



Downtown Development Authority

# LAKE ODESSA

## AGENDA

Regular Meeting  
Tuesday, November 19, 2024 - 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 three 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. Approval of Minutes
  - a) 10/8/2024 Special Meeting
5. Finance Report
  - a) Revenue/Expense Report for Period Ending 10/31/2024
  - b) Check Register – October 2024
  - c) Bank Reconciliation – October 2024
6. Action/Discussion Items:
  - a) McKenna – DDA Plan Update
  - b) Sidewalk Obstructions Ordinance Amendment Rev. 10/31/24
  - c) 2025 Meeting Dates
  - d) Holiday Garland Sponsorship Program
  - e) Christmas Parade Co-Sponsorship with Lakewood Area Chamber of Commerce
7. Board Member Comments
8. Adjournment

**Next Regular Meeting:** Tuesday, ??? - 7:00 a.m.

**VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**MINUTES**

Special Meeting - Tuesday, October 8, 2024  
Page Memorial Building, Lake Odessa MI

Present: Sarah McGarry, Marilyn Danielson, Karen Banks, Bill Rogers  
Absent: Sue Dahms, Darwin Thompson  
Staff: Village Manger Gregg Guetschow, Village Clerk/Treasurer Kathy Forman  
Guests: McKenna Representative Danielle Bouchard

- I. **Call to Order:** Meeting called to order by McGarry at 7:01 a.m.
- II. **Agenda:** Motion by McGarry, supported by Banks, to approve the agenda. All ayes, motion carried, 4-0.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:** Motion by McGarry, supported by Banks, to approve minutes of 9/10/24 regular meeting. All ayes; motion carried, 4-0.
- V. **Finance Report:** The Revenue and Expense report for the period ending 9/30/24 was reviewed.
- VI. **Action/Discussion Items:**
  - a) **McKenna DDA Plan Update**

Danielle Bouchard discussed the Lake Odessa Development and TIF Plan. Reviewed a current map of the DDA. Noted some areas that would need to be considered if the decision is made to expand the district. A list was provided with 2005 Development Plan Projects that were discussed, noting if the project was completed, ongoing, worth including in the 2025 Plan. Danielle provided a list of preliminary recommendations to include in the 2025 DDA/TIF Plan. Danielle will return for the November meeting with more information. Due to a conflict in Danielle’s schedule, it was decided to reschedule the next DDA meeting to November 19, 2024. She would like to have a preliminary plan draft in December 2024.
  - b) **Gregg Guetschow Memorandum – Sidewalk Occupancies:**

Reviewed memo dated 10/3/2024. Each member was able to suggest changes. Discussed sandwich boards being classified as street furniture. More work will be done on the proposed ordinance amendment.
  - c) **Mural Project:**

Karen Banks provided an update on the Mural Project that the LOAAC would like to collaborate on with the DDA. Two sites have been identified for murals. Reviewed the

projected costs involved. Funding sources are being investigated currently. The longevity and maintenance of the murals was discussed.

**VII. Board Member Comments:**

McGarry would like to reach out to Eaton Rapids about the tree lights in their downtown area. She has noticed the lights during her trips through the city over the past few months.

**VIII. Adjournment:** Without objection, meeting adjourned at 8:26 a.m.

Respectfully submitted,

Kathy Forman  
Village Clerk/Treasurer

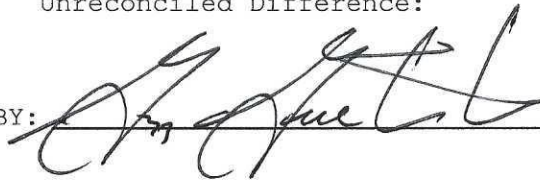
PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	10/31/2024 (ABNORMAL)	MONTH 10/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000 - BALANCE SHEET / GENERAL									
248-000-402.000	CURRENT REAL PROPERTY TAXES	38,000.00		18,684.25		0.00		19,315.75	49.17
248-000-665.000	INTEREST	300.00		557.22		44.10		(257.22)	185.74
248-000-674.000	DONATIONS-PRIVATE SOURCES	900.00		0.00		0.00		900.00	0.00
Total Dept 000 - BALANCE SHEET / GENERAL		39,200.00		19,241.47		44.10		19,958.53	49.09
TOTAL REVENUES		39,200.00		19,241.47		44.10		19,958.53	49.09
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	20.00		0.00		0.00		20.00	0.00
248-275-750.000	DUES & MEMBERSHIPS	25.00		40.00		0.00		(15.00)	160.00
248-275-752.000	EDUCATION & TRAINING	500.00		0.00		0.00		500.00	0.00
248-275-801.000	CONTRACTED SERVICES	15,000.00		6,699.32		6,159.32		8,300.68	44.66
248-275-806.000	AUDIT SERVICES	150.00		142.50		0.00		7.50	95.00
248-275-881.000	ADVERTISING	1,000.00		750.00		0.00		250.00	75.00
248-275-967.000	BEAUTIFICATION	8,300.00		6,228.47		0.00		2,071.53	75.04
248-275-967.002	CHRISTMAS DECORATIONS	1,000.00		39.40		0.00		960.60	3.94
Total Dept 275 - DDA		26,045.00		13,899.69		6,159.32		12,145.31	53.37
TOTAL EXPENDITURES		26,045.00		13,899.69		6,159.32		12,145.31	53.37
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		39,200.00		19,241.47		44.10		19,958.53	49.09
TOTAL EXPENDITURES		26,045.00		13,899.69		6,159.32		12,145.31	53.37
NET OF REVENUES & EXPENDITURES		13,155.00		5,341.78		(6,115.22)		7,813.22	40.61

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY					
10/17/2024	DDA	1243	MCKENNA	MCKENNA	1,480.00
10/24/2024	DDA	1244	MOOD	MOOD MEDIA	4,679.32
DDA TOTALS:					
Total of 2 Checks:					6,159.32
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					6,159.32

GL Number	Description	Beginning Balance
248-000-001.024	CASH-DDA CHECKING	69,273.95
Beginning GL Balance:		69,273.95
Less: Cash Disbursements		(6,159.32)
Add: Journal Entries/Other		44.10
Ending GL Balance:		63,158.73

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	63,158.73
Ending GL Balance:		63,158.73
Ending Bank Balance:		67,838.05
Add: Deposits in Transit		0.00
Less: 1 AP Outstanding Checks		4,679.32
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		63,158.73
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 11/5/2024



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

Date 10/31/24  
 Account Number  
 Enclosures

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 XXXXXXXXXXXXX6015  
 1

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**CHECKING ACCOUNTS**

PUBLIC CHECKING		Number of Enclosures	1
Account Number	XXXXXXXXXXXX6015	Statement Dates	10/01/24 thru 10/31/24
Previous Balance	69,273.95	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	69,226.20
1 Checks/Debits	1,480.00	Average Collected	69,226.20
Service Charge	.00	Interest Earned	44.10
Interest Paid	44.10	Annual Percentage Yield Earned	0.75%
Ending Balance	67,838.05	2024 Interest Paid	699.58

**ACTIVITY IN DATE ORDER**

Date	Description	Amount
10/31	Interest Deposit	44.10

**CHECKS IN SERIAL NUMBER ORDER**

Date	Check No	Amount
10/31	1243	1,480.00

\*Indicates skip in Check Number

**DAILY BALANCE INFORMATION**

Date	Balance	Date	Balance
10/01	69,273.95	10/31	67,838.05

**INTEREST RATE SUMMARY**

Date	Interest Rate
9/30	0.750000%

In case of errors or questions about your electronic transfers please contact  
 Union Bank at 670 Cascade W Parkway SE Grand Rapids, MI 49546  
 You may also contact us for a full Funds Availability Disclosure.

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**Sec. 28-34. Snow, ice, obstructions and refuse.**

(a) *Duty to maintain.*

(1) No person having the care, either as owner or occupant of any house, building or lot, shall permit any snow, ice, dirt, rubbish, including broken bottles and glass, filth, obstruction, ~~or other articles,~~ or any nuisance, to remain upon the sidewalks in front of such house, building or lot for longer than 24 hours; and when ice is formed on any sidewalk, the owner or occupant of the abutting premises shall, within 12 hours after ice has formed, cause such ice to be removed or cause salt, sawdust, sand, or other abrasive material to be strewn thereon.

(2) No person having the care, either as owner or occupant of any house, building or lot located in the area zoned CBD – Central Business District pursuant to Chapter 36 of this Code, shall place or allow to be placed any articles of street furniture, including, but not limited to, tables, chairs, benches, waste receptacles, signs, planters, shelters, bicycle racks, bollards, parcel drop boxes, food service equipment, barbeque grills and similar articles, upon the sidewalk in front of such house, building or lot; provided, however:

(a) It shall not be a violation of this subparagraph to place or allow to be placed articles of street furniture when permitted pursuant to the provisions of Section 36.35(f)(9) of this Code;

(b) It shall not be a violation of this subparagraph to allow articles of street furniture placed upon the sidewalk prior to October 1, 2024, to remain upon the sidewalk in front of such house, building or lot if such articles are placed so as to maintain a clear path not less than eight (8) feet in width along the full length of the sidewalk for general pedestrian use and such articles do not fall into disrepair;

(c) It shall not be a violation of this subparagraph to place or allow to be placed upon the sidewalk in front such house, building or lot one sandwich-board style sign with overall face dimensions no greater than twenty-four (24) inches in width and forty-eight (48) inches in height if such sign is placed so as to maintain a clear path not less than eight (8) feet in width along the full length of the sidewalk for general pedestrian use;

(c) It shall not be a violation of this subparagraph for the Village of Lake Odessa or the Lake Odessa Downtown Development Authority to place articles of street furniture upon the sidewalk in front of any such house, building or lot in if such articles are placed so as to maintain a clear path not less than eight (8) feet in width along the full length of the sidewalk for general pedestrian use.



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(3) No person having the care, either as owner or occupant of any house, building or lot located in the area zoned CBD – Central Business District pursuant to Chapter 36 of this Code, shall place or allow to be placed for display upon the sidewalk in front of such house, building, or lot any articles of equipment, merchandise, or materials typically offered for sale to customers; provided, however:

(a) It shall not be a violation of this subparagraph to place or allow to be placed for display articles of equipment, merchandise, or materials in an area of the sidewalk abutting such house, building or lot measuring not more than 25% of the width of the house, building, or lot or eight (8) feet, whichever is less, provided such display is placed so as to maintain a clear path not less than eight (8) feet in width along the full length of the sidewalk for general pedestrian use and such display is removed from the sidewalk at the close of business, or sunset, whichever is earlier;

(a) It shall not be a violation of this subparagraph to allow articles of equipment, merchandise, or materials to remain upon the sidewalk in front of such house, building or lot for brief durations following delivery of such equipment, merchandise, or materials when no other area is available to the owner or occupant of such house, building or lot for the receiving of equipment, merchandise or materials;

(b) It shall not be a violation of this subparagraph to place or allow to be placed for display upon the sidewalk in front of such house, building or lot articles of equipment, merchandise, or materials when offered for sale in conjunction with an event or promotion in the Central Business District authorized by the Village Council during times approved for such event or promotion, provided such display of equipment, merchandise, or materials is placed so as to maintain a clear path not less than eight (8) feet in width along the full length of the sidewalk for general pedestrian use.

(b) *Abatement.* If the owner or occupant of any lot, lots or premises neglects or refuses to comply with the requirements of subsection (a) within the stated time period, then the village manager or his/her designee may remove, or cause to be removed, said snow, ice, dirt, rubbish, filth, obstruction or other articles, or any nuisance, at the expense of the owner or occupant, and the amount of all expenses incurred thereby shall be billed to the owner.

(1) Charges for abatement shall become a lien upon the premises. Whenever a bill for such charges has been rendered and remains unpaid by May 1 of the following calendar year, the treasurer may add the expense of abatement and the late fee to the next real property tax notice for the premises, which amounts shall become delinquent if unpaid by the due date for payment of such tax and shall then bear interest at the same rate as the tax.

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(c) *Penalty.* A person who violates this section shall be responsible for a municipal civil infraction, punishable by a fine of \$25.00 for the first offense, \$50.00 for the second offense, and \$100.00 for the third and subsequent offenses within a 12-month period.

(Code 1962, § 10-4.3; Code 1993, § 14-34; Ord. No. 2021-1, § 1, 1-20-2021)

**LAKE ODESSA DOWNTOWN DEVELOPMENT AUTHORITY**  
**2025 REGULAR MEETING SCHEDULE**

<b>DAY</b>	<b>DATE</b>	<b>TIME</b>
Tuesday	January 14	7:00 a.m.
Tuesday	March 11	7:00 a.m.
Tuesday	May 13	7:00 a.m.
Tuesday	July 8	7:00 a.m.
Tuesday	September 9	7:00 a.m.
Tuesday	November 11	7:00 a.m.