

**VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**DRAFT**

**MINUTES**

Special Meeting - Wednesday, May 20, 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

ABSENT: Daryl Hartzler, Darwin Thompson

STAFF: Village Manager Patrick Reagan

VISITORS: None

**I. Call to Order:** Meeting called to order by McGarry at 7:00 p.m.

**II. Approval of Agenda:** Motion by Dahms, support by McGarry, to approve agenda as presented. All ayes; motion carried.

**III. Public Comment:** None.

**IV. Action Items/Discussion Items:**

- a) **MEDC "Match on Main" Grant Opportunity:** Reagan reported that the DDA has an opportunity to apply for up to \$50,000 in grant funds to assist local businesses that have been impacted by the COVID-19 pandemic. He stated that the minimum contribution to any one business must be at least \$2,000 and no more than \$10,000. He reported that the application deadline is Friday, May 29 at 5:00 p.m., so if the DDA decides to proceed, time will be of the essence.

Following discussion, motion by Dahms, support by McGarry, to notify local businesses of the grant opportunity and provide each with an application form. All ayes; motion carried. Banks reported that the DDA has a current list of DDA district businesses' addresses and e-mails, thanks to work done by Rogers. Reagan will notify businesses via regular mail and e-mail. Deadline for businesses to submit completed applications will be Thursday, May 28 at 5:00 p.m.

Discussion was held regarding the process for reviewing and scoring applications. Reagan provided a sample scoring matrix. Board consensus was the matrix was acceptable. Banks, Dahms and McGarry volunteered to serve on the scoring committee. Dahms reported that representatives of the Lakewood Area Chamber of Commerce assisted in scoring small business grant applications through the Ionia County Economic Alliance. Motion by Banks, support by McGarry, to appoint

Banks, Dahms and McGarry to the scoring committee. All ayes; motion carried. Banks will contact the Lakewood Area Chamber to inquire if Edith Farrell and/or Marnie Thomas will be willing to also serve on the scoring committee.

The scoring team will meet Friday, May 29 at 7:00 a.m. via Zoom to conduct the reviews and scoring, followed by a special DDA meeting that day at noon to give final approval.

**V. Board Member Comments:**

Banks reported that the Arts Commission will be applying for a grant for the 2021 Art in the Park, and asked board members if they would have any objection to her providing a letter of support from the DDA. No one had objections.

Reagan reported regarding the recent sewage overflow into Jordan Lake and the no-contact order issued by the Ionia County Health Department. He clarified that it is the responsibility of the Health Department to issue no-contact orders, but the responsibility of the Lakewood Wastewater Authority to post signs along the lakeshore.

Banks reported that she had set up an online module through "SignUp Genius" for people to volunteer for downtown flower watering.

Dahms and Banks commented that it would be nice to hold a community celebration, possibly in the fall after COVID-19 restrictions have been lifted.

Without objection, meeting adjourned at 8:13 p.m.

Respectfully submitted,

Karen Banks, Recording Secretary