

**VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**DRAFT**

**MINUTES**  
Regular Meeting  
Tuesday, May 11, 2021

NOTE: THIS MEETING WAS HELD ELECTRONICALLY DUE TO THE  
COVID-19 PANDEMIC AND IN ACCORDANCE WITH P.A. 254 OF 2020

PRESENT: Karen Banks (remotely from Lake Odessa), Sue Dahms (remotely from Lake Odessa), Sandy Guthrie (remotely from Lake Odessa), Sarah McGarry (remotely from Lake Odessa), Darwin Thompson (remotely from Lake Odessa),

ABSENT: None

STAFF: Village Manager Patrick Reagan

VISITORS: None

- I. **Call to Order:** Meeting called to order by McGarry at 7:03 a.m.
- II. **Approval of Agenda:** Motion by Thompson, support by Dahms, to approve agenda. All ayes; motion carried, 6-0.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:**
  - a) Motion by Banks, support by McGarry, to approve minutes of the March 9, 2021 DDA Meeting. Motion approved by voice vote of members present, 6-0
- V. **Finance Report:** Motion by McGarry, supported by Banks, to approve the finance report as submitted. All ayes; motion carried.
- VI. **Action/Discussion Items:**
  - a) **Downtown Four Way Stop:** Banks reviewed the four-way stop proposal that was approved by the Village Council. The group discussed perceptions and also discussed an overview of the stop signs, the warning signs, and speed limit signs throughout the downtown. The Board felt that moving forward with the project was still in the best interest of the downtown as a whole.
  - b) **Flowers/ Self-Watering Planters:** the group discussed the upcoming planting of flowers in the downtown. Banks discussed how this year would be different due to the purchase of the self-watering planters. Banks stated that she has spoken with Duwayne about the flowers and that volunteers will be needed to fill the new planters. Banks stated that the flowers needed to be planted and out by May 27, 2021. The group also discussed the need for volunteers to water during the summer

and that signup for this has been very slow – only 29 people have opened the email and only 6 have signed up to volunteer. Dahms noted that many of the bank’s employees need volunteer hours. Discussion also took place about the use of National Honor Society students taking part – they can take part but must be over 18 years of age to drive the tractor.

- d) Fence Project: discussion took place about the fence project. Reagan stated that he had sent out 5-6 RFP’s out and had received some calls, inquiring, but had not received any proposals back as of yet. However, he expects some to be returned by Friday, May 14, 2021 which is the final day for submission.

**VII. Beautification Committee**

**VIII. Miscellaneous Correspondence**: None.

**IX. Board Member Comments**

- a) Thompson commented on the need for the parking area at the elevator property to be addressed and not forgotten about.
- b) Rogers asked about tree lights being out on a tree downtown. It could be that a GFI was tripped. Reagan will have DPW Supervisor Trout inspect.
- c) McGarry thanked the Village’s Police Department for their work in town.

**X. Adjournment**

Without objection, meeting adjourned at 7:55 a.m.

Respectfully submitted,

Patrick Reagan  
Village Manager/ Village Clerk