

VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT

MINUTES

Regular Meeting

Tuesday, November 10, 2020

NOTE: THIS MEETING WAS HELD ELECTRONICALLY DUE TO THE COVID-19 PANDEMIC AND IN ACCORDANCE WITH P.A. 228 OF 2020

PRESENT: Karen Banks, Sue Dahms, Sandy Guthrie, Sarah McGarry, Bill Rogers

ABSENT: Darwin Thompson

STAFF: Village Manager Patrick Reagan; Mark Stoor from GEI Consulting;
DPW Superintendent Jesse Trout

VISITORS: None

- I. **Call to Order:** Meeting called to order by McGarry at 7:06 a.m.
- II. **Approval of Agenda:** Motion by McGarry, 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) **7/14/2020 Regular Meeting:** Motion by Dahms, support by McGarry, to approve minutes of 7/14/2020 regular meeting. All ayes; motion carried.
 - b) **9/8/2020 Regular Meeting:** No meeting was held due to lack of a quorum.
- V. **Finance Report:** Dahms reported there had not been much activity since the July meeting. Motion by Dahms, support by McGarry, to approve expenditures totaling \$1,479.98, as follows:
 - \$1,460.00: Sid's Flower Shop, holiday garland and greenery
 - \$19.98: Karen Banks, downtown watering suppliesAll ayes; motion carried.
- VI. **Action/Discussion Items:**
 - a) **2021 Meeting Schedule:** Motion by Banks, second by Rogers, to approve the following meeting schedule for 2021, all meetings to be held at 7:00 a.m.:
 - Tuesday - January 12, 2021
 - Tuesday - March 9, 2021
 - Tuesday - May 11, 2021
 - Tuesday, July 13, 2021
 - Tuesday, September 14, 2021
 - Tuesday, November 9, 2021

All ayes; motion carried.

- b) EDA Grant: Reagan introduced Mark Stoor, the Village's engineer. Stoor described the Pearl/Pleasant/Ionia Street project and explained that the project had been postponed from 2020 until 2021 due to the new lead water line replacement requirements that were enacted following the Flint water crisis, as well as concerns about entering residents' homes during the pandemic. Stoor explained that water lines that are disturbed during street construction must be fully replaced if any lead connections or lines exist, and that the municipality is responsible for the cost.

Stoor stated that CARES act funding includes economic development funds which can be used for infrastructure projects, and that the Village would like to submit a grant application to the U.S. EDA for grant funding for the project. Reagan stated that adding improvements to the First Street parking area would enhance the grant application. Stoor stated that the parking area will need to be accessible and that the rolled curb will need to be replaced, at a cost of approximately \$25,000, with engineering costs at approximately \$2,000.

Dahms asked if there is a required grant match. Stoor stated the match is 50%, which would mean the Village's portion would be approximately \$13,000. A formal agreement will need to be reached with Caledonia Farmer's Elevator; Reagan will do so. Stoor stated that property acquisition might be an eligible grant expense. He stated the timetable for construction is unclear at the present time due to COVID, but that the grant application needs to be submitted soon.

Motion by Rogers, support by Banks, to include the First Street parking lot improvements in the EDA grant application, with the DDA committing to a cost of up to \$13,000. All ayes; motion carried.

- c) Review of SWOT Analysis: The SWOT analysis that had been conducted in February 2017 was reviewed with an eye toward future DDA projects. Dahms suggested keeping our wish list simple in terms of future projects, and asked that we revisit at the January meeting the idea of a business roundtable meeting. Discussion was held regarding possible alternate sites for the Department of Public Works.

VII. Beautification Committee

- a) Downtown Watering Program: Banks suggested that the DDA consider purchasing self-watering planters for the downtown and retiring the existing plant surrounds. She reported her understanding that reservoirs of self-watering planters only need to be filled once every 1-2 weeks, and that it takes 5 to 10 minutes to fill each. She also suggested there might be a possibility for businesses to purchase their own self-watering containers, possibly with a group discount. More information will be provided in January.
- b) Christmas Garland Sponsorship Program: Banks reported she sent a press release to the Lakewood News and that Rogers had posted a notice about the sponsorship program on Facebook. Banks and Rogers asked everyone to please assist with

assembly of the holiday greenery pots at a work session on Monday, November 23 at 5:00 p.m.

VIII. Miscellaneous Correspondence: None.

IX. Board Member Comments

Guthrie asked if a raised crosswalk on Fourth Avenue could be a possibility, stating she is aware of one in Lansing. Discussion followed. Trout expressed concern regarding difficulties with snowplowing. Stoor stated he would investigate the location Guthrie mentioned in Lansing.

Guthrie inquired about installing stop signs at the intersection of Second Street and Fourth Avenue as a way to calm traffic. Reagan suggested trying a temporary four-way stop in that location. Trout stated some parking spaces may be lost, but that further research will be done.

X. Adjournment

Without objection, meeting adjourned at 8:14 a.m.

Respectfully submitted,

Karen Banks, Recording Secretary