

VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT

MINUTES

Regular Meeting - Tuesday, November 12, 2019
Page Memorial Building, Lake Odessa MI

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

ABSENT: Sarah McGarry, Darwin Thompson

STAFF: Village Manager Patrick Reagan

VISITORS: None

- I. **Call to Order:** Meeting called to order by Vice Chair Rogers at 7:00 a.m.
- II. **Agenda:** Motion by Dahms, support by Hartzler, to approve agenda as presented. All ayes; motion carried, with Banks, absent.
- III. **Public Comment:** None.
- IV. **Minutes:** Motion by Guthrie, support by Dahms, to approve minutes of 9/10/2019 regular meeting. All ayes; motion carried with Banks absent.

Banks arrived at 7:05 a.m.

- V. **Finance:** Dahms reviewed finance report through October 31, 2019. Current account balance is \$19,813.19. November tax increment revenue has not yet been received, but amount should be close to what was received in 2018. The following two accounts payable were incurred in October: Duwayne's Marketplace, \$504.00 (mums) and Wintergreen Corp., \$794.65 (twinkle lights for downtown trees). Motion by Guthrie, support by Hartzler to approve finance report. All ayes; motion carried.

VI. **Action Items/Discussion Items:**

- a) **Nomination & Election of Officers:** Motion by Guthrie, support by Hartzler to elect the same officers as are currently serving (Chair - Sarah McGarry; Vice Chair - Rogers; Treasurer - Dahms; Secretary - Banks). All ayes; motion carried.
- b) **Approval of 2020 DDA Meeting Schedule:** Motion by Hartzler, support by Guthrie to approve the following meeting schedule:
 - Tuesday, January 14, 2020 - 7:00 a.m.
 - Tuesday, March 10, 2020 - 7:00 a.m.
 - Tuesday, May 12, 2020 - 7:00 a.m.
 - Tuesday, July 14, 2020 - 7:00 a.m.
 - Tuesday, September 8, 2020 - 7:00 a.m.
 - Tuesday, November 10, 2020 - 7:00 a.m.

All ayes; motion carried.

- c) Parking Lot Fence Project: Discussion was held re: options for fencing, brick columns, etc. , including photos of fencing from other communities. Consensus was to use brick columns with a flat top cap and black powder-coated fence sections identical to those used in Portland (upper fence section with small inset circle), and concrete bowl-style planters. Motion by Banks, support by Dahms, to authorize Reagan to seek bids for construction. All ayes; motion carried.
- d) 2020 Budget: The following 2020 projects and accompanying costs were discussed, as follows:

Lights for downtown streetscape trees	1,000
Parking lot fence project	12,000
Beautification (summer flowers, soil, etc.)	1,700
Watering	5,000
Façade/Sign Grant	15,000
Training for Board Members	1,000
Marketing	<u>2,000</u>
Total:	37,700

A draft budget will be presented for board approval at the January 2020 meeting.

- e) Garland Program: Reagan reminded everyone of the 2020 Holiday Garland Sponsorship program and reported this year's program was launched on 11/6/19 (press release in 11/9/19 Lakewood News, Village website and Hartzler distributed handbills in the downtown). Garland will be installed just prior to Thanksgiving, and volunteers are needed to work on the downtown Christmas pots on Monday, Nov. 25 at 5:30 p.m. at the Village ambulance garage.

Dahms left the meeting at 8:23 a.m.

VII. Beautification Committee Report: No report.

VIII. Misc. Correspondence: None.

IX. Board Member Comments:

Banks asked if the Board would consider not purchasing fall mums starting in 2020, as the past two years they only looked nice for 1 or 2 weeks, then turned brown. She suggested that funds used to purchase mums could be better used elsewhere. Discussion followed. Consensus was to abandon the purchase of mums in 2020, and try to keep the summer flowers going for as long as possible into the early fall.

Banks suggested working with the DPW to construct round caps, painted green, which could be attached to the plant surrounds during "off" periods, to prevent people from using the plant surrounds as waste containers. Reagan said he will discuss with the DPW Superintendent.

X. Adjournment: Without objection, meeting adjourned at 8:24 a.m.

