



Downtown Development Authority

# LAKE ODESSA

## AGENDA

Regular Meeting  
Tuesday, May 9 - 7:00 a.m.  
Page Memorial Building  
Lake Odessa, Michigan

1. Call to Order / Roll Call
2. Approval of Agenda
3. Public Comment on Agenda Items  
*Under the Open Meetings Act, any citizen may come forward at this time and make comment on items that appear on the agenda. Comments will be limited to five minutes per person. Anyone who would like to speak shall state his/her name and address for the record. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak.*
4. Minutes
  - a) 3/29/2023 Regular Meeting
5. Finance Report
  - a) Revenue/Expense Reports for Periods Ending 3/31/23 and 4/30/2023
  - b) Check Register – March & April 2023
  - c) Bank Reconciliation – March & April 2023
  - d) Bank Statement – March & April 2023
6. Action/Discussion Items:
  - a) Discuss Temporary Use Ordinance Draft for Food Trucks
  - b) Discuss plan for preparation of report to taxing jurisdictions (Ionia County, Odessa Township, Library, etc.)
  - c) Update on Parking Study
7. Board Member Comments
8. Adjournment

**Next Regular Meeting:** Tuesday, July 11, 2023 - 7:00 a.m.

VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

Regular Meeting - Wednesday, March 29, 2023  
Page Memorial Building, Lake Odessa MI

PRESENT: Karen Banks, Bill Rogers, Marilyn Danielson, Sarah McGarry, Bob Green, Darwin Thompson

ABSENT: Sue Dahms

STAFF: Village Gregg Guetschow, Village Clerk/Treasurer Forman

VISITORS: None

- I. **Call to Order:** Meeting called to order by McGarry at 7:00 a.m.
- II. **Approval of Agenda:** Motion by Banks, supported by Green, to approve agenda as amended. All ayes; motion carried, 6-0.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:**
  - a) Minutes from 1/10/23 regular meeting. Motion by Banks, supported by McGarry, to approve. All ayes; motion carried, 6-0.
  - b) Minutes from 2/14/23 special meeting. Motion by Banks, supported by Green, to approve. All ayes; motion carried 6-0.
- V. **Finance Report:**
  - a) Revenue & Expense report and February 2023 bank statement were reviewed. Current account balance is \$80,476.29 as of 2/28/23.  
  
Motion by Banks, supported by McGarry, to approve the check report for February 2023. All ayes; motion carried 6-0.
- VI. **Action/Discussion Items:**
  - a) **Food Trucks:** Discussed allowing food trucks to operate in the village.  
  
Motion by McGarry, supported by Green to recommend to the Village Council a moratorium on food trucks. All ayes; motion carried, 6-0.
  - b) **Village Welcome Sign:** Discussed and reviewed the proposed sign design from GEI Consultants for the Welcome Sign. Zoning does not need a site plan review.  
  
Motion by Banks, supported by McGarry to approve the concept plan provided and put the project out for bids. All ayes; motion carried, 6-0.

- c) Discuss plan for preparation of report to taxing jurisdictions (Ionia County, Odessa Township, Library, etc.)

Motion by Banks, supported by Rogers, to table this until the May 9, 2023 meeting. All ayes; motion carried 6-0.

- d) Motion by McGarry, supported by Thompson, to provide Art in the Park with a \$500.00 sponsorship. All ayes; motion carried 6-0.

Motion by McGarry, supported by Banks, to provide the Lake Odessa Fair with a \$250.00 sponsorship. All ayes; motion carried 6-0.

- e) Mural Project: Discussed interest in placing a mural in the downtown area of Lake Odessa. Lake Odessa Area Arts Commission is interested in partnering with the DDA on the project.
- f) Alley Maintenance: Discussed ideas for alley maintenance. Possibility of maintaining improved alleyways only. Jesse Trout will be invited to the May 9, 2023 meeting.
- g) Parking: Discussed challenges for parking in the downtown area.

Motion by McGarry, seconded by Banks to contact Walker Parking for pricing of a parking study. All ayes; motion carried 6-0.

#### **VII. Beautification Committee Report:**

- a) Spring planting: There will be a workday on Saturday, May 27, 2023. Everyone should meet at 9:00am in front of the Page Memorial Building. The plan will be similar to last year.

#### **VIII. Miscellaneous Correspondence: None**

#### **IX. Board Member Comments:**

- a) Banks notified members that the Village Manager search is moving forward. There will be a Special Meeting on Monday, April 10, 2023 to review applicants and select potential candidates to interview. On Saturday, April 15, 2023 there will be a Special Meeting to interview selected candidates. Interviews will be held in an Open Meeting.

#### **X. Adjournment:** Without objection, meeting adjourned at 8:11 a.m.

Respectfully submitted,

Kathy Forman  
Village Clerk/Treasurer

DRAFT

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	0.00		0.00		0.00		0.00	0.00
248-000-540.000	STATE GRANTS	0.00		0.00		0.00		0.00	0.00
248-000-665.000	INTEREST	0.00		18.17		18.17		(18.17)	100.00
248-000-674.000	DONATIONS-PRIVATE SOURCES	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		18.17		18.17		(18.17)	100.00
TOTAL REVENUES		0.00		18.17		18.17		(18.17)	100.00
Expenditures									
Dept 275 - DDA									
248-275-727.000	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
248-275-740.000	POSTAGE	0.00		0.00		0.00		0.00	0.00
248-275-750.000	DUES & MEMBERSHIPS	0.00		0.00		0.00		0.00	0.00
248-275-752.000	EDUCATION & TRAINING	0.00		0.00		0.00		0.00	0.00
248-275-801.000	CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
248-275-806.000	AUDIT SERVICES	0.00		0.00		0.00		0.00	0.00
248-275-880.000	COMMUNITY PROMOTION	0.00		0.00		0.00		0.00	0.00
248-275-881.000	ADVERTISING	0.00		750.00		750.00		(750.00)	100.00
248-275-955.000	MISCELLANEOUS EXPENSE	0.00		0.00		0.00		0.00	0.00
248-275-967.000	BEAUTIFICATION	0.00		0.00		0.00		0.00	0.00
248-275-967.002	CHRISTMAS DECORATIONS	0.00		0.00		0.00		0.00	0.00
Total Dept 275 - DDA		0.00		750.00		750.00		(750.00)	100.00
TOTAL EXPENDITURES		0.00		750.00		750.00		(750.00)	100.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		0.00		18.17		18.17		(18.17)	100.00
TOTAL EXPENDITURES		0.00		750.00		750.00		(750.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00		(731.83)		(731.83)		731.83	100.00

User: KATHY

DB: Lake Odessa Vil

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2023 (ABNORMAL)	MONTH 04/30/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	0.00		0.00		0.00		0.00	0.00
248-000-540.000	STATE GRANTS	0.00		0.00		0.00		0.00	0.00
248-000-665.000	INTEREST	0.00		43.63		25.46		(43.63)	100.00
248-000-674.000	DONATIONS-PRIVATE SOURCES	0.00		0.00		0.00		0.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		0.00		43.63		25.46		(43.63)	100.00
TOTAL REVENUES		0.00		43.63		25.46		(43.63)	100.00
Expenditures									
Dept 275 - DDA									
248-275-727.000	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
248-275-740.000	POSTAGE	0.00		0.00		0.00		0.00	0.00
248-275-750.000	DUES & MEMBERSHIPS	0.00		0.00		0.00		0.00	0.00
248-275-752.000	EDUCATION & TRAINING	0.00		0.00		0.00		0.00	0.00
248-275-801.000	CONTRACTED SERVICES	0.00		0.00		0.00		0.00	0.00
248-275-806.000	AUDIT SERVICES	0.00		0.00		0.00		0.00	0.00
248-275-880.000	COMMUNITY PROMOTION	0.00		0.00		0.00		0.00	0.00
248-275-881.000	ADVERTISING	0.00		750.00		0.00		(750.00)	100.00
248-275-955.000	MISCELLANEOUS EXPENSE	0.00		0.00		0.00		0.00	0.00
248-275-967.000	BEAUTIFICATION	0.00		3,219.50		3,219.50		(3,219.50)	100.00
248-275-967.002	CHRISTMAS DECORATIONS	0.00		0.00		0.00		0.00	0.00
Total Dept 275 - DDA		0.00		3,969.50		3,219.50		(3,969.50)	100.00
TOTAL EXPENDITURES		0.00		3,969.50		3,219.50		(3,969.50)	100.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		0.00		43.63		25.46		(43.63)	100.00
TOTAL EXPENDITURES		0.00		3,969.50		3,219.50		(3,969.50)	100.00
NET OF REVENUES & EXPENDITURES		0.00		(3,925.87)		(3,194.04)		3,925.87	100.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY					
03/17/2023	DDA	1212	015	VILLAGE OF LAKE ODESSA - GENERAL	11.40
03/17/2023	DDA	1213	CARDMEMBER	CARDMEMBER SERVICE	99.00
03/29/2023	DDA	1214	FAIR	LAKE ODESSA FAIR	250.00
03/29/2023	DDA	1215	LOAAC	LAKE ODESSA AREA ARTS COMMISSION	500.00
04/21/2023	DDA	1216	GEI	GEI CONSULTANTS	3,219.50
DDA TOTALS:					
Total of 5 Checks:					4,079.90
Less 0 Void Checks:					0.00
Total of 5 Disbursements:					4,079.90

GL Number	Description	Beginning Balance
248-000-001.024	CASH-DDA CHECKING	80,476.29
Beginning GL Balance:		80,476.29
Less: Cash Disbursements		(860.40)
Add: Journal Entries/Other		18.17
Ending GL Balance:		79,634.06

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	79,634.06
Ending GL Balance:		79,634.06
Ending Bank Balance:		79,884.06
Add: Deposits in Transit		0.00
Less: Outstanding Checks		

Check Date	Check Number	Name	AP Checks	Amount
03/29/2023	1214	LAKE ODESSA FAIR		250.00
Total - 1 Outstanding Checks:				250.00
Adjusted Bank Balance				79,634.06
Unreconciled Difference:				0.00

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



VILLAGE OF LAKE ODESSA  
 DOWNTOWN DEVELOPMENT AUTHORITY  
 839 FOURTH AVENUE  
 LAKE ODESSA MI 48849

Date 3/31/23 Page 1  
 Account Number XXXXXXXXXXXXX6015  
 Enclosures 3

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**CHECKING ACCOUNTS**

PUBLIC CHECKING		Number of Enclosures	3
Account Number	XXXXXXXXXXXX6015	Statement Dates	3/01/23 thru 4/02/23
Previous Balance	80,476.29	Days in the statement period	33
Deposits/Credits	.00	Average Ledger	80,380.84
3 Checks/Debits	610.40	Average Collected	80,380.84
Service Charge	.00	Interest Earned	18.17
Interest Paid	18.17	Annual Percentage Yield Earned	0.25%
Ending Balance	79,884.06	2023 Interest Paid	50.73

**ACTIVITY IN DATE ORDER**

Date	Description	Amount
4/02	Interest Deposit	18.17

**CHECKS IN SERIAL NUMBER ORDER**

Date	Check No	Amount	Date	Check No	Amount
3/20	1212	11.40	3/30	1215*	500.00
3/24	1213	99.00			

\*Indicates Skip in Check Number

**DAILY BALANCE INFORMATION**

Date	Balance	Date	Balance	Date	Balance
3/01	80,476.29	3/24	80,365.89	4/02	79,884.06
3/20	80,464.89	3/30	79,865.89		

**INTEREST RATE SUMMARY**

Date	Interest Rate
2/28	0.250000%

In case of errors or questions about your electronic transfers please contact  
 Union Bank at 933 Fourth Avenue, Lake Odessa, Mi 48849  
 You may also contact us for a full Funds Availability Disclosure.



GL Number	Description	Beginning Balance
248-000-001.024	CASH-DDA CHECKING	79,634.06
Beginning GL Balance:		79,634.06
Less: Cash Disbursements		(3,219.50)
Add: Journal Entries/Other		25.46
Ending GL Balance:		76,440.02

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	76,440.02
Ending GL Balance:		76,440.02
Ending Bank Balance:		76,440.02
Add: Deposits in Transit		0.00
Less: Outstanding Checks		

Total - 0 Outstanding Checks:  
Adjusted Bank Balance 76,440.02  
Unreconciled Difference: 0.00

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



VILLAGE OF LAKE ODESSA  
 DOWNTOWN DEVELOPMENT AUTHORITY  
 839 FOURTH AVENUE  
 LAKE ODESSA MI 48849

Date 4/28/23 Page 1  
 Account Number XXXXXXXXXXXX6015  
 Enclosures 2

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**CHECKING ACCOUNTS**

Please be informed that Union Bank fee schedules have been updated.  
 All changes will be effective on June 1, 2023.  
 Please review the statement enclosure for a detailed list of changes.

PUBLIC CHECKING		Number of Enclosures	2
Account Number	XXXXXXXXXXXX6015	Statement Dates	4/03/23 thru 4/30/23
Previous Balance	79,884.06	Days in the statement period	28
Deposits/Credits	.00	Average Ledger	78,970.95
2 Checks/Debits	3,469.50	Average Collected	78,970.95
Service Charge	.00	Interest Earned	25.46
Interest Paid	25.46	Annual Percentage Yield Earned	0.42%
Ending Balance	76,440.02	2023 Interest Paid	76.19

**ACTIVITY IN DATE ORDER**

Date	Description	Amount
4/30	Interest Deposit	25.46

**CHECKS IN SERIAL NUMBER ORDER**

Date	Check No	Amount	Date	Check No	Amount
4/06	1214	250.00	4/25	1216*	3,219.50

\*Indicates Skip in Check Number

**DAILY BALANCE INFORMATION**

Date	Balance	Date	Balance
4/03	79,884.06	4/25	76,414.56
4/06	79,634.06	4/30	76,440.02

**INTEREST RATE SUMMARY**

Date	Interest Rate
4/02	0.250000%
4/24	0.950000%

In case of errors or questions about your electronic transfers please contact  
 Union Bank at 933 Fourth Avenue, Lake Odessa, Mi 48849  
 You may also contact us for a full Funds Availability Disclosure.

## Section 26-102 Temporary Uses

The Zoning Administrator may issue temporary use permits for the uses listed below, unless otherwise indicated, after determining that such uses will meet the standards under subsection (e) of this section and review standards for the specific use included in this section. The Zoning Administrator, in his or her discretion, may refer any request for a temporary use permit to the Planning Commission, which shall apply the same standards for review and approval as are required of the Zoning Administrator.

- (a) **Temporary Uses in All Districts.** Permits may be issued for the following temporary uses in all zoning districts subject to the standards specified herein:
  - 1. Temporary buildings and facilities for uses incidental to construction work for a period of up to 12 months. Such buildings shall be removed within 15 days after completion or abandonment of construction work;
  - 2. Storage of building supplies and machinery, temporary storage buildings, the assembly of materials and customary trade; and contractor, architect, and identification signs in connection with a construction project for a period of up to 12 months;
  - 3. Parking on unimproved areas of a property for a period of up to 30 days.
- (b) **Temporary Uses in the CBD – Central Business District and HC – Highway Commercial District.** Permits may be issued for the following temporary uses in the CBD- Central Business District and HC – Highway Commercial district subject to the standards specified herein:
  - 1. Temporary outdoor structures, facilities, fixtures, and furnishings in connection with seasonal uses of a commercial nature for a period not to exceed 30 days in any calendar year; provided such structures, facilities, fixtures, and furnishings do not occupy more than 20% of required parking spaces for the principal use on the site;
  - 2. Temporary outdoor structures, facilities, fixtures, and furnishings in connection with special events of a commercial nature, such as grand opening celebrations and sales promotions, for a period not to exceed 7 days in any calendar year; provided such structures, facilities, fixtures, and furnishings do not occupy more than 20% of required parking spaces for the principal use on the site.
- (c) **Temporary Uses in the R1 and R3 Residential Districts.** Permits may be issued for temporary outdoor structures, facilities, fixtures, and furnishings in connection with special events of a noncommercial nature by churches on their property in the R1 and R3 residential districts; provided such structures, facilities, fixtures, and furnishings do not occupy more than 20% of required parking spaces for the primary use on the site.
- (d) **Mobile Food Establishments.** Permits may be issued for food trucks, barbeque wagons, and similar mobile food establishments in conjunction with uses for which temporary use permits are issued pursuant to subsections (b) and (c) of this section subject to the following standards:
  - 1. The operator of the mobile food establishment shall obtain a license pursuant to Chapter 21 of the Village of Lake Odessa Code of Ordinances;

2. The area occupied by the mobile food establishment shall be included within the 20% limitation on occupancy of required parking spaces for the permitted temporary use;
  3. The mobile food establishment shall operate only during hours of operation of the permitted temporary use;
  4. The mobile food establishment and all associated facilities, fixtures, and furnishings shall be located on a paved surface;
  5. The mobile food establishment shall provide waste receptacles capable of preventing blowing of waste around or from the site and shall arrange for regular removal of waste so as to prevent waste spilling from the receptacles onto the site.
- (e) **General Standards for Temporary Uses.** All temporary uses permitted pursuant to this section shall comply with the following general standards:
1. The principal use of the site has been granted site plan approval and is in compliance with all current zoning regulations;
  2. The location of any temporary structures, facilities, fixtures, and furnishings, and of any materials, supplies, and equipment shall conform to all of the regulations of the zoning district in which they are situated and all other applicable regulations of this Chapter;
  3. The temporary use will not be injurious to adjacent properties or the surrounding neighborhood and will not otherwise affect public health, safety, or welfare;
  4. The temporary use, if located within 200 feet of property zoned residential, shall not create noise in excess of that typical of residential areas nor will it result in glare from artificial lights that illuminates an area beyond the property line where the temporary use is located;
  5. Signs associated with the temporary use shall comply with the sign standards for the zoning district in which the temporary use is located.
- (f) **Applications for Temporary Use Permits.** Applications for temporary use permits shall be submitted in writing on forms prescribed by the Zoning Administrator. The application shall include a sketch showing the location of any permanent structures and parking facilities on the site and the proposed locations of all temporary structures, facilities, fixtures, furnishings, materials, and supplies.
- (g) **Extension or Renewal of Temporary Use Permits.** Any applicant who wishes to extend or renew a temporary use permit previously granted by the Zoning Administrator shall submit a new application pursuant to subsection (f) of this section and shall state the reason or reasons for requesting the permit extension or renewal. If the time period of such extension or renewal would extend beyond the limitations for such temporary use as provided in this section, the Zoning Administrator shall refer the application to the Planning Commission for action. The Planning Commission shall not grant its approval for the extension or renewal if the temporary use fails to comply in all other respects with the standards described in this section or if the applicant fails to demonstrate good cause why the permit should be granted.
- (h) **Temporary Open Air Businesses.** The provisions of Section 36.95 (7) applicable to temporary open air businesses shall be deemed to supersede the provisions of this

section except for those provisions of subsection (d) of this section. A temporary open air business may apply for a temporary use permit pursuant to subsection (d) in conjunction with, and subject to the same restrictions as, a special event of a commercial nature as described in subsection (b)2.

- (i) **PR - Public Recreational District.** The provisions of this section shall not apply to uses permitted by right in the PR - Public Recreational District pursuant to Section 36-35(j)(2)c of this Chapter.