

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing MI 48909

RE: Compliance Form 4887 - Category 2 Consolidation of Services for Village of Lake Odessa

The Village of Lake Odessa is pleased to submit form 4887 with the required documents per Public Act 59 Economic Vitality Incentive Program (EVIP) for category 2.

The Village of Lake Odessa has chosen to track and display this data using Munetrix to make the information readily available to the public and other local units of government.

Included with this letter are the required documents for Village of Lake Odessa:

- A listing of previous shared services or consolidations with the estimated cost savings these actions have generated.
- An update of our progress to last year's proposed collaboration
- A plan of one or more proposals to increase existing level of cooperation, collaboration, and consolidation, within the jurisdiction or with other jurisdictions
 - Includes an estimate of the potential savings for any new service or consolidations being planned
 - Includes a timeline we expect to work towards

The attached pages are drawn directly from the reporting feature in our Munetrix homepage. We will make copies available to the public when requested.

All documentation necessary to comply with the EVIP requirements are included with this letter, and we look forward to continue receiving these important funds from the State of Michigan.

Please contact me if you need any further information or clarification.

Sincerely,

Mark L. Bender
Village Manager / Police Chief

Michigan Department of Treasury
(Recreated) 4887 (Rev 09-13)

Economic Vitality Incentive Program/County Incentive Program Certification of Consolidation of Services

Issued under authority of 2013 Public Act 59. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for Consolidation of Services payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made readily available to the public, a Consolidation Plan as required by 2013 Public Act 59. The plan shall be made available for public viewing in the clerk's office or posted on a publicly accessible Internet site.
2. Submit to Treasury a Consolidation Plan.

City/village/township: This certification, along with a Consolidation Plan, **must be received by February 1, 2014** to receive the February and April payments or on or before March 31, 2014 to receive the April payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

County: This certification, along with a Consolidation Plan, **must be received by February 1, 2014** (or the first day of a payment month) in order to qualify for that month's payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name Village of Lake Odessa		Local Unit County Name Ionia County	
Local Unit Code 343030		Contact E-Mail Address treasurer@lakeodessa.org	
Contact Name Pearl Goodemoot	Contact Title Treasurer/Clerk	Contact Phone Number 6163747110	Extension
Website Address, if reports are available online http://munetrix.com/sections/data/municipal.php?MuniID=1266&Type=Village			
PART 2: CERTIFICATION			
<i>In accordance with 2013 Public Act 59, the undersigned hereby certifies to Treasury that the above mentioned local unit has produced a Consolidation Plan and has made them available for public viewing in the city, village, township, or county clerk's office or has posted them on a publicly accessible Internet site. The Consolidation Plan is attached to this signed certification.</i>			
Chief Administrative Officer Signature (as defined in MCL 141.422b)		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Mark L. Bender	
Title Village Manager / Police Chief		Date April 30, 2014	

Completed and signed form (including required attachments) should be e-mailed to: **TreasRevenueSharing@michigan.gov**

If you are unable to submit via e-mail, fax to (517) 335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing MI 48909

TREASURY USE ONLY		
EVIP/CIP	Certification Received	EVIP/CIP Notes
Y N	Plan Received	
Final Certification	1st C/P Submission	
	Y N	

Shared Services Plan

The Village of Lake Odessa currently works with the Village of Woodland, located in Barry County, in an informal equipment sharing effort. The Village of Sunfield, located in Eaton County, has also shown interest in pursuing an equipment sharing agreement.

Lake Odessa is investigating steps to work with these neighboring communities and seek out other interested communities to establish a formal equipment sharing program. The program would allow for the rental, borrowing, purchasing, loaning and leasing a wide range of equipment to and from other municipalities. This particular type of agreement has potential to save participating municipalities money by not having to purchase duplicate equipment and giving agencies an option to rent equipment at a reduced rate or simply borrow the equipment. Utilizing the assets of other agencies, local agencies that participate wouldn't need to own their own equipment. The agreement would enable cost sharing for complicated pieces of equipment that may get used once or twice a month and promote cooperation among jurisdictions.

The attached exhibit A is a prospective 2014-2015 Intergovernmental Agreement for Equipment and Services

Summary of Shared Service Initiatives

Name	Purpose	Form	Scope	Status	Year	Data Owner	# of Partners
Co-operative Intergovernmental Agreement for Equipment and Services	Public Works	Contractual	External	Proposed	2014	Lake Odessa	3
Ionia County Economic Alliance (ICEA)	Collaboration	Independent Authority	External	Existing	1995	Lake Odessa	13
Lake Odessa Beach Director Position - Eliminated	Staff Reductions	Individual Community Initiative	Internal	Existing	2010	Lake Odessa	1
Lake Odessa Joint Fire Protection Agreement	Fire	Joint Venture	External	Existing	2001	Lake Odessa	2
Lake Odessa Police Reserve Program	Police	Individual Community Initiative	Internal	Existing	2009	Lake Odessa	1
Lake Odessa Position Consolidation Efforts	Staff Reductions	Individual Community Initiative	Internal	Existing	1999	Lake Odessa	1
Lake Odessa Zoning Administration Consolidation	Staff Reductions	Individual Community Initiative	Internal	Existing	2012	Lake Odessa	1
Lakewood Wastewater Authority	Other	Joint Venture	External	Existing	1980	Lake Odessa	4
Prosecuting Attorney Agreement	Collaboration	Joint Venture	County	Existing	2012	Lake Odessa	2
Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort	Administration	Joint Venture	External	Existing	2013	Lake Odessa	5

Shared Service - Co-operative Intergovernmental Agreement for Equipment and Services

Owner:	Lake Odessa
Form:	Contractual
Primary Purpose:	Public Works
Scope:	External
Status:	Proposed
Year Initiated:	2014
Revenues:	\$30,000 (less partner contributions)
Website:	www.lakeodessa.org

Description:
 The Village of Lake Odessa currently works with the Village of Woodland, located in Barry County, in an informal equipment sharing effort. The Village of Sunfield, located in Eaton County, has also shown interest in pursuing an equipment sharing agreement.

Lake Odessa is investigating steps to work with these neighboring communities and seek out other interested communities to establish a formal equipment sharing program. The program would allow for the rental, borrowing, purchasing, loaning and leasing a wide range of equipment to and from other municipalities. This particular type of agreement has potential to save participating municipalities money by not having to purchase duplicate equipment and giving agencies an option to rent equipment at a reduced rate or simply borrow the equipment. Utilizing the assets of other agencies, local agencies that participate wouldn't need to own their own equipment. The agreement would enable cost sharing for complicated pieces of equipment that may get used once or twice a month and promote cooperation among jurisdictions.

A prospective 2014-2015 Intergovernmental Agreement for Equipment and Services is being constructed and reviewed by the Village of Lake Odessa and will be distributed to interested participating municipalities.

A solid revenue number is challenging to project because there will be a cost savings when borrowing or renting equipment and revenue created when loaning or renting out equipment. We determined an amount of \$10,000 based on what previous informal arrangements have generated. There is potential for that number to increase should there be more interested participating municipalities.

Partners for Co-operative Intergovernmental Agreement for Equipment and Services

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018	\$5,000	\$15,000
Woodland	Village	Barry County	425	\$5,000	\$15,000
Sunfield	Village	Eaton County	578	\$5,000	\$15,000

Timeline for Co-operative Intergovernmental Agreement for Equipment and Services

Name	Start Date	End Date
Co-operative Intergovernmental Agreement for Equipment and Services Contract	01/17/2014	06/30/2014

Shared Service - Ionia County Economic Alliance (ICEA)

Owner:	Lake Odessa
Form:	Independent Authority
Primary Purpose:	Collaboration
Scope:	External
Status:	Existing
Year Initiated:	1995
Revenues:	\$0 (less partner contributions)
Website:	www.icea-mi.org

Description:
 A citizen opinion survey conducted in 1992 by project 20/20 of 1,000 households in Ionia County showed a need and desire for more jobs and income. A citizen's committee was formed to address that need. They recommended that a 'community and economic development' organization be formed to guide and facilitate that development.
 They established a collaborative, countywide, nonprofit corporation in 1995, the Ionia County Economic Alliance (ICEA), with a board representing all parts of Ionia County as well as the business sector. The corporation is nonpolitical in nature but is supported by units of government in Ionia County.
 The ICEA works with Ionia County's local governments and agencies to promote business retention & expansion, local economic development assistance, information resources, availability of land and buildings, and works to attract businesses to Ionia County.
 The ICEA also operates and maintains the Ionia County Brownfield Redevelopment Authority (ICBRA). The ICBRA was created to promote local planning and implementation of Brownfield redevelopment in Ionia County.
 Governmental entities that participate with the ICEA contribute an amount that is calculated based on population. This contribution is minimal compared to the expenditures that would be incurred should the governmental entities have to establish and maintain their own brownfield authority and economic alliance. By collaborating together, businesses, government and organizations are able to provide leadership strategies and services that provide a successful economic base and improved quality of life for residents through the Ionia County Economic Alliance and Brownfield Redevelopment Authority.

Partners for Ionia County Economic Alliance (ICEA)

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018	\$1,590	\$2,710
Ionia County	County	08 WMRPC	63,905		
Easton	Township	Ionia County	3,082		
Otisco	Township	Ionia County	2,282		
Saranac	Village	Ionia County	1,325		
Clarksville	Village	Ionia County	394		
Boston	Township	Ionia County	5,709		
Ronald	Township	Ionia County	1,869		
Orange	Township	Ionia County	987		
Berlin	Township	Ionia County	2,116		
Pewamo	Village	Ionia County	469		
Belding	City	Ionia County	5,757		
Lyons	Township	Ionia County	3,465		

Shared Service - Lake Odessa Beach Director Position - Eliminated

Owner:	Lake Odessa
Form:	Individual Community Initiative
Primary Purpose:	Staff Reductions
Scope:	Internal
Status:	Existing
Year Initiated:	2010
Revenues:	\$0 (less partner contributions)
Website:	

Description:
 In 2010, the Village of Lake Odessa Beach Director position was eliminated. The Beach Director's duties and responsibilities were taken over by a currently employed part-time police officer. Eliminating the Beach Director position has saved the village \$2,100.00 per year in employer related expenses.

Partners for Lake Odessa Beach Director Position - Eliminated

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018		\$2,100

Shared Service - Lake Odessa Joint Fire Protection Agreement

Owner:	Lake Odessa
Form:	Joint Venture
Primary Purpose:	Fire
Scope:	External
Status:	Existing
Year Initiated:	2001
Revenues:	\$0 (less partner contributions)
Website:	

Description:

In April 2001, Odessa Township and the Village of Lake Odessa entered into agreement to jointly operate and maintain a fire department under the Urban Cooperation Act of 1967 and Act 7 of the Public Acts of Michigan of 1967. The Lake Odessa Fire Department services an area of 36 square miles and also provides mutual aid to neighboring townships, including Campbell, Woodland, Berlin, Orange, Sunfield and Sebawa. The fire department averages approximately 300 calls a year and provide services that include basic life support, fire, rescue and emergency medical support. The department also provides fire prevention classes to local elementary schools and assisted living housing in Lake Odessa.

Partners for Lake Odessa Joint Fire Protection Agreement

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018	\$38,705	\$60,150
Odessa	Township	Ionia County	3,778		

Shared Service - Lake Odessa Police Reserve Program

Owner:	Lake Odessa
Form:	Individual Community Initiative
Primary Purpose:	Police
Scope:	Internal
Status:	Existing
Year Initiated:	2009
Revenues:	\$0 (less partner contributions)
Website:	http://www.lakeodessa.org/police-reserve-program.html

Description:
 The Lake Odessa Police Reserve maintains volunteers that work as a second officer in the patrol car, primarily on weekends and evenings, providing instant back-up for the regular officers when it is most needed. The reserve force also provides the department with extra manpower resources that can be deployed quickly for critical incidents and other situations that require more officers than would otherwise be available.
 Another major function of the unit is to provide assistance with traffic and crowd control during parades and special events such as the Lake Odessa Fair and other summer events. In 2011, the reserve officers volunteered 318 hours at special events fulfilling duties that would have had to otherwise be filled by paid officers and resulted in a payroll expense savings of \$3,816.

Partners for Lake Odessa Police Reserve Program

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018		\$3,816

Shared Service - Lake Odessa Position Consolidation Efforts

Owner:	Lake Odessa
Form:	Individual Community Initiative
Primary Purpose:	Staff Reductions
Scope:	Internal
Status:	Existing
Year Initiated:	1999
Revenues:	\$0 (less partner contributions)
Website:	

Description:
 The Village of Lake Odessa has strived to reduce payroll expenses at all levels. Staff reduction initiatives started in 1999, and since then seven different positions have been consolidated into three positions: the Village Manager/Police Chief, Treasurer/Clerk and Finance Director. These three positions have absorbed many duties and responsibilities without any reduction in services to tax payers. These efforts have resulted in a payroll expenditure savings of \$878,627, since 1999.

Partners for Lake Odessa Position Consolidation Efforts

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018		\$878,627

Shared Service - Lake Odessa Zoning Administration Consolidation

Owner:	Lake Odessa
Form:	Individual Community Initiative
Primary Purpose:	Staff Reductions
Scope:	Internal
Status:	Existing
Year Initiated:	2012
Revenues:	\$450 (less partner contributions)
Website:	

Description:

The Village of Lake Odessa utilizes the Police Sergeant position to perform nuisance code violation enforcement and anticipates that in 2012, the position will absorb all zoning administration and zoning enforcement functions for the village. This will result in saving zoning administration costs of approximately \$3,500.00 per year.

2012 UPDATE: This consolidation effort was successfully completed in October of 2012. The Deputy Zoning Administrator has been able to answer and attend to zoning questions and applications that allowed for a cost savings of approximately \$450.00 to date and will increase as time passes.

2013 UPDATE: Due to employee transitions this consolidation effort did not save us any money in 2013. The effort has been restarted and we anticipate savings in 2014.

Partners for Lake Odessa Zoning Administration Consolidation

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018		\$3,500

Shared Service - Lakewood Wastewater Authority

Owner:	Lake Odessa
Form:	Joint Venture
Primary Purpose:	Other
Scope:	External
Status:	Existing
Year Initiated:	1980
Revenues:	\$0 (less partner contributions)
Website:	http://www.lakeodessa.org/wastewater-authority.html

Description:
 In 1980, the Woodland Township, Village of Woodland, Odessa Township and the Village of Lake Odessa incorporated the Lakewood Wastewater Authority. The purpose of the Authority is to acquire, construct, operate, maintain and administer a sewage disposal system and treatment plant for the benefit of the municipalities. The Village of Lake Odessa incurs a savings of \$745,425 annually with this collaboration by not having to operate and maintain its own wastewater treatment plant.

Partners for Lakewood Wastewater Authority

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018		\$745,425
Woodland	Village	Barry County	425		
Woodland	Township	Barry County	2,047		
Odessa	Township	Ionia County	3,778		

Shared Service - Prosecuting Attorney Agreement

Owner:	Lake Odessa
Form:	Joint Venture
Primary Purpose:	Collaboration
Scope:	County
Status:	Existing
Year Initiated:	2012
Revenues:	\$2,000 (less partner contributions)
Website:	

Description:
 The Village of Lake Odessa is working to collaborate with the Ionia County Prosecuting Attorney to prosecute violations of Village ordinances committed within the municipal limits. Collaboration will result in a reduction of legal fees that the Village would acquire through the current retained law firm. The Ionia County Prosecuting Attorney will be paid through a portion of the fines and costs and the remaining portion will be remitted to the Village.
 2012 UPDATE: This joint venture was executed January 1, 2012. Savings are being realized through this effort by both participating entities. Attorney and legal fees for ordinance violations were not incurred during 2012, creating a savings of approximately \$2,000.00 for the village.
 2013 UPDATE: The joint venture is still in place and participating entities are continuing to work together to make the collaboration work. The Village of Lake Odessa is not incurring any legal fees for ordinance violations which saves the village approximately \$2,000.00 per year.

Partners for Prosecuting Attorney Agreement

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018		\$1,000
Ionia County	County	08 WMRPC	63,905		

Shared Service - Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort

Owner:	Lake Odessa
Form:	Joint Venture
Primary Purpose:	Administration
Scope:	External
Status:	Existing
Year Initiated:	2013
Revenues:	\$33,000 (less partner contributions)
Website:	www.lakeodessa.org

Description:

The Village of Lake Odessa ("Lake Odessa") recognizes the need for smarter government and participates in and seeks out consolidation efforts. The administrative services, accounting, billing and accounts receivable for water and sewer utility payments has been handled by separate entities in the past - Lake Odessa and the Lakewood Wastewater Authority (LWA).

The LWA is a sewer authority incorporated by four local governmental entities: Lake Odessa, Odessa Township, Village of Woodland and Woodland Township. In an effort to reduce expenditures, Lake Odessa and the LWA are in the stages of developing a cooperative effort to consolidate office functions and billing services that would save at least \$33,000 a year in areas of information technology, and telecommunications, cooperative purchasing and other office functions.

The reconfiguration and relocation of the LWA administrative office will increase the internal control process and foster a more fiscally responsible establishment that complies with governmental accounting standards.

2013 UPDATE: This project has been completed. All Lakewood Wastewater Authority administrative services are located within the Village of Lake Odessa office. Each entity works together to ensure internal controls and has promoted cooperation among entities with shared services.

The administrative cooperative effort has been well received by residents and utility customers. The identity and integrity of each entity has been maintained while fostering a more fiscally responsible network with increased internal control processes. By combining administrative services, we were also able to coordinate auditing services allowing for one auditor for both entities which streamlines budget and year-end preparations.

There were no obstacles or barriers encountered during this consolidation effort.

Partners for Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort

Partner	Type	Lies Within	Population	Contribution	Savings
Lake Odessa	Village	Ionia County	2,018	\$1,200	\$5,000
Odessa	Township	Ionia County	3,778		\$7,300
Woodland	Village	Barry County	425		\$7,300
Woodland	Township	Barry County	2,047		\$7,300
Berlin	Township	Ionia County	2,116		\$7,300

Timeline for Village of Lake Odessa & Lakewood Wastewater Authority Administrative Cooperative Effort

Name	Start Date	End Date
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Office Relocation Complete	12/25/2012	01/03/2013
Combined Billing Cycle	01/01/2013	02/18/2013
Accounting Organizational Plan Complete	01/29/2013	02/15/2013
Server Installation and Software Integration	01/28/2013	02/25/2013
Cooperative Agreements Complete	03/01/2013	03/20/2013