

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

DRAFT

MINUTES

Regular Meeting - Tuesday, March 10, 2020
Page Memorial Building, Lake Odessa MI

PRESENT: Karen Banks, Sue Dahms, Sandy Guthrie, Daryl Hartzler, Sarah McGarry, Darwin Thompson

ABSENT: Bill Rogers

STAFF: Village Manager Patrick Reagan

VISITORS: None

- I. **Call to Order:** Meeting called to order by McGarry at 7:00 a.m.
- II. **Approval of Agenda:** Motion by Guthrie, support by McGarry, to approve agenda as presented. All ayes; motion carried.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:** Motion by Dahms, support by McGarry to approve minutes of 1/14/2020 regular meeting. All ayes; motion carried.
- V. **Finance:** Dahms reported one expenditure of \$119.52 to the Lakewood News for Christmas in the Village advertising, and a current account balance of \$37,826.99.
- VI. **Action Items/Discussion Items:**
 - a) **Review of Parking Lot Fencing RFP:** Reagan stated he has spoken to a representative from Fence Consultants of West Michigan and received a verbal estimate of approximately \$900 for powder-coated fence sections. He stated Grand Rapids Fence Company was contacted, but they haven't yet returned the call. Dahms asked if the DDA's preferred fencing with the circular pattern similar to fencing in Portland would be available. Reagan stated that not having had a response from Grand Rapids Fence, he couldn't answer that question. Reagan stated a Request for Proposals for masonry columns will be posted on the Village website.
 - b) **Downtown Watering Proposal:** Banks provided a proposal whereby the DDA will contract with an independent entity to provide seasonal watering for the municipal planters; the Village/DDA will lease the tractor, trailer and tank to the entity; and the DDA will pay the entity's costs, including liability insurance, garage rental, fee for tractor/tank lease, maintenance, fuel and water. She presented a proposed budget and a list of each party's responsibilities. Discussion followed.

Reagan stated the Village would continue to pay for rental of garage. Board consensus was that Village/DDA will continue to cover costs of maintenance and fuel. Banks will continue to work on formation of entity and a proposed contract and will report back at the regular May meeting.

VII. Beautification Committee Report:

Banks reported she had spoken with Rogers, who asked that the Board reconsider its decision to eliminate fall mums. Discussion followed re: reinstating fall mums, along with cornstalks on lampposts. Banks will bring acquire an estimate for fall mums and bring to next meeting.

Guthrie asked about bowl-shaped planters on top of brick columns for the downtown parking lot fence. Dahms stated that Union Bank has had problems during the winter with water draining into the interior of their brick wall, which has caused deterioration and damage to the wall.

VIII. Misc. Correspondence: None.

IX. Board Member Comments:

Guthrie inquired about the two board vacancies. Banks suggested Kim Ledbetter from Lake Odessa Floral and Luke or Dacia Storm from Dairy Queen as possible candidates.

Discussion was held re: events to bring people into the downtown and promote Lake Odessa.

Hartzler suggested some sort of networking meeting to bring various community groups together. Discussion followed. Dahms and Banks offered to write a sample ad/press release for next meeting.

X. Adjournment: Without objection, meeting was adjourned at 7:57 a.m.

Respectfully submitted,

Karen Banks, Recording Secretary