

Village of Lake Odessa
Downtown Development Authority
Page Memorial Building
Village Council Chambers
Tuesday, January 10, 2023
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 November 8, 2022 Regular DDA Meeting
- b) Minutes from the December 13, 2022 Special DDA Meeting

V. Finance Report

- a) DDA Financial Documents attached

VI. Action/ Discussion Items

- a) Election of Officers
 - Chairperson
 - Vice-Chairperson
 - Treasurer
 - Secretary

- b) Food Truck Survey

- c) 2023-2024 Budget

VII. Beautification Committee Report

- a) Christmas Garland sponsorship program recap

VIII. Miscellaneous Correspondence

IX. Board Member Comments

X. Adjournment

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Regular Meeting - Tuesday, November 8, 2022
Page Memorial Building, Lake Odessa MI

PRESENT: Karen Banks, Sue Dahms, Bob Green, Sarah McGarry

ABSENT: Marilyn Danielson, Bill Rogers Darwin Thompson

VISITORS: None

- I. **Call to Order:** Meeting called to order by McGarry at 7:02 a.m.
- II. **Approval of Agenda:** Motion by Banks, support by Dahms, to approve agenda as presented. All ayes; motion carried.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:**
 - a) Minutes from 9/13/22 regular meeting. Motion by McGarry, support by Dahms, to approve. All ayes; motion carried.
- V. **Finance Report:**
 - a) Revenue & Expense report and October 2022 bank statement were reviewed. Current account balance is \$47,403.35 as of 10/31/22. November tax revenue has not yet been received.
 - b) Motion by Dahms, support by McGarry, to approve expenditures totaling \$1,063.50 for period 9/15/22 to present. All ayes; motion carried.
- VI. **Action/Discussion Items:**
 - a) 2022 Garland Program: Banks reported that to date 16 sponsorships have been received. Dahms, Green and McGarry will distribute sponsorship forms at their businesses, and Green will place forms at Carl's Market.
 - b) Community Entrance Sign: No update.
 - c) MDNR SPARK Grant Application Letter of Support: Banks described the SPARK grant program and the project for which the Village plans to seek grant funding (beach improvements). Motion by McGarry, support by Green, to authorize McGarry to sign letter of support from the DDA. All ayes; motion carried.
 - d) Downtown Alleys: Discussion was held regarding who bears responsibility for maintenance of the paved alleys abutting the downtown business district. Consensus was to continue dialogue with the Village and request an analysis of the condition of the different alleys and cost to resurface and/or repair same.

- e) Food Trucks: Banks stated that a local business owner has asked that food trucks be allowed to operate within the village, and explained that the Village's existing peddlers and solicitors ordinance prohibits the operation of food trucks on public property. She stated the Village Council has referred the matter to the DDA for study and recommendation. Discussion followed. Consensus was to develop a survey to gather input from Lake Odessa businesses. A special meeting will be held on Tuesday, December 13, 7:00 a.m. to discuss and develop survey questions.
- f) Chamber of Commerce Christmas Parade: Motion by Dahms, support by McGarry, to approve an amount not to exceed \$200 toward cost of co-sponsoring with the Chamber of Commerce the 2022 Christmas parade. All ayes; motion carried.
- g) 2023-2024 Budget: Motion by Banks, support by Dahms, to table budget discussion until January 2023 meeting. All ayes; motion carried.
- h) 2023 Meeting Schedule: Motion by Banks, support by McGarry, to approve the following meeting schedule for 2023, all meetings to be at 7:00 a.m. at the Page Building:
 - Tuesday, January 10, 2023
 - Tuesday, March 14, 2023
 - Tuesday, May 9, 2023
 - Tuesday, July 11, 2023
 - Tuesday, September 12, 2023
 - Tuesday, November 14, 2023
 All ayes; motion carried.
- i) Public Art project in conjunction with Arts Commission: Banks stated that the Arts Commission is interested in meeting with the DDA to discuss potential public art installation(s), and explained potential grant funding opportunities. Discussion followed. Board members expressed interest in a mural for the DDA district. The matter will be referred back to the Arts Commission to identify potential mural sites, muralists and cost.

VII. Beautification Committee Report: Banks reported that recently the DPW had drained and removed the downtown flower pots. Duwayne Dykhouse (Duwayne's Market) has offered to store the containers at his greenhouse.

VIII. Miscellaneous Correspondence: None

IX. Board Member Comments: None

X. Adjournment: Without objection, meeting adjourned at 8:05 a.m.

Respectfully submitted,

Karen Banks, Acting Recording Secretary

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Special Meeting - Tuesday, December 13, 2022
Page Memorial Building, Lake Odessa MI

PRESENT: Karen Banks, Sue Dahms, Darwin Thompson, Bill Rogers, Bob Green,
Sarah McGarry

ABSENT: Marilyn Danielson

STAFF: Patrick Reagan, Village Manager

VISITORS: None

I. Call to Order: Meeting called to order by McGarry at 7:01 a.m.

II. Approval of Agenda: Motion by Dahms, support by Banks, to approve agenda as presented. All ayes; motion carried.

III. Public Comment: None.

IV. Approval of Minutes:
a) None.

V. Finance Report:
a) None

VI. Action/Discussion Items:

- a) Food Trucks in the Village: the Board discussed developing a survey to gain attitudes and opinions about allowing food trucks within the Village. Discussion took place about the target for the surveys. It was agreed that restaurants, who would likely be affected most by the allowance of food trucks in the Village should be surveyed first, then to open a survey up to other Village residents and businesses. It was also discussed that there needs to be “face-to-face” contact made with restaurant owners in order to let them know about the importance of taking this survey. The Village Manager and President Banks will develop a survey using Survey Monkey.

The Board then made a list of the restaurants in the Village and also discussed potential questions to be asked on the survey.

VII. Beautification Committee Report: None

VIII. Miscellaneous Correspondence: None

IX. Board Member Comments: None

X. Adjournment: Without objection, meeting adjourned at 7:57 a.m.

Respectfully submitted,

Patrick Reagan, Village Manager/ Clerk

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2023 NORMAL (ABNORMAL)	MONTH 01/31/2023 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	22,843.72	0.00	7,156.28	76.15
248-000-540.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST	60.00	60.53	0.00	(0.53)	100.88
248-000-674.000	DONATIONS-PRIVATE SOURCES	1,000.00	860.00	0.00	140.00	86.00
Total Dept 000 - BALANCE SHEET / GENERAL		31,060.00	23,764.25	0.00	7,295.75	76.51
TOTAL REVENUES		31,060.00	23,764.25	0.00	7,295.75	76.51
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
248-275-750.000	DUES & MEMBERSHIPS	25.00	25.00	0.00	0.00	100.00
248-275-752.000	EDUCATION & TRAINING	500.00	0.00	0.00	500.00	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	0.00	21.05	85.97
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	3,823.60	0.00	40,176.40	8.69
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00	864.00	0.00	1,736.00	33.23
Total Dept 275 - DDA		56,825.00	6,162.55	0.00	50,662.45	10.84
TOTAL EXPENDITURES		56,825.00	6,162.55	0.00	50,662.45	10.84
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		31,060.00	23,764.25	0.00	7,295.75	76.51
TOTAL EXPENDITURES		56,825.00	6,162.55	0.00	50,662.45	10.84
NET OF REVENUES & EXPENDITURES		(25,765.00)	17,601.70	0.00	(43,366.70)	68.32

VILLAGE OF LAKE ODESSA
RECONCILED
CHECKING / SAVINGS / CD ACCOUNT BALANCES
AS OF NOVEMBER 30, 2022

GENERAL FUND	CHECKING	UNION BANK	\$ 1,109,400.11
GENERAL HIGHWAY FUND	CHECKING	UNION BANK	\$ 280,055.08
LOCAL STREET FUND	CHECKING	UNION BANK	\$ 209,681.71
MAJOR STREET FUND	CHECKING	UNION BANK	\$ 332,757.48
PAYROLL FUND	CHECKING	UNION BANK	\$ 4,110.41
WATER FUND	CHECKING	UNION BANK	\$ 801,947.22
ARTS COMMISSION	CHECKING	UNION BANK	\$ 23,229.95
DOWNTOWN DEVELOPMENT AUTHORITY	CHECKING	UNION BANK	\$ 80,595.18
LAKE ODESSA CAR SHOW	CHECKING	UNION BANK	\$ 6,353.12
LAKEWOOD COMMUNITY PROJECT	SAVINGS	UNION BANK	\$ 11,679.81
CAPITAL IMPROVEMENT PROJECT	CHECKING	UNION BANK	\$ 1,368.29
VEHICLE REPLACEMENT	SAVINGS	UNION BANK	\$ 59,116.71
GENERAL HIGHWAY BOND REDEMPTION	CHECKING	UNION BANK	\$ 5,936.60
WATER BOND REDEMPTION	CHECKING	UNION BANK	\$ 7,928.64
WATER BOND RESERVE	SAVINGS	MI 1 COMM CU	\$ 90,331.53
WATER RR&I	SAVINGS	UNION BANK	\$ 218,269.62
ARPA FUND	HYBRID CD	MI CLASS	\$ 217,021.21
GENERAL HIGHWAY FUND	HYBRID CD & CD	MI CLASS & PFCU	\$ 136,570.58
MAJOR STREET FUND	HYBRID CD & CD	MI CLASS & PFCU	\$ 110,334.34
WATER FUND	CD	PFCU	\$ 131,181.25

DEPT 275 DDA

GL Number	Description	2022-23 Original Budget	12/31/2022 Amended Budget	YTD As Of 12/31/2022	2022-23 Projected	2023-24 Requested	2023-24		2024-25 Projected	2025-26 Projected
							RECOMMENDED	APPROVED		
Fund 248										
--- Estimated Revenue ---										
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00	30,000.00	22,843.72	30,000.00	30,000.00	0.00	0.00	0.00	0.00
248-000-540.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST	60.00	60.00	60.53	63.00	65.00	0.00	0.00	0.00	0.00
248-000-674.000	DONATIONS-PRIVATE SOURCES	1,000.00	1,000.00	860.00	860.00	1,000.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		31,060.00	31,060.00	23,764.25	30,923.00	31,065.00	0.00	0.00	0.00	0.00
--- Appropriations ---										
248-275-727.000	OFFICE SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00
248-275-740.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-750.000	DUES & MEMBERSHIPS	25.00	25.00	25.00	25.00	25.00	0.00	0.00	0.00	0.00
248-275-752.000	EDUCATION & TRAINING	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00
248-275-801.000	CONTRACTED SERVICES	8,000.00	8,000.00	571.00	571.00	0.00	0.00	0.00	0.00	0.00
248-275-806.000	AUDIT SERVICES	150.00	150.00	128.95	128.95	0.00	0.00	0.00	0.00	0.00
248-275-880.000	COMMUNITY PROMOTION	1,000.00	1,000.00	0.00	89.70	0.00	0.00	0.00	0.00	0.00
248-275-881.000	ADVERTISING	500.00	500.00	750.00	750.00	0.00	0.00	0.00	0.00	0.00
248-275-955.000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-967.000	BEAUTIFICATION	44,000.00	44,000.00	3,823.60	3,823.60	0.00	0.00	0.00	0.00	0.00
248-275-967.002	CHRISTMAS DECORATIONS	2,600.00	2,600.00	864.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations:		56,825.00	56,825.00	6,162.55	5,388.25	575.00	0.00	0.00	0.00	0.00