

VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT

MINUTES

Regular Meeting - Tuesday, July 14, 2020

NOTE: THIS MEETING WAS HELD ELECTRONICALLY DUE TO THE COVID-19 PANDEMIC AND IN ACCORDANCE WITH GOV. WHITMER'S EXECUTIVE ORDER NO. 2020-129

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 a.m.
- II. **Approval of Agenda:** Motion by Dahms, support by McGarry, to approve agenda as presented. All ayes; motion carried with Guthrie absent.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:**
 - a) May 12, 2020 regular meeting: Motion by McGarry to revise minutes to add Luke Fronchek as a visitor, and to approve; support by Dahms. All ayes; motion carried with Guthrie absent.
 - b) May 20, 2020 special meeting: Motion by McGarry, support to Dahms to approve. All ayes; motion carried.

Guthrie in at 7:02 a.m.

- c) May 29, 2020 special meeting: Motion by Dahms, support by Rogers to approve. All ayes; motion carried.
- V. **Finance Report:**
 - a) Dahms reported current account balance of \$46,538.49, which is a substantial increase since the last meeting due to the DDA receiving tax revenue payment.
 - b) Accounts payable: Motion by Dahms, support by McGarry to approve the following accounts payable:
 - DuWayne's Market: \$1,064.79 (summer flowers, soil, fertilizer)
 - Karen Banks: \$73.09 (2-months SignUp Genius subscription, watering equipment)
 - Menard's: \$30.84 (watering nozzle and fittings)

VI. Action/Discussion Items:

- a) Parking Lot Fencing RFP: Reagan stated he had contacted a mason referred by DPW employee Scott Huber, but has gotten no response. He will continue searching. Dahms stated she will try to locate the mason who built the Union Bank's wall on Fourth Avenue.

- b) "Match on Main" Grant Update: Reagan stated that written grant agreements for the recipient businesses are ready to be signed once the \$50,000 in grant funds have been transmitted to the DDA from the MEDC. Discussion was held regarding issuance of a follow-up press release.

- c) Parking Area on 1st Street - EDA Grant: Reagan reported that he and DPW Superintendent Jesse Trout have reviewed the subject area, and concluded that the area needs more than just parking bumpers. Reagan has spoken with Dave Bee from the West Michigan Regional Planning Commission and Mark Stoor, the Village's engineer, regarding available grant funding for infrastructure projects from the U.S. Economic Development Administration. He reported that this parking area could be added to the Village's application for grant funding for the Pearl, Pleasant, Ionia and Emerson Streets road improvement project. Reagan stated he will reach out to Caledonia Farmers Elevator to discuss site improvements.

VII. Beautification Committee

Banks reported regarding her creation of an online sign-up module for watering volunteers via Sign-Up Genius. Rogers reported regarding his progress in recruiting volunteers. Discussion was held regarding fall decorations for downtown. Consensus was to purchase mums and attempt to locate a source for cornstalks.

Reagan reported regarding a recent accident in the downtown involving a semi tractor/trailer destroying a planter located at the corner of Fourth Avenue and Tupper Lake Street. The driver hasn't been identified, but APEC may have video footage. Banks stated that it's no longer possible to purchase the same planters as currently exist in the downtown, and suggested placing different, larger planters on the downtown corners similar to the ones in downtown Grand Rapids. She will contact Grand Rapids DDA and/or take photos.

VIII. Miscellaneous Correspondence: None.

IX. Board Member Comments

Rogers commented regarding a recent accident involving a motorist and a golf cart and raised concerns regarding vehicles speeding down Fourth Avenue. He wondered if four-way stops would be possible at the downtown intersections.

Rogers wondered if it would be possible to have a giant pine or spruce tree in the middle of a downtown intersection for the holidays, as is done in Ionia.

Rogers gave kudos to Jesse Trout and the DPW crew for how nice the Village Park looks.

Rogers left the meeting at 7:50 a.m.

Banks inquired if it would be possible to improve the entrance to the downtown business corridor at the corner of M-50 and Fourth Avenue; for example, a masonry short wall. Reagan will speak with the Village Engineer to get a ballpark design cost.

Guthrie stated the lights on the downtown trees look haphazard. Reagan stated he'd like to ask for more lights at the September meeting. Dahms inquired if a group other than the DPW could install the lights. Reagan suggested that the DPW take existing lights down and re-wrap only the trunks. Consensus was to give it a try.

McGarry inquired about the Village's stance in enforcing COVID-19 restrictions. Reagan stated current practice is to educate violators, then give a warning, and finally to refer the matter to the county health department and prosecutor. Dahms shared her experiences with patrons at Union Bank's branches. Dahms reported she was aware of complaints regarding people congregating without masks at the beer tent during the fair.

X. Adjournment

Without objection, meeting adjourned at 8:22 a.m.

Respectfully submitted,

Karen Banks, Recording Secretary