

**Village of Lake Odessa**  
**Downtown Development Authority**  
**Page Memorial Building**  
**Village Council Chambers**  
Tuesday, September 13, 2022  
7:00 a.m.

**Proposed Agenda**

**I. Call to Order**

**II. Approval of the Agenda**

**III. Public Comment**

**IV. Approval of Minutes**

- a) Minutes from the July 12, 2022 regular meeting.
- b) Minutes from the August 1, 2022 special meeting.

**V. Finance Report**

- a) DDA Financial Documents attached

**VI. Action/ Discussion Items**

- a) Downtown Plant Watering
- b) 2022 Garland Program
- c) Update: Community Entrance Sign
- d) Discussion: Downtown Paring Study

**VII. Beautification Committee Report**

**VIII. Miscellaneous Correspondence**

**IX. Board Member Comments**

**X. Adjournment**

VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT

MINUTES

Regular Meeting  
Tuesday, July 12, 2022  
Page Memorial Building  
839 Fourth Avenue  
Lake Odessa, Michigan 48849

PRESENT: Banks, Dahms, Danielson, Rogers

ABSENT: McGarry, Thompson

STAFF: Village Manager Reagan

VISITORS: None

I. **Call to Order:** Meeting called to order 7:02 am.

II. **Approval of Agenda:** Motion by Dahms, supported by Banks, to approve agenda as submitted. All ayes; motion carried, 4-0.

III. **Public Comment:** None.

IV. **Approval of Minutes:** Motion by Banks, supported by Rogers, to approve the minutes from the May 10, 2022 regular meeting. All ayes; motion carried, 4-0.

V. **Finance Report:** Motion by Banks, supported by Danielson, to approve the finance report as submitted. All ayes; motion carries 4-0.

VI. **Action/Discussion Items:** None

a) **Community Entrance Signs:** the group discussed the proposed community entrance sign. A special meeting will be required when a proof comes in for the sign.

VII. **Beautification Committee**

a) **Downtown Flower Pots:** it was stated that many compliments have been received on the flowers in the downtown area this year. Banks stated that more fertilizer is needed in the pots this summer.

VII. **Miscellaneous Correspondence:** None.

IX. **Board Member Comments**

a) Banks stated that the 2022 Art in the Park event is still in need of volunteers. Banks also reported about the tree carving proposal by the Arts Commission (in a large

stump in Village Park) and about the proposed Eagle Scout project of installing a flagpole in Village Park.

**X. Adjournment**

Without objection, meeting adjourned at 7:37 a.m.

Respectfully submitted,

Patrick Reagan  
Village Manager/ Village Clerk

VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY

DRAFT

MINUTES

Special Meeting  
Monday, August 1, 2022  
Page Memorial Building  
839 Fourth Avenue  
Lake Odessa, Michigan 48849

PRESENT: Banks, Dahms, McGarry, Rogers

ABSENT: Danielson, Thompson

STAFF: Village Manager Reagan

VISITORS: None

I. **Call to Order:** Meeting called to order 8:00 am.

II. **Approval of Agenda:** Motion by Dahms, supported by Banks, to approve agenda as submitted. All ayes; motion carried, 4-0.

III. **Public Comment:** None.

IV. **Action/Discussion Items:**

- a) **Community Entrance Signs:** discussion took place about the proposed community entrance sign in Village Park, at the northeast corner of Fourth Avenue and Jordan Lake Street. It was agreed that the sign area needs to be moved up eighteen inches in order to allow for plant growth that will not cover up the message area of the sign. Discussion took place about the wording on the sign itself, with the purpose of determining whether “Welcome to” or “Village of” should be utilized above the words “Lake Odessa.” The issue was raised as this sign will not be at the border of the community – instead, it is located near the center of the community. Motion by Dahms, supported by McGarry to use the phrase “Welcome to Lake Odessa” on this community entrance sign. Voice vote. 3-1 to approve the motion, with Banks opposed. Motion carries.

IX. **Board Member Comments**

- a) Rogers asked about community banner placement in this area once the sign is completed. Banners may not be placed on M-50, near the ambulance garage.

X. **Adjournment**

Without objection, meeting adjourned at 8:07 a.m.

Respectfully submitted,

Patrick Reagan  
Village Manager/ Village Clerk

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2022 NORMAL (ABNORMAL)	MONTH 09/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - BALANCE SHEET / GENERAL						
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00	0.00	0.00	30,000.00	0.00
248-000-539.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST	60.00	26.58	0.00	33.42	44.30
248-000-675.000	DONATIONS-PRIVATE SOURCES	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		31,060.00	26.58	0.00	31,033.42	0.09
TOTAL REVENUES		31,060.00	26.58	0.00	31,033.42	0.09
Expenditures						
Dept 275 - DDA						
248-275-727.000	OFFICE SUPPLIES	50.00	0.00	0.00	50.00	0.00
248-275-740.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-275-801.000	CONTRACTED SERVICES	8,000.00	571.00	0.00	7,429.00	7.14
248-275-806.000	AUDIT SERVICES	150.00	128.95	9.00	21.05	85.97
248-275-815.000	DUES & MEMBERSHIPS	25.00	25.00	0.00	0.00	100.00
248-275-816.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	0.00
248-275-880.000	COMMUNITY PROMOTION	1,000.00	0.00	0.00	1,000.00	0.00
248-275-881.000	ADVERTISING	500.00	750.00	0.00	(250.00)	150.00
248-275-955.000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
248-275-967.000	BEAUTIFICATION	44,000.00	3,624.10	0.00	40,375.90	8.24
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00	0.00	0.00	2,600.00	0.00
Total Dept 275 - DDA		56,825.00	5,099.05	9.00	51,725.95	8.97
TOTAL EXPENDITURES		56,825.00	5,099.05	9.00	51,725.95	8.97
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		31,060.00	26.58	0.00	31,033.42	0.09
TOTAL EXPENDITURES		56,825.00	5,099.05	9.00	51,725.95	8.97
NET OF REVENUES & EXPENDITURES		(25,765.00)	(5,072.47)	(9.00)	(20,692.53)	19.69

09/08/2022 04:33 PM  
User: PATRICK  
DB: Lake Odessa Vill

CHECK REGISTER FOR VILLAGE OF LAKE ODESSA  
CHECK DATE FROM 07/13/2022 - 09/08/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY						
08/01/2022	DDA	1203	LACOC	LAKWOOD AREA CHAMBER OF COMMERCE	2022 MEMBERSHIP DUES	25.00
08/04/2022	DDA	1204	TRUE	VILLAGE TRUE VALUE LUMBER	PLANTERS - PLANT FOOD	33.98
08/25/2022	DDA	1205	WALKER	WALKER, FLUKE & SHELDON, PLC	PROFESSIONAL SERVICES AUDIT	119.95
09/08/2022	DDA	1206	WALKER	WALKER, FLUKE & SHELDON, PLC	PROFESSIONAL SERVICES - CONSULTING IRS,	9.00

DDA TOTALS:

Total of 4 Checks:	187.93
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	<u>187.93</u>

VILLAGE OF LAKE ODESSA  
RECONCILED  
CHECKING / SAVINGS / CD ACCOUNT BALANCES  
AS OF AUGUST 31, 2022

GENERAL FUND	CHECKING	UNION BANK	\$ 832,683.94
GENERAL HIGHWAY FUND	CHECKING	UNION BANK	\$ 162,884.86
LOCAL STREET FUND	CHECKING	UNION BANK	\$ 345,081.25
MAJOR STREET FUND	CHECKING	UNION BANK	\$ 349,525.41
PAYROLL FUND	CHECKING	UNION BANK	\$ 26,511.65
WATER FUND	CHECKING	UNION BANK	\$ 581,313.84
ARTS COMMISSION	CHECKING	UNION BANK	\$ 23,470.82
DOWNTOWN DEVELOPMENT AUTHORITY	CHECKING	UNION BANK	\$ 58,066.26
LAKE ODESSA CAR SHOW	CHECKING	UNION BANK	\$ 6,352.18
LAKEWOOD COMMUNITY PROJECT	SAVINGS	UNION BANK	\$ 11,676.62
CAPITAL IMPROVEMENT PROJECT	CHECKING	UNION BANK	\$ 1,368.08
VEHICLE REPLACEMENT	SAVINGS	UNION BANK	\$ 55,911.47
GENERAL HIGHWAY BOND REDEMPTION	CHECKING	UNION BANK	\$ 3,688.80
WATER BOND REDEMPTION	CHECKING	UNION BANK	\$ 7,091.44
WATER BOND RESERVE	SAVINGS	MI 1 COMM CU	\$ 90,320.27
WATER RR&I	SAVINGS	UNION BANK	\$ 218,155.74
ARPA FUND	HYBRID CD	MI CLASS	\$ 215,311.97
GENERAL HIGHWAY FUND	HYBRID CD & CD	MI CLASS & PFCU	\$ 135,626.85
MAJOR STREET FUND	HYBRID CD & CD	MI CLASS & PFCU	\$ 109,553.28
WATER FUND	CD	PFCU	\$ 130,367.92



# Sid's Flower Shop, LLC

305 w. Main St. Ionia, Mi 48846 Kevin Kasper, Owner

(616) 527-4660 (866) 425-4983

[www.sidsflowersioniami.com](http://www.sidsflowersioniami.com)

August 1, 2022

Village of Lake Odessa

Thank you for participating in the Christmas Garland contract prepayment option. This is your reminder letter that your prepayment is now due. Payment is due by October 1<sup>st</sup>.

Light Poles	\$864.00
Trailer of Greens	<u>\$500.00</u>
Your total for this year is	\$1364.00

You will also get garland on the fence, but you paid for it last year and the Fence wasn't installed yet. So you are already paid for this year. The cost of the garland on the fence is \$144.00.

If you have any questions please give me a call.

Kevin Kasper  
Sid's Flower Shop, LLC  
616-527-4660



Geotechnical  
Environmental  
Water Resources  
Ecological

August 30, 2022  
Proposal No. 601051

Via Email: [manager@lakeodessa.org](mailto:manager@lakeodessa.org)  
Mr. Patrick Reagan, Manager  
Village of Lake Odessa  
839 Fourth Avenue  
Lake Odessa, MI 48849

**RE: Proposal for Engineering Services  
Parking Study**

Dear Mr. Reagan:

Per our discussions, the Village would like to perform a parking study to determine the current status of available spaces within the downtown area, and to help direct the Village on potential for future improvements and expansion. Most specifically, the Village wishes to learn whether there are parking capacity issues within the downtown area during typical busy periods, most notably Wednesday mornings and Saturday mornings.

The proposal below outlines the efforts expected to complete the parking study, and the anticipated budget for those efforts.

**Scope of Services**

Task A: Preliminary Mapping and Catalog Setup - \$1700

GEI will prepare a base map of the Village's downtown area, complete with a parking stall layout. The stalls will be assigned corresponding numbers so that data can be collected with as much detail as possible to allow for examination of the results of the survey. Stall information will be recorded using the most recent aerial mapping available through standard websites.

We will also prepare forms to be used by field personnel that will allow for collection of information during each of the survey periods.

Task B: Parking Survey - \$1800

GEI proposes to perform a survey of the parking areas on three separate days. Surveys will be performed every hour, for the period of the study, beginning at one end of the downtown area and finishing at the other end, before resetting. As discussed previously, the Village is primarily concerned with Wednesday and Saturday mornings, so the survey will include each of those days, as well as one additional control day to establish the average daily parking.

Task C: Parking Study - \$1500

Upon completion of the survey, GEI will prepare a summary report of the data collected, conclusions that can be made from review of the data, and recommendations, if any, to the Village.

**Fees and Schedule**

The tasks outlined in the Scope of Services above will be billed on a lump sum basis with a fee of **\$5,000**. We are prepared to begin this work after execution of this proposal. If this fee is agreeable, please sign this proposal where indicated, and return via e-mail to [mstoor@geiconsultants.com](mailto:mstoor@geiconsultants.com).

**Terms and Conditions**

Terms and conditions shall be as outlined in the Master Services Agreement between the Village and GEI consultants. If you have any questions regarding this proposal or need any additional information, please do not hesitate to contact me at (517) 803-4603 or email me at [mstoor@geiconsultants.com](mailto:mstoor@geiconsultants.com).

Thank you for the opportunity to present this proposal for professional engineering services

Sincerely,

GEI CONSULTANTS OF MICHIGAN, P.C.



Mark F Stoor, P.E.  
Senior Project Manager



Mike Gatzow, P.E.  
Senior Vice President

Proposal Acceptance By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title