 21, 2025	\$90.00	6.75	\$607.50
Mileage Per Diem - Lake Odessa January 21, 2025	\$30.13	1	\$30.13
Interim Mgmt. Hrs. January 22, 2025	\$90.00	12	\$1,080.00
Mileage Per Diem - Lake Odessa January 22, 2025	\$30.13	1	\$30.13
Interim Mgmt. Hrs. January 27, 2025	\$90.00	10.5	\$945.00
Mileage Per Diem - Lake Odessa January 27, 2025	\$30.13	1	\$30.13

Subtotal	3,270.52
Tax	0.00
Total	3,270.52
Amount Paid	0.00

Amount Due (USD)

\$3,270.52

Terms

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

Gregg Guidance, LLC
 720 High Street
 Charlotte, MI 48813
 9894134290



Village of Lake Odessa
 Attn: Accounts Payable
 839 Fourth Avenue
 Lake Odessa, MI 48849

Invoice Number GG2025-02
 Date of Issue 02/17/2025
 Due Date 03/20/2025
 Amount Due (USD) **\$3,315.52**

Description	Rate	Qty	Line Total
Interim Mgmt. Hrs. February 3, 2025	\$90.00	12	\$1,080.00
Mileage Per Diem - Lake Odessa February 3, 2025	\$30.13	1	\$30.13
Interim Mgmt. Hrs. February 6, 2025	\$90.00	8.5	\$765.00
Mileage Per Diem - Lake Odessa February 6, 2025	\$30.13	1	\$30.13
Interim Mgmt. Hrs. February 11, 2025	\$90.00	9	\$810.00
Mileage Per Diem - Lake Odessa February 11, 2025	\$30.13	1	\$30.13
Interim Mgmt. Hrs. February 12, 2025	\$90.00	6	\$540.00
Mileage Per Diem - Lake Odessa February 12, 2025	\$30.13	1	\$30.13

Subtotal 3,315.52
 Tax 0.00

Total 3,315.52
 Amount Paid 0.00

101-172-801.000

Amount Due (USD)

\$3,315.52

Terms

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



HEADQUARTERS
 235 East Main Street
 Suite 105
 Northville, Michigan 48167

O 248.596.0920
 F 248.596.0930
 MCKA.COM

January 25, 2025

Invoice No: 24-059 - 4

Gregg Guetschow
 Village Manager (Interim)
 Odessa Lake
 839 Fourth Avenue
 Lake Odessa, MI 48849

Project 24-059 Lake Odessa Master Plan

Professional Services from November 1, 2024 to December 31, 2024

Professional Services

Continued progress on the Master Plan.

Contract Amount

Total Fee	24,000.00		
Percent Complete	61.00	Total Earned	14,640.00
		Previous Fee Billing	10,080.00
		Total Fee	\$4,560.00
		Invoice Total	\$4,560.00

THANK YOU. Please remit to above address and indicate project number on voucher.

101-TLZ-802.000



HEADQUARTERS
 235 East Main Street
 Suite 105
 Northville, Michigan 48167

O 248.596.0920
 F 248.596.0930
 MCKA.COM

February 24, 2025

Invoice No: 24-059 - 5

Gregg Guetschow
 Village Manager (Interim)
 Odessa Lake
 839 Fourth Avenue
 Lake Odessa, MI 48849

Project 24-059 Lake Odessa Master Plan
Professional Services from January 1, 2025 to January 31, 2025

Professional Services
 Continued progress on the Master Plan.

Contract Amount

Total Fee	24,000.00		
Percent Complete	73.50	Total Earned	17,640.00
		Previous Fee Billing	14,640.00
		Total Fee	\$3,000.00
		Invoice Total	\$3,000.00

THANK YOU: Please remit to above address and indicate project number on voucher.

101-722-802.000



Village of Lake Odessa
 Sent via email:
 treasurer@lakeodessa.org

Invoice number 92340
 Date 01/23/2025
 Project Manager Jason S. Edwards

Project **242125 242125 LOCAL STREET IMPROVEMENTS**

Description	Contract Amount	Prior Billed	Current Billed	Remaining
Category B Grant Application	3,600.00	0.00	0.00	3,600.00
Survey & Design Engineering	164,800.00	0.00	23,705.29	141,094.71
Total	168,400.00	0.00	23,705.29	144,694.71

Invoice total **23,705.29**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
92340	01/23/2025	23,705.29	23,705.29				
	Total	23,705.29	23,705.29	0.00	0.00	0.00	0.00

****Please remit to 2303 Pipestone Road, Benton Harbor, MI 49022 and include invoice number****

****If you would like to pay with a credit card, please visit our website at www.gowightman.com, a 3% fee applies to all credit card transactions. ACH transactions are accepted for a flat \$2.50****

SERVICE CHARGE: A delinquency charge of 1 1/2% per month (which is an ANNUAL PERCENTAGE RATE of 18%) will be added to all amounts not paid 30 days after invoice date.

ST
 203-449-801- \$23,705²⁹
 \$23,705²⁹
 of \$113,724 total for project costs



WIGHTMAN

it's all about people

Village of Lake Odessa
 Sent via email:
 treasurer@lakeodessa.org

Invoice number 92834
 Date 02/13/2025
 Project Manager Jason S. Edwards

Project **242125 242125 LOCAL STREET IMPROVEMENTS**

Description	Contract Amount	Prior Billed	Current Billed	Remaining
Category B Grant Application	3,600.00	0.00	0.00	3,600.00
Survey & Design Engineering	176,300.00	23,705.29	10,192.64	142,402.07
Total	179,900.00	23,705.29	10,192.64	146,002.07

Invoice total **10,192.64**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
92340	01/23/2025	23,705.29	23,705.29				
92834	02/13/2025	10,192.64	10,192.64				
	Total	33,897.93	33,897.93	0.00	0.00	0.00	0.00

****Please remit to 2303 Pipestone Road, Benton Harbor, MI 49022 and include invoice number****

****If you would like to pay with a credit card, please visit our website at www.gowightman.com, a 3% fee applies to all credit card transactions. ACH transactions are accepted for a flat \$2.50****

SERVICE CHARGE: A delinquency charge of 1 1/2% per month (which is an ANNUAL PERCENTAGE RATE of 18%) will be added to all amounts not paid 30 days after invoice date.

JT
 204-446-801

Consent Agenda

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Regular Meeting - Tuesday, January 14, 2025
Page Memorial Building, Lake Odessa MI

Present: Sarah McGarry, Karen Banks, Marilyn Danielson, Bill Rogers
Absent: Sue Dahms, Darwin Thompson
Staff: Village Manager Gregg Guetschow, Village Clerk/Treasurer Kathy Forman

- I. Call to Order:** Meeting called to order by McGarry at 7:03 a.m.
- II. Agenda:** Motion by Banks, supported by McGarry, to approve the agenda. All ayes, motion carried, 4-0.
- III. Public Comment:** None.
- IV. Approval of Minutes:**
Motion by McGarry, supported by Danielson, to approve minutes of 11/19/24 regular meeting. All ayes, motion carried, 4-0.
Motion by Banks, supported by McGarry, to approve minutes of 12/10/24 special meeting. All ayes, motion carried, 4-0.
- V. Finance Report:**
Motion by Banks, supported by McGarry to approve Accounts Payable for November and December 2024 in the amount of \$2,757.73. All ayes, motion carried, 4-0.
- VI. Action/Discussion Items:**
- a) Mural Project Update:
Karen Banks gave an update on the Mural Project that is being planned. The mural will be placed on the building at 1001 Fourth Avenue. Estimate for the project is \$26,000. DDA will split the cost with the Lake Odessa Area Arts Commission. There was an addition to the project cost for the rental of a scissor lift.
Discussion took place about the cost.
- b) Motion by Banks, supported by McGarry, to enter into closed session to consider the purchase or lease of real property, in accordance with Section 8(1)(d) of the Michigan Open Meetings Act. McGarry called for a roll call vote. Yes: Banks, Danielson, Rogers, McGarry; No: None; Absent: Dahms, Thompson; Abstain: None. Motion carried 4-0.

Entered Closed Session at 7:30am.

Returned to Open Session at 7:45am.

- c) 2025-26 Budget Discussion:
Discussed the budget that was created by Dahms with the assistance of Forman. The 2025-26 budget will be discussed further and finalized at a special meeting to be held February 11, 2025 at 7:00am.

VII. Board Member Comments:

Discussed having a DDA website separate from the Village website.

Discussed next steps in the DDA Plan. We will make sure Danielle Bouchard from McKenna is at the February 11, 2025 meeting with an update. Once the plan is finished the new village manager will help facilitate the plan.

Talked about small grants for business façade repairs, front and back.

Discussed offering business owners training opportunities. McGarry reminded everyone that Chamber of Commerce membership allows access to all small business programs and training.

VIII. Adjournment: Without objection, meeting adjourned at 8:11 a.m.

Respectfully submitted,

Kathy Forman
Village Clerk/Treasurer

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Special Meeting - Tuesday, February 11, 2025
Page Memorial Building, Lake Odessa MI

MEMBERS PRESENT: Sarah McGarry, Karen Banks, Cody Dreysse, Bill Rogers, Marilyn Danielson
ABSENT: Darwin Thompson
STAFF: Village Manager Gregg Guetschow
VISITORS: Jim McManus from McKenna

1. **Call to Order:** Meeting called to order by McGarry at 7:01 a.m.
2. **Agenda:** Motion by McGarry, supported by Rogers, to approve agenda as presented. All ayes; motion carried.
3. **Public Comment:** None.
4. **Minutes:** Motion by Banks, supported by McGarry, to approve minutes of 1/14/2025 regular meeting. All ayes; motion carried.
5. **Finance:** The January 2025 revenue/expense report was reviewed. Motion by Banks, supported by McGarry, to approve accounts payable for January 2025 totaling \$1,387.50. All ayes; motion carried.
6. **Action Items/Discussion Items:**
 - a. **DDA Development Plan Update:** Jim McManus from McKenna reported that Danielle Bouchard has left McKenna. He will be assuming responsibility for the DDA development plan update moving forward. McManus reported that most of the plan's text has been completed and a draft plan should be ready in time for the March regular meeting. The plan will project annual growth of approximately 2%. The vision statement from the prior plan will be retained.
 - b. **2025-2026 Fiscal Year Budget:** Discussion was held re: amending proposed 2025-26 fiscal year budget to add an appropriation to reimburse the Village for administrative tasks performed by Village staff. Motion by Banks, supported by McGarry, to amend the proposed 2025-26 fiscal year budget by adding \$5,000 for administrative expense, and to refer same to the Village Council for approval at their regular February meeting. All ayes; motion carried.
7. **Board Member Comments:** Banks gave update on conversation with potential developer of vacant site within the downtown district.
8. **Adjournment:** Without objection, meeting adjourned at 7:33 a.m.

Respectfully submitted,

Karen Banks, Secretary

Departmental Reports



MEMORANDUM

TO: President Banks and Village Council Members

FROM: Gregg Guetschow, Village Manager

SUBJECT: Agenda Summary

DATE: March 13, 2024

DEPARTMENTAL REPORTS:

Drone Presentation. Officer Eric Tollefson will be making a presentation about the use of drone technology in policing.

ITEMS OF BUSINESS:

Proposed Ordinance 2025-02 - UTVs. The ordinance permitting the operation of utility terrain vehicles (UTVs) on Village streets was adopted in 2023. Among its provisions was an April 17, 2025 “sunset” date. This section was intended to trigger a review by Council of the operation of the ordinance to determine whether UTVs should continue to be allowed on Village streets. Chief Backing reports that there have been no significant issues with UTVs, no citations have been issued and there have been no accidents. A few UTVs have been stopped for various reasons but no more so than for other motor vehicles. The proposed amendment would eliminate the sunset date.

Proposed Ordinance 2025-03 – Fire Services Charges. Ordinance 2004-01 was adopted to recover costs incurred by the Fire Department for responses to certain types of alarms. The Village no longer operates the Fire Department. Consequently, this is “dead wood” language which is proposed for deletion from the Code of Ordinances as a housekeeping action.

Resolution 2025-11 Hancock Street Vacation. Franklin Metals applied for vacation of Hancock Street, an unimproved strip of land that runs north from Tupper Lake Street to the railroad tracks. Their motivation for making the request is that GPS applications used by truck drivers will direct them to Hancock Street as the route to get to Twin City Foods. When they discover that they are unable to cross the railroad, they must turn around, disrupting Franklin Metals Operations.

It is unclear whether this strip of land was ever dedicated as a street. When the plat was prepared for this area – at the time, it was part of the Village of Bonanza – this strip fell along

the Village limits. It was platted with a width of 33 feet, half of a standard street width. It appears that it was reserved with the expectation that, when additional land was added to the Village in that area, an additional 33 feet would be added to it to create a street serving the area. This did not occur. We are uncertain how it came to be called Hancock Street. That name does not appear on the plat for the area and does not appear on all maps. It does appear on the State's Act 51 maps and, as a result, the Village receives a few dollars each year for its upkeep even though the Village does not maintain it.

Water and sewer lines are both located in this strip, and easements would need to be reserved to allow maintenance of these facilities.

The proposed resolution would set a public hearing for April 21.

Resolution 2025-12 Cost Reimbursement Policy. Community organizations and others sometimes require the assistance of Village departments for events. Examples include setting barricades and providing traffic control. This policy would establish a mechanism through which these costs would be reimbursed by the organizations making the request. The proposed policy would exempt the first \$1,000 in costs for area organizations.

Resolution 2025-13 Well #2 Rehabilitation. The rehabilitation of stand-by well #2 was one of the projects proposed and approved in this year's capital improvements plan. As noted in the resolution, the cost for this work is within the amount approved in the budget.

Resolution 2025-14 Replacement of Kubota Utility Vehicle. The replacement of this vehicle was also included in the capital improvements plan. Two quotes were obtained. Sufficient funds were budgeted for this purchase.

Deputy Village Manager Position Profile. The ad hoc committee charged with reviewing and updating the position profile has prepared the document found in your agenda packet. Committee changes are shown in red. My suggestions for changes from that proposal are shown in blue.

MISCELLANEOUS MATTERS:

Church Street. Since my previous report on this topic, the Village attorney has prepared an easement template to grant abutting property owners access over the half of the former Church Street Ionia County deeded to the Village. President Banks has offered her comments on the document and I need to complete my review. Once that is complete, I will be sending a copy to one of the abutting owners for her review and comments before seeking Council authorization to grant easements on the property.

Master Plan Update and DDA Development Plan. We are nearing completion on both documents. We expect to recommend a public hearing on the DDA development plan be held at Council's May meeting. One significant task remaining for the master plan update is the development of a subarea plan for the beach, Buddy's and DPW garage area. This plan will provide Planning Commissioners a basis for discussion how to facilitate future development and use of this area.

Financing 2026 Street Improvements. President Banks and I held a telephone conference last week with Village attorney Roger Swets to begin the process of preparing for a possible bond issue to finance street projects tentatively planned for the 2026 construction season. The first step is to undertake some financial analysis. Mr. Swets was planning to reach out to the individual involved in the Village's previous bond issue.

DDA Tax Increment Financing. President Banks and I also discussed with Mr. Swets the preparation of a response to the Odessa Township attorney's letter regarding the DDA sunset that Council addressed during its special meeting on February 28. Mr. Swets was planning to consult with a colleague before drafting a reply.



February 2025 Calls For Service:

02/28/25 19:21:10 99091 - MED 1
02/28/25 17:28:34 99091 - MED 1
02/28/25 13:31:42 2600 - FRAUD
02/28/25 12:59:10 FOLLOW UP
02/28/25 11:08:45 9908A - ASSIST
02/26/25 23:59:34 9807 - SUSPICIOUS
02/26/25 17:41:33 9807 - SUSPICIOUS
02/25/25 14:13:05 2900 - MDOP
02/25/25 09:14:34 9806 - CIVIL DISPUTE
02/24/25 23:35:36 PROPERTY CHECK
02/24/25 19:35:35 TRF
02/24/25 19:02:12 TRF
02/24/25 15:55:40 9909M - MENTAL
02/23/25 23:37:28 PROPERTY CHECK
02/23/25 18:48:46 FOLLOW UP
02/23/25 14:31:00 TRF
02/23/25 13:49:50 TRF
02/23/25 13:00:51 5300 - DISORDERLY
02/23/25 11:17:27 TRF
02/23/25 08:10:38 5403 - TRAFFIC
02/22/25 23:13:40 PROPERTY CHECK
02/22/25 20:50:49 TRF
02/22/25 20:31:50 TRF
02/22/25 16:29:40 FOLLOW UP
02/22/25 14:00:00 TRF
02/22/25 11:57:27 99091 - MED 1
02/22/25 09:55:49 9908 - GENERAL
02/21/25 23:06:38 TRF
02/21/25 21:22:40 TRF
02/21/25 18:44:07 2300
02/21/25 15:14:13 TRF
02/21/25 15:03:55 FOLLOW UP
02/21/25 14:59:09 FOLLOW UP
02/21/25 14:32:02 TRF
02/21/25 14:04:32 TRF
02/21/25 12:04:56 99093 - MED 3
02/21/25 10:16:16 9807 - SUSPICIOUS
02/21/25 08:11:20 9807 - SUSPICIOUS
02/21/25 07:25:17 5500 - HEALTH & SAFETY
02/21/25 04:34:17 2201 - BURGLARY
02/20/25 18:31:12 99092 - MED 2
02/20/25 17:07:13 2201 - BURGLARY
02/20/25 16:49:42 99091 - MED 1
02/19/25 17:08:35 9807 - SUSPICIOUS
02/19/25 15:41:19 99092 - MED 2
02/18/25 21:50:51 9301B - PDA TRAFFIC
02/18/25 01:57:22 PROPERTY CHECK
02/18/25 01:42:44 PROPERTY CHECK
02/18/25 01:31:54 PROPERTY CHECK
02/17/25 23:34:29 9500 - FIRE ALL
02/17/25 22:32:40 99091 - MED 1
02/17/25 18:26:33 FOLLOW UP
02/17/25 17:54:48 FOLLOW UP
02/17/25 16:59:51 911H - 911 HANG UP
02/17/25 13:01:06 FOLLOW UP
02/17/25 12:39:43 FOLLOW UP
02/17/25 00:11:41 PROPERTY CHECK
02/16/25 20:47:55 TRF
02/16/25 17:54:03 99092 - MED 2
02/16/25 17:53:26 FOLLOW UP



02/16/25 17:32:56 FOLLOW UP
02/16/25 10:55:57 99093 - MED 3
02/16/25 07:47:48 99091 - MED 1
02/16/25 07:01:08 99091 - MED 1
02/16/25 00:59:46 PROPERTY CHECK
02/15/25 18:58:23 TRF
02/14/25 18:15:33 911H - 911 HANG UP
02/14/25 13:53:25 99091 - MED 1
02/14/25 13:22:32 2900 - MDOP
02/14/25 09:18:25 9806 - CIVIL DISPUTE
02/14/25 07:51:40 99091 - MED 1
02/13/25 19:58:36 1100 - CSC
02/13/25 11:02:43 5000 - WARRANT
02/12/25 11:23:24 911H - 911 HANG UP
02/11/25 11:14:36 99093 - MED 3
02/11/25 10:54:07 5403 - TRAFFIC
02/11/25 09:33:42 TRF
02/11/25 00:37:09 PROPERTY CHECK
02/10/25 21:43:25 TRF
02/10/25 18:04:39 9807 - SUSPICIOUS SITUATION
02/10/25 16:33:47 5500 - HEALTH & SAFETY
02/10/25 01:07:47 9909P - NON-CRIMINAL
02/09/25 17:58:04 TRF
02/09/25 16:13:54 99093 - MED 3
02/08/25 22:19:39 5300 - DISORDERLY
02/08/25 21:40:18 TRF
02/08/25 18:10:38 TRF
02/08/25 14:48:39 FOLLOW UP
02/08/25 14:06:59 9908 - GENERAL
02/08/25 10:07:18 TRF
02/08/25 09:26:02 TRF
02/07/25 17:38:41 9301C - HIT AND RUN
02/07/25 09:43:56 2900 - MDOP
02/06/25 14:15:17 1302 - DOMESTIC ASSAULT ASSIST
02/06/25 13:39:25 99091 - MED 1
02/05/25 22:11:20 9401 - ALARM
02/05/25 16:14:24 TRF
02/05/25 15:08:12 TRF
02/05/25 10:20:55 9808 - LOST
02/04/25 17:30:49 TRF
02/03/25 20:56:43 TRF
02/03/25 17:16:20 9807 - SUSPICIOUS SITUATION
02/03/25 14:11:11 FOLLOW UP
02/03/25 11:15:19 5403 - TRAFFIC
02/02/25 19:53:29 5200 - WEAPONS OFFENSE
02/02/25 19:52:39 9807 - SUSPICIOUS SITUATION
02/01/25 23:33:16 99091 - MED 1
02/01/25 23:19:25 1301 - ASSAULT
02/01/25 17:26:56 9908 - GENERAL ASSIST
02/01/25 16:05:39 TRF
02/01/25 12:45:33 TRF
02/01/25 10:56:52 99093 - MED 3
02/01/25 10:46:01 99091 - MED 1
02/01/25 10:01:47 PROPERTY CHECK
02/01/25 05:31:39 9301C - HIT AND RUN
02/01/25 01:22:59 PROPERTY CHECK
02/01/25 01:09:50 PROPERTY CHECK

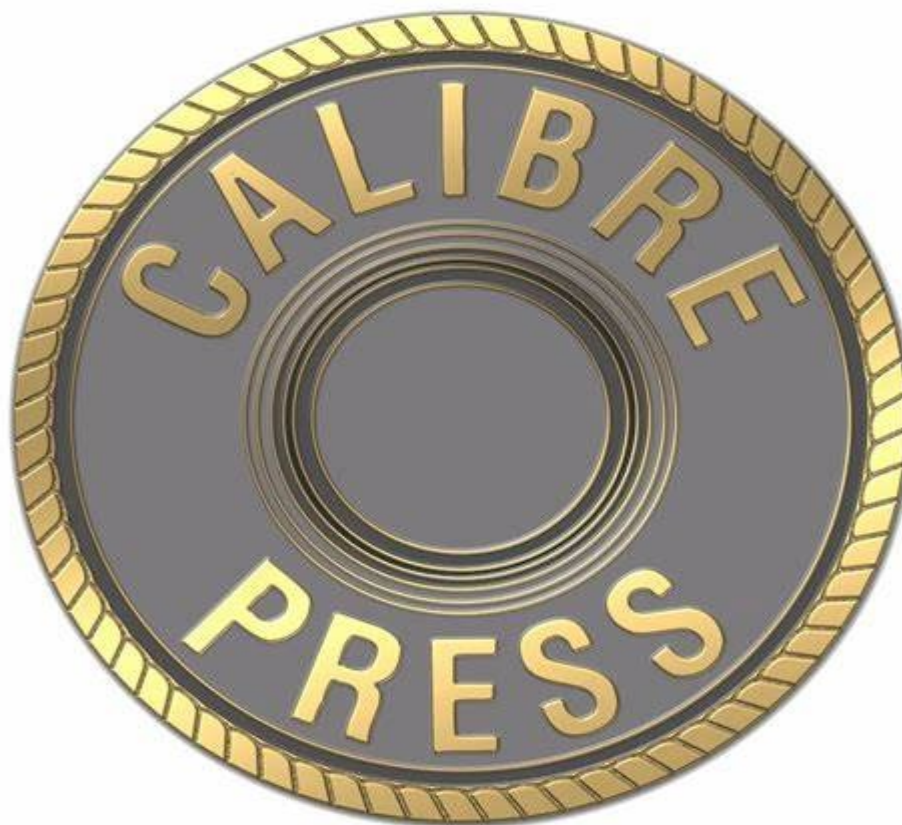


TRAINING:

Michigan Commission on Law Enforcement Standards, MCOLES, has initiated a three-year pilot program called Continuing Professional Education (CPE) that started in June 2024. Funds have been allocated to agencies to help each department meet the CPE requirements. LOPD has received \$3,000 for this year.

2025 CPE requirements include no less than eight (8) hours shall be completed on MCOLES recognized MENTAL HEALTH CRISIS training and sixteen (16) hours shall be completed on topics related to enhancing performance, professionalism, public and officer safety and officer decision making.

Chief Backing attended the Michigan Association of Chiefs of Police conference and Female Enforcers training hosted by Michigan State Police that covered core strategic principles focused on advanced mental, physical and tactical skills. The training was offered through Calibre Press.



Chief Backing and Officer Tollefson attended Power of Talk in an AI world. This training covered technology tools dominating workforces making it possible for devices to recognize patterns established by mass amounts of data resulting in workplace efficiency. The training emphasized AI's capabilities, limitations, security concerns and ethical dilemmas for law enforcement.



Lake Odessa Police Department
839 4th Ave, Lake Odessa, MI 48849
(616) 374-8845

Public Relations:

Save the date: Chili Dinner at the Lake Odessa Fire Department on March 15th from 5pm-8pm. Please come out and support the fire department. All proceeds will assist in the purchase of necessary equipment.

Drone Presentation:

Officer Tollefson will be giving a brief drone presentation to the board and audience members. The presentation will include an introduction to drones and applications in law enforcement. Officer Tollefson earned his Remote Pilot Part 107 license which is required by the FAA to fly a drone commercially in the United States. The department is interested in obtaining a drone to assist with various types of enforcement, scene enhancements, situational awareness, and aiding other agencies.



Department of Public Works

February 13th 2025 to March 11th 2025

Council Report

Parks & Beach

We will be removing the snow fence around the dock soon. Once the ice is gone from the lake, we will be readying the dock for installation. We have been inspecting picnic tables for any damage and making repairs as necessary. The park restrooms will be opened in April once the weather is consistently better. The beach restrooms will remain closed until early May.

Streets

We have been patching potholes as necessary. With the snow gone and everything drying out, we will soon be sweeping the streets free of winter debris. The snow totals were far less this year than average, but the minor events necessitating us to spread salt were still high. We used approximately 35 tons of salt last winter. This year we used around 110 tons. Our last 50-ton salt delivery was dropped off two weeks ago. Hopefully we do not have to touch it until next winter! With changing conditions, we have been able to grade the gravel sections of our streets twice now.

Water

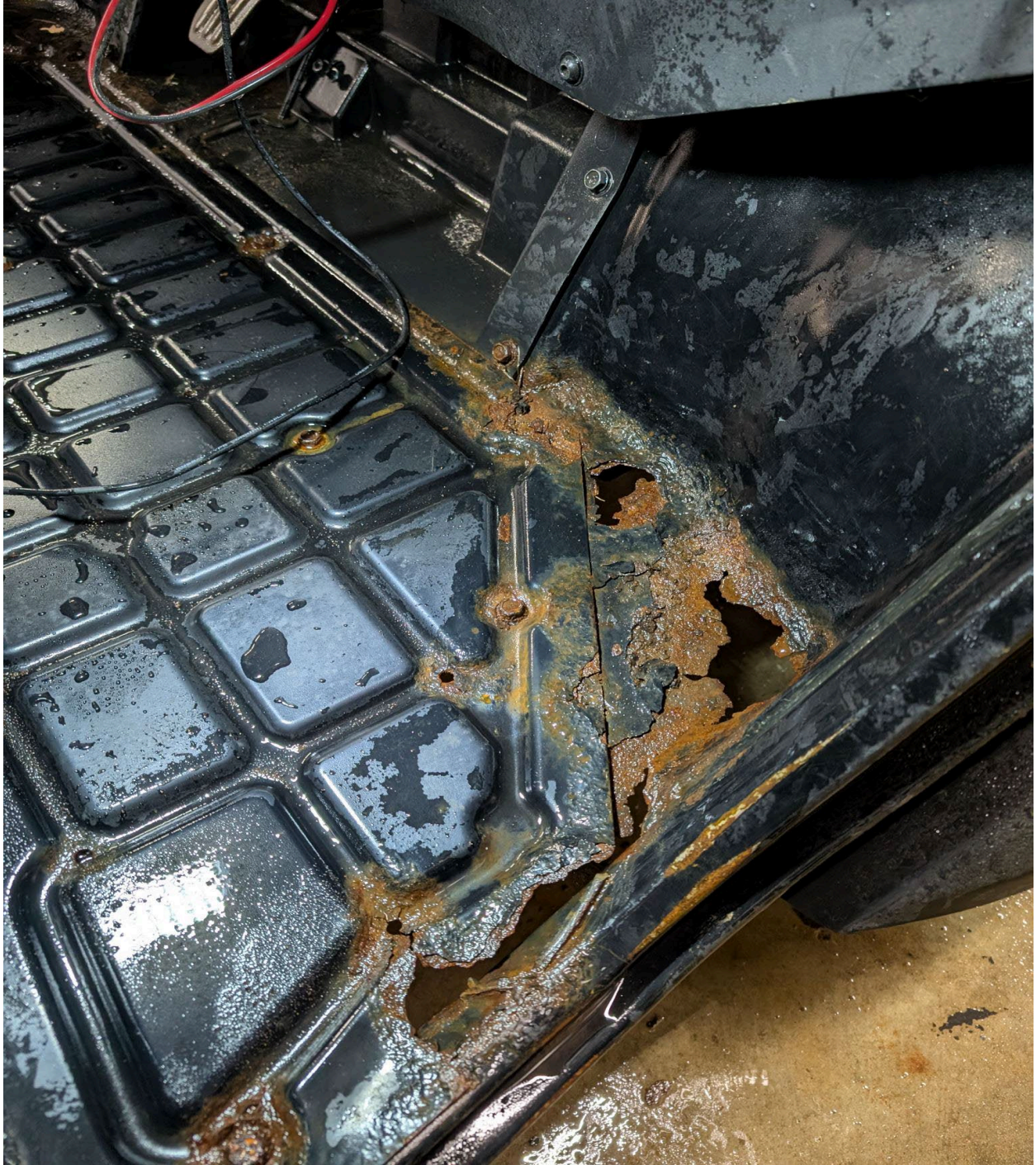
Nonpayment shut offs came and went without issue. We have been attending free webinars offered by EGLE. We must attend a certain number of credited classroom training hours to renew our drinking water operators licensing every three years. I have been working with EGLE engineers for a few weeks to complete our sanitary survey. This survey consists of EGLE staff inspecting our records, completing interviews, and performing an onsite inspection of our wells, water treatment plants, water towers and facilities. The inspection went without issue. Scott and I pulled the majority of our yearly water samples and they have been dropped off at the State Lab in Lansing. These samples are for multiple parameters and differ from our monthly bacteriological sample requirements.

DPW

The guys removed the winter banners and will install the spring banners in the coming weeks. We serviced the backhoe, pulled the multiple required samples from each specific oil in the machine and sent those to the analysis lab. "These samples are required for the extended warranty." Both pickups were serviced. Some snow removal equipment has been cleaned and stored for the season.

The environment the Kubota RTV is routinely exposed to has caused multiple corrosion issues. The floorboard really deteriorated this winter, and in fear of becoming Fred Flintstone, we had to do some fabrication and build a new floorboard. If you look at our equipment, you will notice we keep everything clean. The Kubota has always been treated with corrosion inhibitor and routinely washed, but salt is very corrosive. Parts of the frame and the dump box are not far behind.





Purchase Request

I received a quote from Peerless Midwest for the rehabilitation of well #2 for \$38,762.46. Peerless Midwest is closely located in Ionia and performs our work on the wells, filters, and pumps. I am requesting authorization to approve this quote and begin the project.

Very similar to the States purchasing plan “MiDeal,” we are also members of a multistate purchasing platform called “Sourcewell.” This contract pricing includes the nonspecific pieces of equipment the State of Michigan does not routinely purchase. We drove two different John Deere Gators at Hutson and were largely underwhelmed. They have become nearly as big as a small car and we believe it would really hinder the routine operations we use a UTV for. The closest comparable piece of equipment I found has been a Bobcat UTV. Bobcat of Lansing generously delivered a machine for us to try for a few days and it fit the needs of everything we typically use the machine for. Bobcat machines are available to purchase through the Sourcewell contract. For reference, we used Sourcewell pricing when we purchased the leaf collection trailer two years ago. Michigan State University almost exclusively uses these Bobcat machines and has for years. I am finding there are also many municipalities that have switched to them for various reasons.

I am asking for approval to proceed with the order of a Bobcat UV34 UTV and Boss V Blade plow from Bobcat of Lansing for the purchase price of \$33,906.11

Regarding the Kubota RTV and attachments, we are replacing; I would like to send them through the municipal auction at Biddergy.com. I anticipate everything to bring around \$15,000.



Additional Comments

As I do each year, I applied to the Arbor Day Foundation for the continued renewal of our “Tree City” certification. I received the email last week that our application had been reviewed and our status was again renewed. This marks 38 continuous years we have been approved as a certified Tree City.

I sat down with the engineers to review a 30% completed set of plans for the 2026 infrastructure project. We will be applying for two separate Category B funding grants in the next couple of months, with award announcements happening in August/September. Once we know if we have received or been denied these grants, we will begin working on securing the bonding for the project. Things are moving along as planned and I will keep everyone informed of progress as it's made.

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 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		541,035.22		0.00		(20,035.22)	103.85
101-000-410.000	CURRENT PERSONAL PROPERTY TAX	45,000.00		23,020.70		0.00		21,979.30	51.16
101-000-428.000	MANUFACTURED HOUSING FEES	450.00		410.50		31.00		39.50	91.22
101-000-447.000	PROPERTY TAX ADMINISTRATION FEE	8,000.00		8,468.18		0.00		(468.18)	105.85
101-000-476.000	LIQUOR LICENSE FEES	1,800.00		2,226.95		0.00		(426.95)	123.72
101-000-477.000	CABLE TV FRANCHISE	2,100.00		1,878.55		0.00		221.45	89.45
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		1,325.00		25.00		(325.00)	132.50
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		3,000.00		0.00		0.00	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	55,000.00		45,841.86		0.00		9,158.14	83.35
101-000-574.000	STATE REVENUE SHARING	212,500.00		216,590.00		36,964.00		(4,090.00)	101.92
101-000-574.001	EVIP PMTS	52,000.00		52,826.00		8,929.00		(826.00)	101.59
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		41,089.45		22,956.54		(14,889.45)	152.18
101-000-632.000	MOWING	500.00		1,675.00		0.00		(1,175.00)	335.00
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		715.00		220.00		(565.00)	476.67
101-000-657.000	ORDINANCE FINES	3,500.00		1,690.17		71.28		1,809.83	48.29
101-000-665.000	INTEREST	9,500.00		39,326.28		3,811.85		(29,826.28)	413.96
101-000-667.000	RENTS-BUILDINGS-LAND	1,500.00		2,176.00		50.00		(676.00)	145.07
101-000-673.000	SALE OF FIXED ASSET	0.00		6,000.00		0.00		(6,000.00)	100.00
101-000-676.000	REIMBURSEMENTS	0.00		1,845.10		1,745.00		(1,845.10)	100.00
101-000-676.100	REIMBURSEMENTS - INSURANCE	0.00		572.85		572.85		(572.85)	100.00
101-000-684.000	MISC REVENUE	500.00		1,219.48		0.00		(719.48)	243.90
101-000-684.001	MISC REVENUE-MISC REVENUE GENERAL	8,000.00		8,557.29		0.00		(557.29)	106.97
101-000-684.010	MISC REVENUE-POLICE	500.00		3,294.90		0.00		(2,794.90)	658.98
Total Dept 000 - BALANCE SHEET / GENERAL		963,550.00		1,037,793.74		75,376.52		(74,243.74)	107.71
TOTAL REVENUES		963,550.00		1,037,793.74		75,376.52		(74,243.74)	107.71
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-702.708	TRUSTEE MEETING FEES	9,000.00		9,900.00		450.00		(900.00)	110.00
101-101-702.709	TREASURER - CLERK WAGES	15,300.00		15,261.51		7,634.90		38.49	99.75
101-101-710.000	EMPLOYER FICA	1,950.00		1,796.10		553.98		153.90	92.11
101-101-711.000	EMPLOYERS SHARE OF PENSION	1,600.00		1,526.15		763.49		73.85	95.38
101-101-723.000	WORKMEN'S COMPENSATION	300.00		49.41		0.00		250.59	16.47
101-101-727.000	OFFICE SUPPLIES	1,500.00		935.91		239.00		564.09	62.39
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		409.10		43.16		(209.10)	204.55
101-101-750.000	DUES & MEMBERSHIPS	3,200.00		2,462.00		0.00		738.00	76.94
101-101-752.000	EDUCATION & TRAINING	5,500.00		700.00		0.00		4,800.00	12.73
101-101-754.000	SAFE DEPOSIT BOX RENTAL	15.00		15.00		0.00		0.00	100.00
101-101-801.000	CONTRACTED SERVICES	20,000.00		15,872.38		0.00		4,127.62	79.36
101-101-805.000	ATTORNEY FEES	10,000.00		9,620.37		0.00		379.63	96.20
101-101-806.000	AUDIT SERVICES	6,000.00		6,412.50		0.00		(412.50)	106.88
101-101-850.000	COMMUNICATION EXPENSE	900.00		555.95		43.69		344.05	61.77
101-101-880.000	COMMUNITY PROMOTION	8,000.00		6,840.00		0.00		1,160.00	85.50
101-101-880.001	DOWNTOWN DEVELOPMENT	0.00		5.00		0.00		(5.00)	100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-101-880.003	CONTRIBUTION TO OTHERS	5,000.00		11,724.93		0.00		(6,724.93)	234.50
101-101-900.000	PRINTING & PUBLISHING	1,200.00		3,096.42		376.22		(1,896.42)	258.04
101-101-957.000	COUNTER DRAIN	5,200.00		7,013.84		0.00		(1,813.84)	134.88
101-101-963.000	MISC EXPENSE	1,000.00		1,221.04		0.00		(221.04)	122.10
101-101-991.000	NOTARY & FIDUCIARY BONDS	100.00		40.00		0.00		60.00	40.00
Total Dept 101 - GOVERNING BODY		96,165.00		95,457.61		10,104.44		707.39	99.26
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		36.36		3.03		463.64	7.27
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		1,352.92		475.72		647.08	67.65
101-172-730.000	MEALS & MILEAGE	200.00		126.96		0.00		73.04	63.48
101-172-750.000	DUES & MEMBERSHIPS	750.00		99.00		0.00		651.00	13.20
101-172-752.000	EDUCATION & TRAINING	5,000.00		2,479.05		0.00		2,520.95	49.58
101-172-801.000	CONTRACTED SERVICES	25,000.00		29,563.42		(35,938.40)		(4,563.42)	118.25
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		1,001.00		117.29		199.00	83.42
Total Dept 172 - MANAGERS		58,900.00		34,658.71		(35,342.36)		24,241.29	58.84
Dept 265 - PAGE MEMORIAL BUILDING									
101-265-728.000	SUPPLIES	2,000.00		1,027.79		(15.95)		972.21	51.39
101-265-740.000	POSTAGE	900.00		1,131.87		0.00		(231.87)	125.76
101-265-850.000	COMMUNICATION EXPENSE	1,200.00		1,205.83		122.72		(5.83)	100.49
101-265-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00		1,320.61		43.98		2,679.39	33.02
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	85,000.00		118,672.28		0.00		(33,672.28)	139.61
101-265-980.001	HARDWARE	5,000.00		0.00		0.00		5,000.00	0.00
101-265-980.002	SOFTWARE	500.00		532.00		118.00		(32.00)	106.40
Total Dept 265 - PAGE MEMORIAL BUILDING		102,600.00		124,388.53		268.75		(21,788.53)	121.24
Dept 301 - POLICE									
101-301-702.001	DEPARTMENT HEAD WAGES	82,000.00		81,940.62		6,400.76		59.38	99.93
101-301-702.704	FULL TIME WAGES	110,000.00		106,948.08		9,251.03		3,051.92	97.23
101-301-702.705	OVER TIME WAGES	8,000.00		7,115.92		0.00		884.08	88.95
101-301-702.706	PART TIME WAGES	25,000.00		29,122.00		1,176.00		(4,122.00)	116.49
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		17,293.80		1,271.79		2,806.20	86.04
101-301-711.000	EMPLOYERS SHARE OF PENSION	24,500.00		21,497.71		1,682.79		3,002.29	87.75
101-301-712.000	HEALTH INSURANCE EXPENSE	14,400.00		7,691.24		716.16		6,708.76	53.41
101-301-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	10,800.00		4,950.00		0.00		5,850.00	45.83
101-301-713.000	DENTAL INSURANCE EXPENSE	3,300.00		1,181.35		100.01		2,118.65	35.80
101-301-714.000	OPTICAL PLAN EXPENSE	350.00		129.76		10.83		220.24	37.07
101-301-716.000	WELLNESS PROGRAM	360.00		140.10		140.10		219.90	38.92
101-301-720.000	DISABILITY INSURANCE	3,050.00		2,306.95		206.05		743.05	75.64
101-301-721.000	LIFE INSURANCE EXPENSE	1,200.00		699.84		62.24		500.16	58.32

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PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)		
Fund 101 - GENERAL FUND									
Expenditures									
101-301-723.000	WORKMEN'S COMPENSATION	4,000.00		2,231.27		0.00		1,768.73	55.78
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		264.98		145.99		485.02	35.33
101-301-728.000	SUPPLIES	2,000.00		2,663.17		1,573.77		(663.17)	133.16
101-301-729.000	RESERVE SUPPLIES	250.00		0.00		0.00		250.00	0.00
101-301-730.000	MEALS & MILEAGE	500.00		190.76		13.78		309.24	38.15
101-301-731.000	VESTS	1,000.00		1,629.00		1,629.00		(629.00)	162.90
101-301-741.000	MEDICAL & PHYSICALS	2,000.00		1,604.00		0.00		396.00	80.20
101-301-744.000	CLOTHING EXPENSE	2,000.00		1,732.20		370.39		267.80	86.61
101-301-745.000	UNIFORM CLEANING	300.00		0.00		0.00		300.00	0.00
101-301-750.000	DUES & MEMBERSHIPS	525.00		165.00		50.00		360.00	31.43
101-301-751.000	GASOLINE PURCHASES	9,500.00		4,730.03		1,022.49		4,769.97	49.79
101-301-752.000	EDUCATION & TRAINING	5,000.00		3,700.24		1,848.34		1,299.76	74.00
101-301-752.001	RANGE QUALIFICATION	1,500.00		1,500.00		505.00		0.00	100.00
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		2,534.92		0.00		465.08	84.50
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		6,294.22		577.66		(144.22)	102.35
101-301-880.000	COMMUNITY PROMOTION	350.00		200.00		0.00		150.00	57.14
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		1,649.34		0.00		850.66	65.97
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		10,648.78		0.00		9,351.22	53.24
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		150.91		150.91		849.09	15.09
101-301-980.002	SOFTWARE	1,500.00		1,136.00		230.00		364.00	75.73
Total Dept 301 - POLICE		386,685.00		336,950.27		29,135.09		49,734.73	87.14
Dept 441 - PUBLIC WORKS									
101-441-702.001	DEPT HEAD WAGES	24,000.00		23,293.76		1,841.45		706.24	97.06
101-441-702.704	FULL TIME WAGES	50,500.00		45,843.53		(283.44)		4,656.47	90.78
101-441-702.705	OVER TIME WAGES	1,500.00		359.86		359.86		1,140.14	23.99
101-441-702.706	PART TIME WAGES	6,500.00		4,301.85		0.00		2,198.15	66.18
101-441-702.717	NO FRINGE BENEFIT INCENTIVE	3,000.00		4,650.00		0.00		(1,650.00)	155.00
101-441-710.000	EMPLOYER FICA	6,500.00		5,985.91		383.31		514.09	92.09
101-441-711.000	EMPLOYERS SHARE OF PENSION	8,250.00		9,180.10		657.58		(930.10)	111.27
101-441-712.000	HEALTH INSURANCE EXPENSE	7,900.00		9,106.20		370.98		(1,206.20)	115.27
101-441-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	4,800.00		4,889.49		0.00		(89.49)	101.86
101-441-713.000	DENTAL INSURANCE EXPENSE	1,400.00		1,438.83		88.43		(38.83)	102.77
101-441-714.000	OPTICAL PLAN EXPENSE	200.00		152.90		10.21		47.10	76.45
101-441-720.000	DISABILITY INSURANCE	1,200.00		962.04		80.17		237.96	80.17
101-441-721.000	LIFE INSURANCE EXPENSE	350.00		312.00		26.00		38.00	89.14
101-441-723.000	WORKMEN'S COMPENSATION	5,000.00		4,108.69		0.00		891.31	82.17
101-441-727.000	OFFICE SUPPLIES	1,500.00		1,272.22		49.96		227.78	84.81
101-441-728.000	SUPPLIES	4,000.00		1,481.88		558.78		2,518.12	37.05
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		911.52		236.66		188.48	82.87
101-441-750.000	DUES & MEMBERSHIPS	1,200.00		1,035.80		0.00		164.20	86.32
101-441-751.000	GASOLINE PURCHASES	8,500.00		6,750.19		1,153.27		1,749.81	79.41
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		2,215.20		209.60		(215.20)	110.76

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL	ABNORMAL		
Fund 101 - GENERAL FUND									
Expenditures									
101-441-920.000	GAS AND ELECTRIC	3,000.00		2,566.64		455.09		433.36	85.55
101-441-931.001	MAINTENANCE/REPAIR-BUILDING	4,000.00		895.94		488.00		3,104.06	22.40
101-441-931.002	MAINTENANCE/REPAIR-EQUIPMENT	10,000.00		6,500.57		864.68		3,499.43	65.01
101-441-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	500.00		498.29		0.00		1.71	99.66
101-441-931.004	MAINTENANCE/REPAIR-VEHICLE	3,000.00		831.05		46.35		2,168.95	27.70
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		1,145.88		95.49		(245.88)	127.32
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		484.28		63.80		1,015.72	32.29
101-441-963.000	MISC EXPENSE	1,000.00		119.00		0.00		881.00	11.90
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		156,315.08		7,756.23		39,034.92	80.02
Dept 448 - PUBLIC UTILITIES-STREET LIGHTING									
101-448-924.000	STREET LIGHT EXPENSE	34,000.00		36,984.32		3,167.55		(2,984.32)	108.78
Total Dept 448 - PUBLIC UTILITIES-STREET LIGHTING		34,000.00		36,984.32		3,167.55		(2,984.32)	108.78
Dept 536 - WATER/SEWER									
101-536-928.000	SEWER EXPENSE	3,500.00		2,833.68		0.00		666.32	80.96
101-536-929.000	WATER EXPENSE	2,500.00		1,885.16		0.00		614.84	75.41
Total Dept 536 - WATER/SEWER		6,000.00		4,718.84		0.00		1,281.16	78.65
Dept 722 - ZONING									
101-722-702.706	PART TIME WAGES	7,400.00		6,865.04		528.08		534.96	92.77
101-722-710.000	EMPLOYER FICA	680.00		525.17		40.39		154.83	77.23
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		17,640.00		7,560.00		12,360.00	58.80
101-722-850.000	COMMUNICATION EXPENSE	275.00		0.00		0.00		275.00	0.00
Total Dept 722 - ZONING		38,555.00		25,030.21		8,128.47		13,524.79	64.92
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		6,788.04		0.00		211.96	96.97
101-751-710.000	EMPLOYER FICA	600.00		519.30		0.00		80.70	86.55
101-751-711.000	EMPLOYERS SHARE OF PENSION	800.00		312.18		0.00		487.82	39.02
101-751-723.000	WORKMEN'S COMPENSATION	270.00		(30.20)		0.00		300.20	(11.19)
101-751-728.000	SUPPLIES	2,500.00		1,051.50		0.00		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		4,178.09		445.41		(378.09)	109.95
101-751-931.001	MAINTENANCE/REPAIR-BUILDING	2,500.00		163.30		31.16		2,336.70	6.53
101-751-931.002	MAINTENANCE/REPAIR-EQUIPMENT	4,000.00		3,181.75		(9.00)		818.25	79.54

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-751-931.003	MAINTENANCE-LANDSCAPING & GROUNDS	7,500.00		10,016.45		0.00		(2,516.45)	133.55
101-751-970.000	CAPITAL OUTLAY	31,000.00		32,765.29		0.00		(1,765.29)	105.69
Total Dept 751 - PARKS AND RECREATION		60,220.00		59,204.70		467.57		1,015.30	98.31
TOTAL EXPENDITURES		980,475.00		875,708.27		23,685.74		104,766.73	89.31
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		963,550.00		1,037,793.74		75,376.52		(74,243.74)	107.71
TOTAL EXPENDITURES		980,475.00		875,708.27		23,685.74		104,766.73	89.31
NET OF REVENUES & EXPENDITURES		(16,925.00)		162,085.47		51,690.78		(179,010.47)	957.67

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PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 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		222,706.17		24,726.64		(15,206.17)	107.33
202-000-665.000	INTEREST	6,000.00		8,205.46		1,292.39		(2,205.46)	136.76
Total Dept 000 - BALANCE SHEET / GENERAL		213,500.00		230,911.63		26,019.03		(17,411.63)	108.16
TOTAL REVENUES		213,500.00		230,911.63		26,019.03		(17,411.63)	108.16
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		4.56		0.38		(4.56)	100.00
202-449-731.000	COLD/HOT PATCH	1,200.00		1,127.81		607.23		72.19	93.98
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		0.00		75.00	95.00
202-449-862.000	STREET SWEEPING	0.00		453.13		453.13		(453.13)	100.00
202-449-863.000	STREET STRIPING	3,500.00		4,023.30		0.00		(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		10,342.53		1,552.08		(10,342.53)	100.00
202-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	0.00		10,263.64		9,894.18		(10,263.64)	100.00
202-449-963.000	MISC EXPENSE	1,500.00		2,651.06		0.00		(1,151.06)	176.74
202-449-995.000	TRANSFERS OUT	75,000.00		75,000.00		75,000.00		0.00	100.00
Total Dept 449 - STREET DEPT (ACT 51)		108,105.00		106,270.53		87,507.00		1,834.47	98.30
Dept 450 - MAINTENANCE / CONSTRUCTION									
202-450-702.001	MAINTENANCE WAGES	13,400.00		13,149.49		4,800.48		250.51	98.13
202-450-710.000	MAINTENANCE EMPLOYER FICA	1,100.00		967.31		347.03		132.69	87.94
202-450-711.000	MAINTENANCE ER SHARE OF PENSION	1,340.00		1,630.56		508.19		(290.56)	121.68
202-450-712.002	MAINTENANCE BENEFITS	1,450.00		1,811.23		884.81		(361.23)	124.91
Total Dept 450 - MAINTENANCE / CONSTRUCTION		17,290.00		17,558.59		6,540.51		(268.59)	101.55
Dept 869 - SNOW REMOVAL									
202-869-702.001	SNOW REMOVAL WAGES	3,500.00		5,401.72		5,401.72		(1,901.72)	154.33
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		5,401.72		5,401.72		(1,191.72)	128.31
TOTAL EXPENDITURES		129,605.00		129,230.84		99,449.23		374.16	99.71
Fund 202 - MAJOR STREET FUND:									
TOTAL REVENUES		213,500.00		230,911.63		26,019.03		(17,411.63)	108.16
TOTAL EXPENDITURES		129,605.00		129,230.84		99,449.23		374.16	99.71
NET OF REVENUES & EXPENDITURES		83,895.00		101,680.79		(73,430.20)		(17,785.79)	121.20

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	02/28/2025	MONTH 02/28/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL STREET FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
203-000-546.000	ACT 51 / STREETS	72,500.00		78,070.94		8,652.60		(5,570.94)	107.68
203-000-665.000	INTEREST	2,750.00		5,255.48		581.46		(2,505.48)	191.11
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		75,000.00		75,000.00		0.00	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		188,250.00		204,088.53		84,234.06		(15,838.53)	108.41
TOTAL REVENUES		188,250.00		204,088.53		84,234.06		(15,838.53)	108.41
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		1.80		0.15		(1.80)	100.00
203-449-731.000	COLD/HOT PATCH	1,200.00		1,127.78		607.21		72.22	93.98
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		25,305.29		23,705.29		2,694.71	90.38
203-449-806.000	AUDIT SERVICES	1,000.00		997.50		0.00		2.50	99.75
203-449-862.000	STREET SWEEPING	0.00		453.12		453.12		(453.12)	100.00
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		0.00		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		12,033.87		3,780.01		(9,033.87)	401.13
203-449-944.869	VEHICLE RENTAL - SNOW REMOVAL	5,000.00		8,449.41		7,730.27		(3,449.41)	168.99
203-449-963.000	MISC EXPENSE	1,500.00		2,388.36		0.00		(888.36)	159.22
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		145,832.73		36,276.05		13,512.27	91.52
Dept 450 - MAINTENANCE / CONSTRUCTION									
203-450-702.001	MAINTENANCE WAGES	16,800.00		15,737.46		5,005.09		1,062.54	93.68
203-450-710.000	MAINTENANCE EMPLOYER FICA	1,300.00		1,165.10		362.69		134.90	89.62
203-450-711.000	MAINTENANCE ER SHARE OF PENSION	1,680.00		2,078.76		545.54		(398.76)	123.74
203-450-712.002	MAINTENANCE BENEFITS	1,550.00		1,905.85		892.80		(355.85)	122.96
Total Dept 450 - MAINTENANCE / CONSTRUCTION		21,330.00		20,887.17		6,806.12		442.83	97.92
Dept 869 - SNOW REMOVAL									
203-869-702.001	SNOW REMOVAL WAGES	3,900.00		4,981.64		4,981.64		(1,081.64)	127.73
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		4,981.64		4,981.64		(341.64)	107.36
TOTAL EXPENDITURES		185,315.00		171,701.54		48,063.81		13,613.46	92.65

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 203 - LOCAL STREET FUND									
Fund 203 - LOCAL STREET FUND:									
TOTAL REVENUES		188,250.00		204,088.53		84,234.06		(15,838.53)	108.41
TOTAL EXPENDITURES		185,315.00		171,701.54		48,063.81		13,613.46	92.65
NET OF REVENUES & EXPENDITURES		2,935.00		32,386.99		36,170.25		(29,451.99)	1,103.47

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PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 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		242,463.02		0.00		(12,463.02)	105.42
204-000-410.000	CURRENT PERSONAL PROPERTY TAX	22,000.00		10,316.80		0.00		11,683.20	46.89
204-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	29,000.00		22,015.24		0.00		6,984.76	75.91
204-000-665.000	INTEREST	5,000.00		9,144.08		1,226.89		(4,144.08)	182.88
Total Dept 000 - BALANCE SHEET / GENERAL		286,000.00		283,939.14		1,226.89		2,060.86	99.28
TOTAL REVENUES		286,000.00		283,939.14		1,226.89		2,060.86	99.28
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		10.32		0.86		989.68	1.03
204-446-801.000	CONTRACTED SERVICES	25,000.00		36,613.39		36,613.39		(11,613.39)	146.45
204-446-806.000	AUDIT SERVICES	1,500.00		1,425.00		0.00		75.00	95.00
204-446-970.000	SIDEWALK REPLACEMENT PROGRAM	15,000.00		8,592.38		168.00		6,407.62	57.28
204-446-990.000	MTF BOND REPAYMENT	0.00		74,600.00		74,600.00		(74,600.00)	100.00
204-446-990.001	MTF BOND INTEREST	0.00		3,457.31		3,457.31		(3,457.31)	100.00
204-446-991.000	CAPITAL IMPROV BOND II - PRIN	118,000.00		43,400.00		(74,600.00)		74,600.00	36.78
204-446-994.000	CAP IMPROV BOND II INTEREST	9,500.00		5,932.50		(3,457.31)		3,567.50	62.45
Total Dept 446 - HIGHWAYS, STREETS (NOT ACT 51)		176,475.00		174,030.90		36,782.25		2,444.10	98.62
Dept 450 - MAINTENANCE / CONSTRUCTION									
204-450-702.001	STREET ADMIN SALARY	35,750.00		34,717.94		6,505.55		1,032.06	97.11
204-450-710.000	STREET ADMIN FICA	2,900.00		2,617.26		477.47		282.74	90.25
204-450-711.000	EMPLOYERS SHARE OF PENSION	3,625.00		5,365.56		819.44		(1,740.56)	148.02
204-450-712.002	STREET ADMIN BENEFITS	1,925.00		2,401.60		933.82		(476.60)	124.76
Total Dept 450 - MAINTENANCE / CONSTRUCTION		44,200.00		45,102.36		8,736.28		(902.36)	102.04
TOTAL EXPENDITURES		220,675.00		219,133.26		45,518.53		1,541.74	99.30
Fund 204 - GENERAL HWY:									
TOTAL REVENUES		286,000.00		283,939.14		1,226.89		2,060.86	99.28
TOTAL EXPENDITURES		220,675.00		219,133.26		45,518.53		1,541.74	99.30
NET OF REVENUES & EXPENDITURES		65,325.00		64,805.88		(44,291.64)		519.12	99.21

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	38,000.00		48,118.57		0.00		(10,118.57)	126.63
248-000-665.000	INTEREST	300.00		619.94		6.80		(319.94)	206.65
248-000-674.000	DONATIONS-PRIVATE SOURCES	900.00		275.00		0.00		625.00	30.56
Total Dept 000 - BALANCE SHEET / GENERAL		39,200.00		49,013.51		6.80		(9,813.51)	125.03
TOTAL REVENUES		39,200.00		49,013.51		6.80		(9,813.51)	125.03
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		11,881.49		2,926.94		3,118.51	79.21
248-275-806.000	AUDIT SERVICES	150.00		142.50		0.00		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		1,929.40		0.00		(929.40)	192.94
Total Dept 275 - DDA		26,045.00		20,971.86		2,926.94		5,073.14	80.52
TOTAL EXPENDITURES		26,045.00		20,971.86		2,926.94		5,073.14	80.52
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		39,200.00		49,013.51		6.80		(9,813.51)	125.03
TOTAL EXPENDITURES		26,045.00		20,971.86		2,926.94		5,073.14	80.52
NET OF REVENUES & EXPENDITURES		13,155.00		28,041.65		(2,920.14)		(14,886.65)	213.16

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 259 - 302 POLICE TRAINING									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
259-000-665.000	INTEREST	0.00		0.20		0.20		(0.20)	100.00
259-000-684.000	MISC REVENUE	0.00		187.68		187.68		(187.68)	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		187.88		187.88		(187.88)	100.00
TOTAL REVENUES		0.00		187.88		187.88		(187.88)	100.00
Fund 259 - 302 POLICE TRAINING:									
TOTAL REVENUES		0.00		187.88		187.88		(187.88)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		187.88		187.88		(187.88)	100.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 290 - ARTS									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
290-000-540.000	STATE GRANTS	10,000.00		13,767.00		0.00		(3,767.00)	137.67
290-000-602.001	ART IN THE PARK REVENUE-NEXT FY	3,000.00		3,765.00		175.00		(765.00)	125.50
290-000-602.003	FOOD BOOTH FEES	500.00		575.00		0.00		(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		376.56		3.68		(176.56)	188.28
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		5.68		0.00		(5.68)	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		23,700.00		29,419.24		178.68		(5,719.24)	124.13
TOTAL REVENUES		23,700.00		29,419.24		178.68		(5,719.24)	124.13
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		0.00		(228.42)	176.14
290-752-740.000	POSTAGE	250.00		81.59		0.00		168.41	32.64
290-752-770.000	CREDIT CARD FEES	200.00		(62.83)		0.79		262.83	(31.42)
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		0.00		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		0.00		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		523.97		43.69		76.03	87.33
290-752-881.000	ADVERTISING	8,332.00		10,593.39		0.00		(2,261.39)	127.14
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		1,216.24		0.00		2,033.76	37.42
290-752-895.000	KIDS AREA	500.00		87.59		0.00		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		1,589.27		0.00		(389.27)	132.44
290-752-956.000	TENT, TABLES, CHAIR RENTALS	800.00		390.00		0.00		410.00	48.75
290-752-963.000	MISCELLANEOUS EXPENSE	100.00		5.00		0.00		95.00	5.00
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		0.00		1,858.36	53.54
Total Dept 752 - ARTS		25,482.00		23,052.97		44.48		2,429.03	90.47
TOTAL EXPENDITURES		25,482.00		23,052.97		44.48		2,429.03	90.47
Fund 290 - ARTS:									
TOTAL REVENUES		23,700.00		29,419.24		178.68		(5,719.24)	124.13
TOTAL EXPENDITURES		25,482.00		23,052.97		44.48		2,429.03	90.47
NET OF REVENUES & EXPENDITURES		(1,782.00)		6,366.27		134.20		(8,148.27)	357.25

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
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	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 590 - SEWER FUND									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
590-000-590.603	SEWER NSF REVENUE	0.00		315.00		0.00		(315.00)	100.00
590-000-614.000	SEWER REVENUE	0.00		1,926,108.68		112.59		(1,926,108.68)	100.00
590-000-615.000	SEWER PENALTIES	0.00		14,516.28		2,931.49		(14,516.28)	100.00
590-000-619.000	LAB TESTING REVENUE	0.00		160.00		0.00		(160.00)	100.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		1,941,099.96		3,044.08		(1,941,099.96)	100.00
TOTAL REVENUES		0.00		1,941,099.96		3,044.08		(1,941,099.96)	100.00
Fund 590 - SEWER FUND:									
TOTAL REVENUES		0.00		1,941,099.96		3,044.08		(1,941,099.96)	100.00
TOTAL EXPENDITURES		0.00		0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		1,941,099.96		3,044.08		(1,941,099.96)	100.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 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		1,064,204.14		92.33		(114,204.14)	112.02
591-000-642.002	WATER HOOK UP FEES	4,000.00		14,268.86		93.18		(10,268.86)	356.72
591-000-643.000	PENALTIES & INTEREST	5,500.00		5,814.67		1,055.81		(314.67)	105.72
591-000-665.000	INTEREST	8,000.00		30,362.96		3,360.38		(22,362.96)	379.54
591-000-684.000	MISC REVENUE	8,000.00		14,466.35		0.00		(6,466.35)	180.83
Total Dept 000 - BALANCE SHEET / GENERAL		975,500.00		1,129,116.98		4,601.70		(153,616.98)	115.75
TOTAL REVENUES		975,500.00		1,129,116.98		4,601.70		(153,616.98)	115.75
Expenditures									
Dept 536 - WATER/SEWER									
591-536-702.001	DEPT HEAD WAGES	45,000.00		25,881.81		2,046.00		19,118.19	57.52
591-536-702.704	FULL TIME WAGES	162,000.00		153,217.55		(10,124.28)		8,782.45	94.58
591-536-702.705	OVER TIME WAGES	2,000.00		2,499.54		1,005.45		(499.54)	124.98
591-536-702.706	PART TIME WAGES	1,000.00		1,308.86		0.00		(308.86)	130.89
591-536-702.710	WATER LICENSE STIPEND	5,600.00		5,000.00		5,000.00		600.00	89.29
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		14,274.71		407.71		3,975.29	78.22
591-536-711.000	EMPLOYERS SHARE OF PENSION	22,000.00		21,234.24		521.18		765.76	96.52
591-536-712.000	HEALTH INSURANCE EXPENSE	29,000.00		28,109.49		1,294.35		890.51	96.93
591-536-712.001	HEALTH INS EXPENSE-HEALTH SAVINGS	9,600.00		9,960.51		0.00		(360.51)	103.76
591-536-712.002	ADMIN BENEFITS	2,000.00		391.92		3.08		1,608.08	19.60
591-536-713.000	DENTAL INSURANCE EXPENSE	3,800.00		4,066.03		159.60		(266.03)	107.00
591-536-714.000	OPTICAL PLAN EXPENSE	625.00		512.22		17.10		112.78	81.96
591-536-720.000	DISABILITY INSURANCE	3,000.00		2,268.00		189.00		732.00	75.60
591-536-721.000	LIFE INSURANCE EXPENSE	925.00		391.92		62.24		533.08	42.37
591-536-723.000	WORKMEN'S COMPENSATION	2,479.00		2,021.83		0.00		457.17	81.56
591-536-727.000	OFFICE SUPPLIES	1,500.00		1,158.21		0.00		341.79	77.21
591-536-728.000	SUPPLIES	1,500.00		364.59		113.50		1,135.41	24.31
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		4,599.28		1,026.68		400.72	91.99
591-536-740.000	POSTAGE	2,000.00		2,769.72		0.00		(769.72)	138.49
591-536-741.000	MEDICAL & PHYSICALS	200.00		563.00		0.00		(363.00)	281.50
591-536-744.000	CLOTHING EXPENSE	1,100.00		629.86		629.86		470.14	57.26
591-536-750.000	DUES & MEMBERSHIPS	3,500.00		2,484.17		50.00		1,015.83	70.98
591-536-751.000	GASOLINE PURCHASES	7,000.00		4,465.08		761.89		2,534.92	63.79
591-536-752.000	EDUCATION & TRAINING	2,000.00		370.00		0.00		1,630.00	18.50
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		1,978.00		333.00		1,022.00	65.93
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		28,399.21		18,871.97		21,600.79	56.80
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		0.00		(5.00)	100.14
591-536-850.000	COMMUNICATION EXPENSE	4,500.00		5,850.88		541.24		(1,350.88)	130.02
591-536-900.000	PRINTING & PUBLISHING	1,000.00		1,392.00		696.00		(392.00)	139.20
591-536-920.000	GAS AND ELECTRIC	50,000.00		55,967.43		9,351.23		(5,967.43)	111.93
591-536-931.001	MAINTENANCE/REPAIR-BUILDING	30,000.00		44,638.27		22.99		(14,638.27)	148.79
591-536-931.002	MAINTENANCE/REPAIR-EQUIPMENT	12,000.00		1,495.26		634.52		10,504.74	12.46
591-536-931.004	MAINTENANCE/REPAIR-VEHICLE	1,500.00		636.20		0.00		863.80	42.41

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 591 - WATER FUND									
Expenditures									
591-536-931.009	MAINTENANCE/REPAIR-WATER LINES	5,000.00		2,197.27		0.00		2,802.73	43.95
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		5,140.19		0.00		859.81	85.67
591-536-933.000	WELL REPAIRS	5,000.00		4,976.00		0.00		24.00	99.52
591-536-946.000	SCADA CONTROL SYSTEM	2,500.00		1,060.58		1,060.58		1,439.42	42.42
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		9,872.08		1,690.96		(872.08)	109.69
591-536-980.002	SOFTWARE	100.00		272.00		46.00		(172.00)	272.00
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		70,707.38		0.00		1,292.62	98.20
Total Dept 536 - WATER/SEWER		825,644.00		642,775.40		36,411.85		182,868.60	77.85
TOTAL EXPENDITURES		825,644.00		642,775.40		36,411.85		182,868.60	77.85
Fund 591 - WATER FUND:									
TOTAL REVENUES		975,500.00		1,129,116.98		4,601.70		(153,616.98)	115.75
TOTAL EXPENDITURES		825,644.00		642,775.40		36,411.85		182,868.60	77.85
NET OF REVENUES & EXPENDITURES		149,856.00		486,341.58		(31,810.15)		(336,485.58)	324.54

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 NORMAL (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 999 - PAYROLL CLEARING						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
999-000-665.000	INTEREST	0.00	0.00	(48.45)	0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		<u>0.00</u>	<u>0.00</u>	<u>(48.45)</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES		<u>0.00</u>	<u>0.00</u>	<u>(48.45)</u>	<u>0.00</u>	<u>0.00</u>
Fund 999 - PAYROLL CLEARING:						
TOTAL REVENUES		0.00	0.00	(48.45)	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>(48.45)</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES - ALL FUNDS		2,689,730.00	4,905,570.61	194,827.19	(2,215,840.61)	182.38
TOTAL EXPENDITURES - ALL FUNDS		2,393,241.00	2,082,579.21	256,100.58	310,661.79	87.02
NET OF REVENUES & EXPENDITURES		<u>296,489.00</u>	<u>2,822,991.40</u>	<u>(61,273.39)</u>	<u>(2,526,502.40)</u>	<u>952.14</u>

VILLAGE OF LAKE ODESSA
RECONCILED
CHECKING / SAVINGS / INVESTMENT ACCOUNT BALANCES
AS OF FEBRUARY 28, 2025

POOLED CASH	CHECKING	UNION BANK	
GENERAL FUND			\$ 634,376.24
MAJOR STREET FUND			\$ 505,948.87
LOCAL STREET FUND			\$ 372,113.28
GENERAL HIGHWAY FUND			\$ 436,324.87
POLICE TRAINING - 302 FUND			\$ 187.88
WATER FUND			\$ 760,921.67
			<u>\$ 2,709,872.81</u>
GENERAL HIGHWAY BOND REDEMPTION	CHECKING	UNION BANK	\$ 2,446.29
WATER BOND REDEMPTION	CHECKING	UNION BANK	\$ 2,577.93
PAYROLL FUND	CHECKING	UNION BANK	\$ 5,044.88
DOWNTOWN DEVELOPMENT AUTHORITY	CHECKING	UNION BANK	\$ 88,679.85
ARTS COMMISSION	CHECKING	UNION BANK	\$ 47,283.76
GENERAL FUND	SAVINGS	PFCU	\$ 14.77
VEHICLE REPLACEMENT	SAVINGS	UNION BANK	\$ 74,077.92
WATER REPAIR, REPLACEMENT & IMPROVEMENT	SAVINGS	UNION BANK	\$ 335,850.87
WATER BOND RESERVE	SAVINGS	MI 1 COMM CU	\$ 135,459.05
WATER FUND	SAVINGS	PFCU	\$ 286.27
GENERAL FUND	INVESTMENT	MI CLASS	\$ 877,951.29
MAJOR STREET FUND	INVESTMENT	MI CLASS	\$ 122,715.01
GENERAL HIGHWAY FUND	INVESTMENT	MI CLASS	\$ 151,602.23
WATER FUND	INVESTMENT	MI CLASS	\$ 651,565.27

Lake Odessa Village
Zoning Administrator Report
February 2025

Permits:

None

Miscellaneous:

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

Master Plan

The

Planning Commission is working with McKenna.

Stuart Project

They have applied for a zoning permit for building 3. Due to significant changes to the previously approved site plan, the new plan needs to go to the Planning Commission for a review. This is planned for the March 18 meeting.

New Business

VILLAGE OF LAKE ODESSA
IONIA COUNTY, MICHIGAN

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

ORDINANCE NO. 2025-02

**AN ORDINANCE TO AMEND ARTICLE IV OF CHAPTER
32 OF THE CODE OF ORDINANCES OF THE VILLAGE
OF LAKE ODESSA BY REMOVING THE SUNSET DATE**

THE VILLAGE OF LAKE ODESSA ORDAINS:

Section 1. That Article IV of Chapter 32 of the Code of Ordinances of the Village of Lake Odessa, Michigan, is hereby amended to read as follows:

ARTICLE IV. UTILITY TERRAIN VEHICLES

Sec. 32-100. Definitions.

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

Operate means to ride in, and to be in actual physical control of the operation of a UTV.

Operator means a person who operates, or is in physical control of the operation of, a UTV.

Utility terrain vehicle, or UTV, shall mean a commercially manufactured vehicle designed for off-highway use, commonly referred to as a side-by-side, that meets all of the following criteria:

- (1) Has a gross vehicle weight rating of no more 4,000 pounds;
- (2) Is not more than 80 inches in overall width;
- (3) Has an engine displacement of not more than 1,000 cubic centimeters;
- (4) Is designed to travel on four or more low-pressure or nonpneumatic tires;
- (5) Has a steering wheel for control;
- (6) Has a throttle designed such that when pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle;
- (7) Has a U.S. Forest Service-approved spark arrester type exhaust system;
- (8) Has a muffler in good working order and in constant operation;
- (9) Has a braking system in good working order that operates by either hand or foot;
- (10) Features nonstraddling seating such as bench or bucket seating for two passengers;

- (11) Has two headlights, a taillight, and a brake light;
- (12) Has a roll bar or similar structural roll-over protection system;
- (13) Has a seat belt for the operator and each passenger;
- (14) Has a 17-character vehicle identification number or product identification number;
- (15) Has a current department of natural resources off-road vehicle license sticker properly displayed.

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

- (a) UTVs may be operated on all public streets and paved alleys in the village except M-50 unless crossing the same at an intersection. The operator shall bring the UTV to a complete stop before proceeding across an intersection and shall yield the right-of-way to oncoming traffic.
- (b) The operator of a UTV shall cause the vehicle to be operated at all times in accordance with the following regulations:
 - (1) The speed of the UTV shall not be greater than is reasonable and proper for the conditions then existing, and in no event in excess of 25 miles per hour;
 - (2) The UTV shall remain with the flow of traffic on the far right-hand side of the maintained portion of the roadway;
 - (3) The operator of the UTV shall possess and have on his or person a valid motor vehicle operator's license.
 - (4) The operator of the UTV shall not interfere with traffic on the road, shall travel single-file with other vehicles, and, except when overtaking another UTV or golfcart, shall yield to other vehicular traffic when necessary;
 - (5) The hours when UTVs may be operated on village streets and alleys shall be from one-half hour after sunrise until one-half hour before sunset;
 - (6) At all times when in a moving UTV, the operator and all passengers shall wear helmets approved by the U.S. Department of Transportation unless the UTV has a manufacturer-designed and installed rollbar above and behind the head;
 - (7) At all times when in a moving UTV, the operator and passengers shall wear properly fitted and fastened safety belts;
 - (8) At all times when in a moving UTV, the operator and passengers shall remain seated in seating designed and manufactured for operators and passengers;
 - (9) The UTV shall at all times be operated in conformance with village noise regulations;
 - (10) Operators of UTVs shall slow down when approaching intersections and yield the right-of-way to pedestrians crossing streets.
 - (11) Operators of UTVs shall cross streets only at intersections and in the most direct line possible.

- (12) These regulations are in addition to any applicable requirements of state law in Part 811 of Act 451 of 1994, the Natural Resources and Environmental Protection Act, as may be amended.

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

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

Sec. 32-103. Careless operation.

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

Sec. 32-104. Municipal civil infraction.

- (a) Any person who disobeys, neglects, or refuses to comply with any provision of this article, or who causes, allows, or consents to any of the same, shall be deemed to be responsible for the violation of this article. A violation of this article is deemed to be a nuisance per se.
- (b) A violation of this article is a municipal civil infraction punishable by a fee of \$250.00. The foregoing sanction shall be in addition to the rights of the village to proceed at law or equity with any other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the village incurs in connection with the municipal civil infraction.
- (c) In addition to the fine specified above, as required by law, the court shall order a person who causes damage to the environment, a road, or other property as a result of the operation of a UTV to pay the cost of repairing the damage resulting from the violation.
- (d) The village treasurer shall deposit all fines collected under this article into a fund to be designated as the ORV Fund. The village council shall appropriate revenue in the ORV fund as follows:
 - (1) Fifty percent to the village department of public works for repairing damage to roads and the environment that may have been caused by a UTV, and for posting signs indicating speed limits and whether streets, county roads, or highways are open or closed to the operation of UTVs.
 - (2) Fifty percent to the Lake Odessa Police Department for UTV enforcement and training.

Sec. 32-105. Sunset date.

~~The provisions of this article shall sunset and shall no longer be in force or effect on April 17, 2025.~~

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

Section 3. Effective Date. This ordinance shall take effect upon its publication.

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

Ayes:

Nays:

Abstain:

Absent:

ORDINANCE DECLARED ADOPTED.

Dated: March 17, 2025

Karen L. Banks, Village President

Kathy Forman, Village Clerk

CERTIFICATION

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

Date: _____

Kathy Forman, Village Clerk

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

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

ORDINANCE NO. 2025-03

**AN ORDINANCE TO AMEND THE CODE OF
ORDINANCES OF THE VILLAGE OF LAKE ODESSA BY
REPEALING SECTIONS 2-221 THROUGH 2-229**

THE VILLAGE OF LAKE ODESSA ORDAINS:

Section 1. That the Code of Ordinances, Village of Lake Odessa, Michigan, is hereby amended by deleting section numbers 2-221 through 2-229.

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

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

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

- Ayes:
- Nays:
- Abstain:
- Absent:

ORDINANCE DECLARED ADOPTED.

Dated: March 17, 2025

Karen L. Banks, Village President

Kathy Forman, Village Clerk

CERTIFICATION

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

_____ and that such ordinance was entered into the Ordinance Book
of the Village on _____.

Date: _____

Kathy Forman, Village Clerk

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2025-11

**A RESOLUTION ACKNOWLEDGING RECEIPT OF AN APPLICATION FOR THE
VACATION OF HANCOCK STREET IN THE VILLAGE OF LAKE ODESSA AND
SETTING A PUBLIC HEARING TO HEAR OBJECTIONS
TO THE RESOLUTION TO VACATE HANCOCK STREET**

WHEREAS, Section 28-4 of the Village's Code of Ordinances provides, in part, that applications for the vacation of any street or alley in the village shall be filed in writing with the Village Clerk who shall present such applications to the council; and

WHEREAS, the Village Clerk received an application requesting the vacation of Hancock Street lying north of the of the north right-of-way line of Tupper Lake Street and extending to the south line of the railroad right-of-way, and more particularly described as follows:

All that portion of a strip of land, commonly known as Hancock Street, according to the plat of Johnson's Addition to the Village of Bonanza, lying west of the properties described as 1) VILLAGE OF LAKE ODESSA JOHNSON S ADD TO VILLAGE OF BONANZA LOT 114, ALSO COM AT NE COR THEREOF, TH N 33 FT, W 66 FT, S 33 FT, E 66 FT TO POB. ODESSA TWP, IONIA COUNTY, MICHIGAN, and 2) JOHNSONS ADD TO VILLAGE OF BONANZA LOT 109. ALSO COM NE COR OF LOT 110 OF JOHNSONS ADD TO VILLAGE OF ODESSA TH N 33FT TH W 132FT, TH S 33FT, NW COR OF LOT 111 OF SD ADD, TH E ALNG N LI OF LOTS 110 AND 111 TO P.O.B. ODESSA TWP, IONIA COUNTY, MICHIGAN; and

WHEREAS, the portion of Hancock Street described above is not maintained by the Village and does not serve a public purpose; 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, subject to the Village of Lake Odessa and the Lakewood Wastewater Authority retaining permanent utility easements over the entire width of the parcel described above; and

WHEREAS, per Sections 67.13 and 67.14 of the General Law Village Act, 1895 PA 3, should the Village Council wish to vacate, abandon, discontinue, and/or abolish this requested area, it shall by resolution declare its intent and appoint a time not less than four weeks after the date of the resolution, when it shall meet and hear objections to the resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Council has received an application for the vacation of an unmaintained right-of-way and the application has been provided to Council, per section 28-4 of the Village Code of Ordinances, which right-of-way is that portion of Hancock Street lying north of the of the north right-of-way line of Tupper Lake Street and extending to the south line of the railroad right-of-way, and more particularly described as follows:

All that portion of a strip of land, commonly known as Hancock Street, according to the plat of Johnson's Addition to the Village of Bonanza, lying west of the properties described as 1) VILLAGE OF LAKE ODESSA JOHNSON S ADD TO VILLAGE OF BONANZA LOT 114, ALSO COM AT NE COR THEREOF, TH N 33 FT, W 66 FT, S 33 FT, E 66 FT TO POB. ODESSA TWP, IONIA COUNTY, MICHIGAN, and 2) JOHNSONS ADD TO VILLAGE OF BONANZA LOT 109. ALSO COM NE COR OF LOT 110 OF JOHNSONS ADD TO VILLAGE OF ODESSA TH N 33FT TH W 132FT, TH S 33FT, NW COR OF LOT 111 OF SD ADD, TH E ALNG N LI OF LOTS 110 AND 111 TO P.O.B. ODESSA TWP, IONIA COUNTY, MICHIGAN; and

2. Said application meets the requirements of Section 28-4 of the Village's code of Ordinances.

3. The Village council considers it advisable to vacate the right-of-way described above subject to the Village of Lake Odessa and the Lakewood Wastewater Authority retaining permanent utility easements over the entire width of the parcel described above, and directs the Village Clerk to provide notice of a public hearing to hear objections to this resolution, said public hearing to be on April 21, 2025 at 7:00 p.m.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 17, 2025

Kathy Forman, Village Clerk

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2025-12

ADOPTING COUNCIL POLICY 2025-01 WHICH ESTABLISHES CRITERIA AND PROCEDURES FOR REIMBURSEMENT OF COSTS OF VILLAGE SERVICES INCURRED FOR EVENTS SPONSORED BY ORGANIZATIONS

WHEREAS, from time to the time Village departments incur costs by providing services requested by organizations conducting events in the community; and

WHEREAS, it is prudent fiscal management to recover costs in certain instances so that these costs do not divert resources from other municipal functions; and

WHEREAS, Council Policy 2025-01 is proposed as a method to seek reimbursement for these costs in certain instances;

NOW, THEREFORE, BE IT RESOLVED that Council Policy 2025-01 is hereby adopted.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 17, 2025

Kathy Forman, Village Clerk

Village of Lake Odessa

COUNCIL POLICY

SUBJECT	POLICY NO.	APPROVAL DATE	PAGE
COST REIMBURSEMENT	2025-01		1 of 2

1. PURPOSE

The purpose of this policy is to identify those costs incurred by Village departments in providing services associated with events sponsored by organizations for which reimbursement will be required.

2. AUTHORITY

This policy is adopted pursuant to Section 67.1(a)[1](2)(c) of the General Law Village Act.

3. EVENTS FOR WHICH COSTS WILL BE REIMBURSED

3.1 The following are examples of events for which reimbursement for Village-incurred costs will be required: festivals, parades, rallies, protests, demonstrations, foot races, and car shows.

3.2 The list contained in subparagraph 3.1 is intended to be illustrative, not exhaustive. Other events of a similar character to those listed will be subject to the provisions of this policy.

4. COSTS FOR WHICH REIMBURSEMENT WILL BE REQUIRED

When the Village incurs costs associated with events described in paragraph 3, reimbursement will be sought from the sponsoring organization for the follow costs:

4.1 Labor. The average hourly rate associated with work performed by Village employees in each department, as calculated by the Village's Treasurer, will be billed to the sponsoring organization for each hour or fraction thereof that Village labor is required for the event. If labor requirements necessitate overtime expenditures by the Village, the sponsoring organization will be billed at the applicable overtime rate.

4.2 Fringe Benefits. For each hour or fraction thereof of labor cost incurred, the sponsoring organization shall be charged for those fringe benefit costs typically associated with labor hours such as FICA, Medicare, workers' compensation, and the like. The fringe benefit cost shall be calculated as a percentage of the labor cost for each department. This calculation shall be performed from time to time by the Village Treasurer.

4.3 Equipment Utilization. For each hour or fraction thereof that Village equipment is used in connection with the event, the sponsoring organization shall be charged the hourly rate associated with such equipment. The Village Treasurer, in consultation with the applicable department head, shall determine the hourly rate for those pieces of equipment

Village of Lake Odessa

COUNCIL POLICY

SUBJECT	POLICY NO.	APPROVAL DATE	PAGE
COST REIMBURSEMENT	2025-01		2 of 2

for which no standard hourly rate has previously been calculated. "Equipment" is defined as vehicles and other mobile equipment, tools, barricades, signs and the like.

4.4 Administration. A fee of \$100 shall be charged for each event to cover costs associated with administrative expenses typically associated with such event.

5. COSTS FOR WHICH REIMBURSEMENT WILL NOT BE REQUIRED

5.1 Sponsoring organizations will not be required to reimburse the Village when costs are incurred through Village employees' participation in the event. Examples of such participation include the use of Police Department vehicles to lead parades or the use of Public Works vehicles as units within a parade.

5.2 Sponsoring organizations will not be required to reimburse the Village for costs waived by the Village Council prior to the event being conducted. To qualify for a waiver of all costs, the sponsoring organization shall demonstrate to the satisfaction of the Village Council that the event serves a traditional public or governmental purpose and that it substantially advances the Village's mission of safeguarding public health, safety, and welfare.

5.3 Sponsoring organizations that are recognized non-profit corporations or associations with principal offices or operations in the Lake Odessa area will not be required to reimburse the Village for the first \$1,000 of costs incurred by the Village in support of an event.

6. BILLING AND PAYMENT

An invoice for costs for which reimbursement is required shall be prepared by the Village Treasurer based on estimates of labor hours and equipment usage submitted by the department heads. The invoice shall be due and payable upon receipt by the sponsoring organization. Payment must be received by the Village Treasurer not less than five business days before the event or services will not be provided by the Village.

7. EFFECTIVE DATE

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

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2025-13

**ACCEPTING PROPOSAL OF PEERLESS MIDWEST
FOR REHABILITATION OF STAND-BY WELL #2**

WHEREAS, well #2 is a standby well that helps to ensure the reliability of the Village’s water supply system, which well is in need of cleaning and repairs to its pump to ensure that it can continue to serve reliably as a standby well; and

WHEREAS, the Village routinely uses the services of Peerless Midwest for work related to the water system, as do many other municipalities, and has found them to be competent professionals in performing these tasks; and

WHEREAS, Public Works Director Trout solicited a quote from Peerless Midwest for cleaning well #2 and for work associated with repairing the pump, as needed, and Peerless Midwest has quoted a price of \$38,762.46 for this work, which quote assumes a worst-case scenario that would require replacement of the pump; and

WHEREAS, the budget for fiscal year 2025-26 includes \$40,000 for this project;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council does hereby approve the proposal from Peerless Midwest in an amount not to exceed \$38,762.46 for services related to cleaning well #2 and repairing or replacing the pump, and authorizes Public Works Director Jesse Trout to accept the proposal on behalf of the Village.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED _____.

Dated: March 17, 2025

Kathy Forman, Village Clerk

Lake Odessa Village Council
Ionia County, Michigan

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

RESOLUTION NO. 2025-14

**AUTHORIZING PURCHASE OF UTILITY VEHICLE
AND DISPOSAL OF OLD VEHICLE THROUGH AUCTION**

WHEREAS, the Kubota utility vehicle used by the Department of Public Works is due for replacement and Public Works Director Trout has sought a proposals from vendors for a replacement vehicle and snow blade; and

WHEREAS, proposals were received from Bobcat of Lansing for a Bobcat UV34 gas utility vehicle and Boss plow and from Hutson, Inc., of Portland for a John Deere Gator XUV845M utility vehicle and a Boss plow; and

WHEREAS, the proposal from Bobcat of Lansing offered the lower cost of the two proposals and was determine to meet the needs of the department better than the proposal from Hutson, Inc; and

WHEREAS, it is believed that disposal of the old utility vehicle through the Biddergy auction company is estimated to result in the Village’s realizing \$15,000; and

WHEREAS, funds totaling \$40,000 are included in the 2025-26 budget for the replacement of the Kubota utility vehicle;

NOW, THEREFORE, BE IT RESOLVED that the Public Works Director is hereby authorized to purchase a Bobcat UV34 gas utility vehicle and Boss Plow a cost of \$33,906.11 pursuant to a proposal dated March 7, 2025; and

BE IT FURTHER RESOLVED, that the Public Works Director is hereby authorized to dispose of the Kubota utility vehicle through the Biddergy auction company.

Ayes:

Nays:

Absent:

Abstain:

RESOLUTION DECLARED ADOPTED.

Dated: March 17, 2025

Kathy Forman, Village Clerk



Product Quotation
 Quotation Number: **ZW1050452**
 Quote Sent Date: **Mar 07, 2025**
 Expiration Date: **Apr 06, 2025**

Your Bobcat Contact
Zachary Wollak
 Phone:
 Email: zachary.wollak@doosan.com

Your Customer Contact

Deliver to
Lake Odessa DPW
 1204 JORDAN LAKE RD
 LAKE ODESSA, MI, 48849

Kyle Christensen
Bobcat of Lansing, Lansing, MI
 3237 WEST MILLER ROAD
 LANSING, MI, 48911-4431

Bill to
Lake Odessa DPW
 1204 JORDAN LAKE RD
 LAKE ODESSA, MI, 48849

Item Name	Item Number	Quantity	Price Each	Total
UV34 Gas Utility Vehicle	M1503	1	15,409.60	15,409.60
Standard Equipment:				
Engine		Wheels		
Liquid Cooled Engine		Front/Rear, 12x6 Orange Steel Rim		
40 HP Gas EFI Engine		Electrical		
Pressurized Oiling System with Spin On Filter		LED Headlights, High & Low Beams		
Engine Protection Oil Pressure & Water Temp		LED Tail & Brake Lights		
High Capacity Air Filter		6 Outlet Accessory Pwr Bar		
49 State Emission Compliant		75 Amp/900W Stator		
Drive System		575 CCA Battery		
CVT (Continuous Variable Transmission)		Instrumentation Panel		
Sealed CVT Cover w/remote intake & exhaust		Indicator Lights: Glow Plug (Diesel Only), Seat Belt Reminder,		
Four Wheel Drive 3 Drive Modes		High Beam On, Engine Oil Pressure		
Forward Travel, Two Range (H/L)		(Diesel only), Engine Temp High, Service Power Steering and		
Integrated In-Transmission Park (P)		Service Engine.		
Brakes - 4 Wheel, Hydraulic Disc with Dual-Bore		LCD Display: Speedo, Engine Temp, Engine RPM, Volt,		
Front Calipers		Trip and Hour Meter, Tachometer, Fuel Level, Clock, Drive Mode,		
CV Guard, Front		Odometer, Service Reminder and Gear Position.		
Shaft Drive with CV Joints		Cargo Box and Frame		
Suspension & Steering		Composite Cargo Box w/ Cylinder Lift Assist		
Front - Independent, Dual A Arm		Quick Latch Tailgate w/ Single Latch		
Rear - Independent, Dual A Arm		Integrated Box Accessory System		
Adjustable Front and Rear Coil Over Shocks		Rear Receiver Hitch - 2 in.		
Rack & Pinion		Full Chassis Skid Plates		
Electric Power Steering Assist		ROPS (Roller Over Protective Structure)		
Tilt Steering Column		Warranty		
Operator Compartment		1 year/1000 hours		
Beverage Holder (4)				
60/40 Split Bench Seats (3 Occupants)				
Under Seat, Upper & Lower Dash Storage				
Sealed Glove Box Storage				
3 Seat Belts with 3 Point Restraint				
Tires				
All Terrain Industrial (8 ply)				
Front/Rear, 26x10 12				
UV34 Gas EPS Cab & Heat Package	M1503-P01-C03	1	6,720.00	6,720.00

Roof - Headliner Std	7360126		1	260.84	260.84
Electrical - Horn	7373325		1	73.99	73.99
Safety - Turn Signal	7374830		1	657.83	657.83
Safety - Rearview Mirror	7311257		1	115.99	115.99
Safety - Side View Swivel Mirror	7403508		1	296.87	296.87
Lighting - Strobe Light	7364087		1	496.56	496.56
Electrical - Roof Power Bar	7360050		1	136.99	136.99
Safety - Back-up Alarm	7360113		1	62.99	62.99
Utility - Power Cargo Box Lift	7360318		1	1,146.47	1,146.47
Rack - Eyelet Tie-Downs	7497748		1	54.99	54.99
Rack - Tip-Down Headache Rack	7305973		1	612.99	612.99
Total for UV34 Gas Utility Vehicle					26,046.11
Quote Total - USD					26,046.11
Dealer P.D.I.					100.00
Destination Charges					1,420.00
Dealer Assembly Charges					840.00
Boss 6'6" V-Blade					\$5500.00
Quote Total - USD					\$33,906.11

Comment:

*Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.

*Prices per the Sourcewell Contract #020223-CEC

*Sourcewell Member Number (if applicable): _____

*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. *A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

*Contact Holder Information: Doosan Bobcat North America, Inc. Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

*Payment Terms: Net 60 Days. Credit cards accepted.

*Remittance address: Doosan Bobcat North America, Inc. P. O. Box 74007382, Chicago, IL 60674-7382

Customer acceptance:	
Quotation Number:: ZW1050452	Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____

Date: _____ Email: _____

Addresses

Delivery Address _____

Billing Address (if different from ship to): _____

Tax Exempt: Y / N

Exempt in the State of: _____

Tax Exempt ID:

Federal: _____

State: _____

Expiration Date: _____

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

- 2000 John Deere Run
Cary, NC 27513

- Signature on all LOIs and POs with a signature line
- Contract name or number; or JD Quote ID
- Sold to street address
- Ship to street address (no PO box)
- Bill to contact name and phone number
- Bill to address
- Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- Membership number if required by the contract

For any questions, please contact:

Lohone Matt

Hutson, Inc.

6018 E Grand River Avenue

Portland, MI 48875

Tel: 517-647-4164

Fax: 517-647-4180

Email: mlohone@hutsoninc.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580
 UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Hutson, Inc.
 6018 E Grand River Avenue
 Portland, MI 48875
 517-647-4164
 contactus@hutsoninc.com

Quote Summary

Prepared For:

LAKE ODESSA VILLAGE
 4TH AVE
 LAKE ODESSA, MI 48849
 Business: 616-374-7228
 JTROUT@LAKEODESSA.ORG

Delivering Dealer:

Hutson, Inc.
 Lohone Matt
 6018 E Grand River Avenue
 Portland, MI 48875
 Phone: 517-647-4164
 mlohone@hutsoninc.com

Quote ID: 32411997
Created On: 03 March 2025
Last Modified On: 04 March 2025
Expiration Date: 02 April 2025

Equipment Summary	Suggested List	Selling Price	Qty	=	Extended
JOHN DEERE GATOR™ XUV 845M HVAC (Model Year 2025) Contract: MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) Price Effective Date: November 1, 2024	\$ 34,531.34	\$ 30,042.27	X 1	=	\$ 30,042.27
BOSS PLOW 6'6" UTV Power-VXT Steel Blade Contract: Price Effective Date:	\$ 6,648.00	\$ 6,648.00	X 1	=	\$ 6,648.00
Equipment Total					\$ 36,690.27

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 36,690.27
Trade In	
SubTotal	\$ 36,690.27
Est. Service Agreement Tax	\$ 0.00
Total	\$ 36,690.27
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 36,690.27

Salesperson : X _____

Accepted By : X _____

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Hutson, Inc.
6018 E Grand River Avenue
Portland, MI 48875
517-647-4164
contactus@hutsoninc.com

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote Id: 32411997 Customer Name: LAKE ODESSA VILLAGE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Hutson, Inc.
6018 E Grand River Avenue
Portland, MI 48875
517-647-4164
contactus@hutsoninc.com

JOHN DEERE GATOR™ XUV 845M HVAC (Model Year 2025)

Hours:	Suggested List *
Stock Number:	\$ 34,531.34
Contract: MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)	Selling Price *
	\$ 30,042.27

Price Effective Date: November 1, 2024

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
8812M	GATOR™ XUV 845M HVAC (Model Year 2025)	1	\$ 29,749.00	13.00	\$ 3,867.37	\$ 25,881.63	\$ 25,881.63
Standard Options - Per Unit							
001F	US 49 State	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
182A	Less AutoTrac™/ GreenStar™ Harness	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
183B	Less JDLink™ Hardware	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
1061	27" Predator Heavy-Duty all-terrain radial tires on 14" Black Steel Wheels	1	\$ 187.00	13.00	\$ 24.31	\$ 162.69	\$ 162.69
2350	Park Position in Transmission	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
2501	Olive and Black	1	\$ 129.00	13.00	\$ 16.77	\$ 112.23	\$ 112.23
4022	Full Door with Side Mirrors	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
4062	HVAC Cab	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
5006	Front Brush Guard	1	\$ 456.00	13.00	\$ 59.28	\$ 396.72	\$ 396.72
5110	Premium Comfort and Convenience Package	1	\$ 1,560.00	13.00	\$ 202.80	\$ 1,357.20	\$ 1,357.20
Standard Options Total			\$ 2,332.00		\$ 303.16	\$ 2,028.84	\$ 2,028.84
Technology Options/Non-Contract/Open Market							
1880	Less Receiver	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
1900	Less Display	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
Technology Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
BUC11384	Front attachment harness	1	\$ 200.09	13.00	\$ 26.01	\$ 174.08	\$ 174.08
BM26739	Rear cab attachment harness	1	\$ 93.09	13.00	\$ 12.10	\$ 80.99	\$ 80.99

Selling Equipment

Quote Id: 32411997 Customer Name: LAKE ODESSA VILLAGE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Hutson, Inc.
6018 E Grand River Avenue
Portland, MI 48875
517-647-4164
contactus@hutsoninc.com

BM26216 LED work lights (2 lights)	2	\$ 475.09	13.00	\$ 61.76	\$ 826.66	\$ 826.66
BUC11349 Backup alarm	1	\$ 134.81	13.00	\$ 17.53	\$ 117.28	\$ 117.28
BM26109 Front hood rack	1	\$ 358.46	13.00	\$ 46.60	\$ 311.86	\$ 311.86
BUC11319 Floor mats	1	\$ 111.29	13.00	\$ 14.47	\$ 96.82	\$ 96.82
BUC10245 Rear-panel glass protector	1	\$ 271.79	13.00	\$ 35.33	\$ 236.46	\$ 236.46
BM26185 BEACON Light kit	1	\$ 330.63	13.00	\$ 42.98	\$ 287.65	\$ 287.65
Dealer Attachments Total		\$ 2,450.34		\$ 318.54	\$ 2,131.80	\$ 2,131.80
Value Added Services Total		\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price		\$ 34,531.34		\$ 4,489.07	\$ 30,042.27	\$ 30,042.27

BOSS PLOW 6'6" UTV Power-VXT Steel Blade

Equipment Notes:

Hours: 0

Stock Number:

Contract:

Price Effective Date:

Suggested List *

\$ 6,648.00

Selling Price *

\$ 6,648.00

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
MSC124 80	6'6" UTV Power-VXT Steel Blade	1	\$ 5,300.00	0.00	\$ 0.00	\$ 5,300.00	\$ 5,300.00
Standard Options - Per Unit							
HYD018 35	Hydraulic Fluid (Quart)	1	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
LTA123 35	Undercarriage	1	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
MSC096 01	SmartTouch2 V-Plow Controller	1	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
MSC120 60	Coupler Unit for UTV V Blade	1	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
MSC131 71	Power/Ground Cable Extension Kit, 90", 4 Gauge	1	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
MSC250 07	Wiring Kit, UTV	1	\$ 0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Standard Options Total		\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							

Selling Equipment

Quote Id: 32411997 **Customer Name:** LAKE ODESSA VILLAGE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580
 UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Hutson, Inc.
 6018 E Grand River Avenue
 Portland, MI 48875
 517-647-4164
 contactus@hutsoninc.com

MSC0157	Cast Iron Plow Shoe w/	2	\$ 65.00	0.00	\$ 0.00	\$ 130.00	\$ 130.00
0	Hardware						
MSC1309	Snow Deflector Kit, 6'6" UTV	1	\$ 258.00	0.00	\$ 0.00	\$ 258.00	\$ 258.00
9	V-Plow						
OPEN	SET UP AND	1	\$ 960.00	0.00	\$ 0.00	\$ 960.00	\$ 960.00
MARKET	INSTALLATION						
Dealer Attachments Total			\$ 1,348.00		\$ 0.00	\$ 1,348.00	\$ 1,348.00
Total Selling Price			\$ 6,648.00		\$ 0.00	\$ 6,648.00	\$ 6,648.00

Employment Opportunity

Deputy Village Manager

Village of Lake Odessa



Lake Odessa

WELCOME TO OUR FRIENDLY PORT

Deputy Village Manager

Village of Lake Odessa

Located in mid-Michigan on scenic Jordan Lake, within an hour's drive from the State Capitol in Lansing and Downtown Grand Rapids, the Village of Lake Odessa is seeking a self-motivated, forward-thinking candidate to serve as the Deputy Village Manager while learning the necessary knowledge, skills, and abilities to move into the Village Manager role.

Lake Odessa offers a friendly, small-town environment with an attractive downtown area and an affordable cost of living.

Lake Odessa has the unique blend of a small core village set in an agricultural area with the amenities of a lakefront community. It is a classic small town with tree-lined streets, well-kept homes and citizens with community pride who are accustomed to having a parade to celebrate community events.

It is preferred that candidates possess a four-year degree in public administration or a related field, and one to three years' supervisory, managerial, or administrative experience. Other combinations of knowledge, education and experience will be considered on an individual basis.

The salary range for the deputy manager position is ~~\$63,000-\$80,000~~ \$68,527-\$74,115 based on qualifications.



- ▶ **POPULATION**
1,988
- ▶ **SIZE**
1 sq. mile
- ▶ **GENERAL FUND BUDGET**
\$2.7-1.3 million
- ▶ **STARTING SALARY**
~~\$63,000-\$80,000~~ \$68,527-\$74,115

▶ THE COMMUNITY

Lake Odessa is situated in southeastern Ionia County along state highway M-50 and is home to about 2,000 residents. Equidistant from Grand Rapids, Battle Creek, and Lansing its location offers residents easy access to opportunities for employment and entertainment to mix with small town charm and hospitality.

The village downtown is an inviting place for shop owners and residents with a local bakery, coffee shop and grocery store located on a modern well-designed main street. Medical and dental services are available locally as well as other professional services.

Lake Odessa Fair Grounds, located in the village, hosts a five-day event in late June and offers a variety of activities for the whole family. A first-class public pickleball facility, beautiful play area for children, and overnight camping sites are also located on the fair ground property.

Art in the Park Lake Odessa annually brings thousands of visitors to town in August. The Lakewood Area Chamber of Commerce hosts a variety of community events, including an Easter Egg Hunt in the village park, a November craft fair and a holiday Christmas parade. Jordan Lake, an all-sports waterway in the village, provides year-round recreational options and has public access sites.



▶ THE ORGANIZATION

Lake Odessa is a general law village governed by Public Act 3 of 1895, as amended, of the State of Michigan. The village is part of Odessa Township and residents pay additional taxes for village-provided services. The elected village council is comprised of six trustees serving four-year terms, alternating three in each even year election, and a president whose term of office is four years. The current elected officials are a diverse group (tenure & experience) who work well together to reach consensus.

The village council appoints the manager, sets policy and direction, approves the budget and major expenditures, while serving as the legislative authority through the approval of ordinances and major initiatives.

The village provides a range of municipal services including water, storm sewer maintenance and repair, brush/leaf/grass pickup, street and sidewalk repairs, snow plowing, street sweeping, master planning, street signals, lights and signage, municipal parks, public beach and special events.

Municipal services provided to village residents by other organizations include wastewater, assessing, tax and utility billing and collections, fire/EMS and recreation programs.

~~Current~~ The current workforce includes ten full-time employees and two part-time staff. The department directors work well together, and employees have strong community support.

The General ~~Operating~~ Fund of the Village for FY 2025-2026 is approximately ~~\$\$\$~~ 1.3 million, and the total of all funds is approximately ~~??~~ \$3.1 million. As of March 1, 2025, the unassigned fund balance of the General Fund was a "healthy" ~~\$Need this number~~ 1.5 million or ~~need this number~~ 115% of expenditures.

~~The deputy~~ Deputy ~~village manager~~ Village Manager is a new position. This position will report to the ~~village manager~~ Village Manager. It is anticipated the ~~deputy village manager~~ Deputy Village Manager will learn the required knowledge, skills, and abilities to move into the ~~village manager~~ Village Manager role.

Additional information regarding the village is available by visiting our website at www.lakeodessa.org.



The incoming Deputy Village Manager will work with the Village Manager on the following challenges and opportunities:

► CHALLENGES

- Village facilities usage and needs
- Need for additional housing
- Jordan Lake Trail construction
- Perceived lack of public parking
- Refurbish beach pavilion
- Park maintenance
- Lack of municipal wastewater service to developable property

► OPPORTUNITIES

- Increase communication with residents and businesses
- Condominium development underway to help increase housing stock
- Jordan Lake Trail completion
- Increase businesses
- Vehicle parking study in downtown and proximity to Lake Jordan Lake
- Renew strategic plan and master land use plan
- Healthy fund balance
- Progressive village council



► THE POSITION

The Deputy Village Manager is an entry-level position ~~reporting to the Village Manager~~. The Deputy Village Manager will learn the administrative functions of managing a village by assisting the Village Manager with tasks like budget preparation, project management, community outreach, and operational oversight of village functions, while gaining practical experience to transition into the Village Manager role. Specific examples of the types of work performed by the Deputy Village Manager include:

- Work closely with the Village Manager to understand day-to-day operations and decision-making processes
- Assist with the preparation of village documents, budgets and financial reports

- Manage and track projects, timelines and deliverables
- Coordinate meetings and agendas for Village Council and Commission meetings
- Attend public meetings and events
- Respond to resident inquiries and concerns
- Assist with the development and implementation of community outreach and communications
- Analyze data and prepare reports
- Conduct research on relevant local ordinances and regulations
- Collaborate with village department heads

► THE PROCESS

The Deputy Village Manager will receive ongoing mentorship and training from the Village Manager and will be provided with opportunities for professional development, including training and conferences sponsored by the Michigan Municipal League, ~~the~~ Michigan Municipal Executives, and others.

Upon starting the Deputy Village Manager position, the selected candidate will be provided with specific goals and objectives.

A plan, including training and timelines to achieve the goals and objectives, will be developed with the Village Manager and approved by the Village Council.

Benchmarks for acquiring the knowledge, skills, and abilities needed to perform the Village Manager role will be established. These benchmarks will, at specific time frames, assess progress toward the goal of being ready to assume the Village Manager role. The overall goal is for the Deputy Village Manager to acquire the knowledge, skills, and abilities needed to perform the Village Manager role approximately one year from the date of hire.



► THE IDEAL CANDIDATE

The village is seeking a self-motivated ~~and experienced~~ individual with supervisory, managerial, or administrative experience ~~and~~ with the potential to lead a local village. ~~Consideration~~ Preference will be given to applicants who possess the following knowledge and experience:

- Bachelor's degree in public administration or related field ~~is preferred~~
- One to three years' experience in a supervisory, managerial, or administrative role ~~is preferred~~

Other combinations of education and experience that provide the required knowledge, skills, and abilities will be considered on an individual basis.

The incoming Deputy Village Manager will be an individual who will work effectively with the Village Manager and be a partner working cooperatively with the village council, close-knit staff and the community.

He or she will have the following traits:

- Excellent oral and written communication skills
- Ability to take constructive criticism
- Be approachable with a customer service orientation
- Ability to work well with others
- Be positive and energetic
- Possess a genuine sense of humor
- Be ethical in decisions and interactions with others
- Be a team player and able to work independently
- Have a firm commitment to the community and the position
- Be self-motivated
- Have the ability to be flexible



▶ APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS Add Date

Please submit resume, cover letter, consent form, and five professional references to:

Email: manager@lakeodessa.org

Subject Line: Lake Odessa Search

Questions can be directed to: Gregg Guetschow, Village Manager

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter.

This search is conducted by an Equal Opportunity Employer.

