

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Regular Meeting - Tuesday, May 14, 2024
Page Memorial Building, Lake Odessa MI

Present: Sarah McGarry, Marilyn Danielson, Karen Banks, Bill Rogers, Darwin Thompson, Sue Dahms (7:04 a.m.)
Absent: Ben DeJong
Staff: Village Manager Gregg Guetschow, Village Clerk/Treasurer Kathy Forman

- I. Call to Order:** Meeting called to order by McGarry at 7:00 a.m.
- II. Agenda:** Motion by Banks, supported by McGarry, to approve the agenda. All ayes, motion carried, 5-0.
- III. Public Comment:** None.
- IV. Approval of Minutes:** Motion by Danielson, supported by McGarry, to approve minutes of 3/12/24 regular meeting. All ayes; motion carried, 5-0.
- V. Finance Report:** The Revenue and Expense report for the period ending 4/30/24 was reviewed.
- VI. Action/Discussion Items:**
- a) **DDA Plan Renewal Update:** Village Manager Guetschow presented the idea to use McKenna to do the DDA Development Plan. McKenna is the firm that will help the Village of Lake Odessa prepare the Master Plan. He would like to know if the DDA would consider a sole source agreement or if they need an RFP. This plan would help with use of downtown property and recommend projects and provide help with grants. May also help with a plan for alley maintenance. The DDA would define the scope of work before a contract is signed.
- Motion by Thompson, supported by Rogers to reach out to McKenna for a proposal to renew the DDA Plan. All ayes; motion carried, 6-0.
- VII. Beautification Committee:**
- Spring planting of flowers will be held on Saturday, May 25, 2024 at 9:00am. Banks proposed purchasing low growing shrubs (aronia) for the park monument.
- Motion by McGarry, supported by Danielson to purchase aronia and topsoil, not to exceed \$300.00. All ayes; motion carried, 6-0.

VIII. Board Member Comments:

Dahms – Did not receive the email. A test will be run to figure out what the problem is.

Rogers – Stated that the magazine article about Lake Odessa is great. He wanted to know what is being done about the music downtown. Also asked about the progress for the tree lights downtown. DPW will cut out the old tree lights and put up the new lights. McGarry will talk to her dad about looking at the current sound system.

A discussion started about what is allowed to be placed on the downtown sidewalks in front of the businesses. Guetschow stated we need to set standards which would be regulated under our street ordinance. Normally nothing goes on the sidewalk unless it is allowed by ordinance and policy. A plan should be recommended for what is allowed on the sidewalks.

IX. Adjournment: Without objection, meeting adjourned at 7:35 a.m.

Respectfully submitted,

Kathy Forman
Village Clerk/Treasurer