

**VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**DRAFT**

**MINUTES**

Regular Meeting  
Tuesday, January 12, 2021

NOTE: THIS MEETING WAS HELD ELECTRONICALLY DUE TO THE  
COVID-19 PANDEMIC AND IN ACCORDANCE WITH P.A. 254 OF 2020

PRESENT: Karen Banks, Sue Dahms, Sandy Guthrie, Sarah McGarry, Bill Rogers,  
Darwin Thompson (all members appeared remotely via Zoom)

ABSENT: None

STAFF: Village Manager Patrick Reagan

VISITORS: None

- I. **Call to Order:** Meeting called to order by McGarry at 7:04 a.m.
- II. **Approval of Agenda:** Motion by Banks, support by Dahms, to approve agenda with the addition of parking lot fencing to the agenda. as presented. All ayes; motion carried.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:**
  - a) Motion by Dahms, support by McGarry, to approve minutes of 11.10.20 regular meeting. All ayes; motion carried.
  - b) Motion by Dahms, supported by Banks, to approve the minutes from the 12.8.21 Special Meeting. All ayes; motion carried.
- V. **Finance Report:** Motion by McGarry, supported by Rogers, to approve the finance report as submitted. All ayes; motion carried.
- VI. **Action/Discussion Items:**
  - a) **2021-2022 Budget:** The Board discussed the items for the 2021-2022 budget, due to Council in February. \$1,600 was allocated for Christmas decorations. \$51,200 was allocated for beautification, including the parking lot fence project and the 1<sup>st</sup> Street parking project. \$25.00 was allocated for Chamber dues. \$1,000 was allocated for more lights in trees downtown. \$2,000 was allocated for replacement of Wayfinding Signage by the Village's DPW.

Motion by Banks, supported by Dahms, to approve budget appropriations as discussed. All ayes; motion carried.

- b) Caledonia Farmers Elevator property update: Reagan stated that he had a meeting scheduled with a representative from Caledonia Farmers Elevator to discuss the proposed plans that the DDA had for the strip of property along 1<sup>st</sup> Street but this was cancelled. He stated that he will be meeting with them soon to discuss this potential project.
- c) Self-Watering Planters: Banks reported that she has found quotes for self-watering planters from Earth Planters. These planters are Classic Rolled Rim Large planters and Banks explained the benefits of using these types of planters for downtown flowers. Discussion ensued. It was determined that the Village's DPW will water the planters and that Banks and Rogers would determine colors.

Motion by Banks, supported by Dahms, to purchase twenty-nine (29) Large, Rolled Rim planters from Earth Planters, for a sum not to exceed \$12,000, with Banks and Rogers to choose color of the planters. All ayes; motion passed.

- d) New Member Search: the Board discussed the search for new members. Reagan stated that he had spoken with Marilyn Danielson, the pastor of the Congregational Church, about joining. Reagan had worked with Danielson in Portland as she was a member of the Chamber of Commerce in that community. Danielson had told Reagan that she was interested in joining but had personal business to deal with before she could make any commitment.
- e) Downtown Four Way Stop: Reagan outlined how he, the DPW Supervisor, and Banks had taken a look at where a four-way stop could be placed – on a trial basis – in the downtown at the intersection of Fourth Avenue and Second Street. The DPW Supervisor has determined that there will need to be placement of “Stop Ahead” signs in parking spaces on Fourth Avenue, to properly warn motorists of the new stop signs. Discussion took place. A committee was formed, consisting of McGarry, Dahms, and Rogers, to talk to business owners about the new stop sign and to solicit feedback in that the “stop ahead” signs would cause the loss of parking spaces on Fourth Avenue.

**VII. Beautification Committee**

- a) Christmas Garland Sponsorship Program: Banks reported that the DDA had received fifty-four (54) sponsorships for lightpoles in the District and this resulted in \$1,080 in sponsorship revenue to help offset the costs of this program.

**VIII. Miscellaneous Correspondence: None.**

**IX. Board Member Comments**

**X. Adjournment**

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

Respectfully submitted,

Patrick Reagan  
Village Manager/ Village Clerk