

VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT

MINUTES

Regular Meeting - Tuesday, July 9, 2019
Page Memorial Building, Lake Odessa MI

MEMBERS PRESENT: Karen Banks, Sue Dahms (7:05 a.m.), Sandy Guthrie, Daryl Hartzler, Sarah McGarry, Bill Rogers (7:04 a.m.), Darwin Thompson

ABSENT: None

STAFF: Patrick Reagan, Village Manager

VISITORS: None

1. **Call to Order:** Meeting called to order by Chair McGarry at 7:01 a.m.
2. **Agenda:** Motion by Banks, support by Hartzler, to approve agenda as presented. All ayes; motion carried, with Rogers absent.
3. **Public Comment:** None
4. **Minutes:** Motion by McGarry, support by Guthrie, to approve minutes of 5/9/2019 regular meeting. All ayes; motion carried.
5. **Finance:**
 - a) **Accounts Payable:** Motion by Guthrie, support by McGarry to approve payment of \$1,067.00 to Duwayne's Market for summer streetscape plants, soil and fertilizer. All ayes; motion carried, with Rogers absent.
 - b) **Finance Report:** There was no activity to report for the period ending June 2019.
6. **Discussion Items:**
 - a) **Lights on street trees:** Village Manager Reagan suggested the DDA purchase additional string lights for the downtown streetscape trees. Motion by Banks, support by Guthrie, to approve an amount not to exceed \$800 for purchase of lights for downtown trees. All ayes; motion carried.
 - b) **Lightpole Banners:** Motion by McGarry, support by Rogers, to approve an amount not to exceed \$3,500 for the purchase of 40 fall-themed lightpole banners for the downtown business district. All ayes; motion carried. Consensus was to authorize Beautification Committee (Rogers, Banks) to select a design.
 - c) **Decorative Fencing at Village Parking Lot:** Following discussion, motion by Banks, support by McGarry to authorize Village Manager Reagan to seek a proposal for design/engineering services for a decorative fence between sidewalk and village parking lot on Fourth Avenue.
 - d) **Downtown Plant Watering:** Discussion was held re: various options for keeping downtown flowers watered during the summer months. Village Manager Reagan reported that Jason

Litchfield submitted a proposal to water the downtown flowers at a cost of \$3,000 per month, for the months of June, July and August. Board consensus was the proposed price was too costly. Following further discussion, consensus was to continue with current watering program for now and explore other options, including possibly paying high school students or others.

- e) Downtown Snow Removal: Options for snow removal were discussed. Village Manager Reagan explained how the DPW prioritizes snow removal within the village.

7. **Beautification Committee**: No new items to report.

8. **Board Member Comments**:

- a) Thompson asked if the parking area along First Street next to Caledonia Farmers Elevator (CFE) could be painted with parking stripes. Discussion followed. Further discussion was held re: unsightly appearance of the CFE site, including whether CFE would sell or lease the property to the Village for additional parking, a possible farmers market, etc., and ideas for refurbishing the site.
- b) Banks reported the Lake Odessa Car Show is asking for donations for the 2019 show. Motion by Thompson, support by Guthrie to approve \$100 for the 2019 car show, in exchange for some form of acknowledgment. All ayes; motion carried.
- c) Dahms inquired what the \$5,000 budgeted in professional services was intended for. The line item is either for website design and marketing, or for professional fees in connection with the proposed parking lot fence.
- d) Guthrie stated her desire for more events in Lake Odessa as a way to bring people into town.

9. **Adjournment**: Motion by Banks, support by McGarry, to adjourn. All ayes; motion carried. Meeting concluded at 7:51 a.m.

Respectfully submitted,

Karen Banks, Recording Secretary