

**VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**DRAFT**

**MINUTES**

Regular Meeting - Tuesday, May 12, 2020  
Page Memorial Building, Lake Odessa MI

NOTE: THIS MEETING WAS HELD ELECTRONICALLY DUE TO THE  
COVID-19 PANDEMIC AND IN ACCORDANCE WITH GOV. WHITMER'S  
EXECUTIVE ORDER NO. 2020-75

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

ABSENT: Daryl Hartzler

STAFF: Village Manager Patrick Reagan

VISITORS: None

- I. **Call to Order:** Meeting called to order by McGarry at 7:01 a.m., with Thompson absent.
- II. **Approval of Agenda:** Motion by McGarry, support by Dahms, to approve agenda as presented. All ayes; motion carried with Thompson absent.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:** Motion by Dahms, support by McGarry to approve minutes of 3/10/2020 regular meeting. All ayes; motion carried with Thompson absent.
- V. **Finance:** Dahms reported an account balance of \$33,598.45 and no activity for the period of March/April 2020. Budget is on track, pending approval of pending projects.
- VI. **Action Items/Discussion Items:**
  - a) **Parking Lot Fencing RFP:** Reagan stated he has received no responses to the RFP, and reported the RFP had been sent to a mason he is aware of, as well as posting the RFP on the Village website. Reagan stated he will attempt to locate more area masonry contractors. Rogers mentioned that Jeff Bowen from Woodland does masonry work. Reagan asked Rogers for Bowen's contact information.
  - b) **Downtown Watering:** Banks reported she hasn't made any progress on setting up an independent entity to contract with the DDA for summer watering duties.
- VII. **Beautification Committee Report:** Discussion was held regarding continuation of fall mums in the downtown. Banks reported the cost in 2019 was approximately \$450.

Additional discussion was held regarding possibly installing cornstalks as in years past, or holding a scarecrow contest.

Thompson entered the meeting at 7:22 a.m.

**VIII. Miscellaneous Correspondence:** None.

**IX. Board Member Comments:**

Discussion was held on how the DDA can support local businesses during the COVID-19 shutdown. Dahms reported that the Ionia County Economic Alliance has been providing online conferences to assist area businesses.

Discussion was held regarding parking along the road right-of-way on First Street adjacent to Caledonia Farmers Elevator. Reagan reported he had received a rough estimated cost of \$32,000 to pave that area, but he will look at other options with the Public Works Department and the Village's engineering firm. Rogers asked if the DDA could purchase parking stops for that area. Discussion followed regarding the cost differences between cement stops (approximately \$150 each) versus rubber stops.

Discussion was held regarding the alleys behind the Fourth Avenue businesses. Banks asked if the DDA would be willing to fund repairs and maintenance. Reagan reported that according to his discussions with Village DPW Superintendent and Village Clerk, past practice has been that the adjacent businesses maintain those alleys. Dahms reported that in all her years with Union Bank, the bank has never performed maintenance work on the alley behind their Fourth Avenue location. Board consensus was that there needs to be further review to see if the alleys fall within the DDA district, and if so, what options would be available for funding.

Dahms left the meeting at 7:55 a.m.

Banks reported that Art in the Park will be cancelled for 2020 due to the COVID-19 pandemic, and stated the Arts Commission is exploring other activities to engage the community.

**X. Adjournment:** Without objection, meeting adjourned at 8:03 a.m.

Respectfully submitted,

Karen Banks, Recording Secretary