



Downtown Development Authority

# LAKE ODESSA

## AGENDA

Regular Meeting  
Tuesday, January 14, 2025 - 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) 11/19/2024 Regular Meeting
  - b) 12/10/2024 Special Meeting
5. Finance Report
  - a) Revenue/Expense Report for Period Ending 12/31/2024
  - b) Check Register – November and December 2024
  - c) Bank Reconciliation – November and December 2024
6. Action/Discussion Items:
  - a) Mural Project Update
  - b) 2025-26 Budget Discussion
7. Board Member Comments
8. Adjournment

**Next Regular Meeting:** Tuesday, March 11, 2025 - 7:00 a.m.

**VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**MINUTES**

Regular Meeting - Tuesday, November 19, 2024  
Page Memorial Building, Lake Odessa MI

Present: Sarah McGarry, Sue Dahms, Marilyn Danielson, Darwin Thompson  
Absent: Karen Banks, Bill Rogers  
Staff: Village Clerk/Treasurer Kathy Forman

- I. **Call to Order:** Meeting called to order by McGarry at 7:00 a.m.
- II. **Agenda:** Motion by Thompson, supported by McGarry, to approve the agendas amended by removing items 6(a) and 6(b). All ayes, motion carried, 4-0.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:** Motion by McGarry, supported by Danielson, to approve minutes of 10/8/24 special meeting. All ayes; motion carried, 4-0.
- V. **Finance Report:** The Revenue and Expense report for the period ending 8/31/24 was reviewed.
- VI. **Action/Discussion Items:**
  - a) **2025 Meeting Dates**  
Motion by McGarry, supported by Dahms to approve the 2025 DDA Meetings Dates as presented. All ayes; motion carried, 4-0.
  - b) **Holiday Garland Sponsorship Program**  
There hasn't been a big response so far. Sponsorship forms were handed out to everyone in attendance today.
  - c) **Christmas Parade Co-Sponsorship with Lakewood Area Chamber of Commerce:**  
Motion by Danielson, supported by McGarry to approve co-sponsoring the Christmas Parade up to \$250.00. All ayes; motion carried, 4-0
- VII. **Board Member Comments:**

McGarry – Believes the DDA needs more structure and support from the village.  
Dahms – Will be resigning her position on the DDA effective 1/31/2025.
- VIII. **Adjournment:** Without objection, meeting adjourned at 8:05 a.m.

Respectfully submitted,

Kathy Forman  
Village Clerk/Treasurer

**VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**MINUTES**

Regular Meeting - Tuesday, December 10, 2024  
Page Memorial Building, Lake Odessa MI

Present: Sarah McGarry, Sue Dahms, Karen Banks, Darwin Thompson  
Absent: Marilyn Danielson, Bill Rogers  
Staff: Village Manager Gregg Guetschow, Village Clerk/Treasurer Kathy Forman

**I. Call to Order:** Meeting called to order by McGarry at 7:02 a.m.

**II. Agenda:** Motion by Banks, supported by McGarry, to approve the agenda. All ayes, motion carried, 4-0.

**III. Public Comment:** None.

**VI. Action/Discussion Items:**

Danielle Bouchard from McKenna, gave an update on where we are at with the community engagement. She reviewed the answers from the survey that pertain to downtown. Talked about how to take the results and make sure the plan addresses responses. Discussed the possibility of adding a second DDA district.

Looked over a draft development plan. This is a very fluid document. Items will be rearranged as needed or phased out as needed. The estimates are conservative. Discussed how to help with facade improvements for business owners. Reviewed possible ideas for each phase of the plan.

Talked about athletic facilities in Lake Odessa. Downtown trees are getting too big and may need to be replaced. Discussed different programs that might be available to help with housing development (second floor apartments over businesses).

Danielle Bouchard will have a resolution to present to council at the January 22, 2025 meeting supporting a second DDA district.

Target dates for plan approval will be March or April.

Danielle will send a full draft plan to us January 3-6, 2025 which will be forwarded to each DDA member.

We will have to hold a public hearing with notices in the paper as well, as mailing a notice to every owner in the DDA district.

**VII. Board Member Comments:**

CFE has expressed a willingness to sell the whole lot north of The Barbary. This will be pursued.

**VIII. Adjournment:** Without objection, meeting adjourned at 8:42 a.m.

Respectfully submitted,

Kathy Forman  
Village Clerk/Treasurer

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	12/31/2024 (ABNORMAL)	MONTH 12/31/2024 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		48,118.57		29,434.32		(10,118.57)	126.63
248-000-665.000	INTEREST	300.00		604.99		7.15		(304.99)	201.66
248-000-674.000	DONATIONS-PRIVATE SOURCES	900.00		275.00		175.00		625.00	30.56
Total Dept 000 - BALANCE SHEET / GENERAL		39,200.00		48,998.56		29,616.47		(9,798.56)	125.00
TOTAL REVENUES		39,200.00		48,998.56		29,616.47		(9,798.56)	125.00
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		7,567.05		231.25		7,432.95	50.45
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		1,929.40		1,890.00		(929.40)	192.94
Total Dept 275 - DDA		26,045.00		16,657.42		2,121.25		9,387.58	63.96
TOTAL EXPENDITURES		26,045.00		16,657.42		2,121.25		9,387.58	63.96
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		39,200.00		48,998.56		29,616.47		(9,798.56)	125.00
TOTAL EXPENDITURES		26,045.00		16,657.42		2,121.25		9,387.58	63.96
NET OF REVENUES & EXPENDITURES		13,155.00		32,341.14		27,495.22		(19,186.14)	245.85

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY					
11/14/2024	DDA	1245	MOOD	MOOD MEDIA	35.23
11/19/2024	DDA	1246	MCKENNA	MCKENNA	601.25
12/04/2024	DDA	1247	SID'S FLOW	SID'S FLOWER SHOP	1,890.00
12/19/2024	DDA	1248	MCKENNA	MCKENNA	231.25
DDA TOTALS:					
Total of 4 Checks:					2,757.73
Less 0 Void Checks:					0.00
Total of 4 Disbursements:					2,757.73

GL Number	Description	Beginning Balance
248-000-001.024	CASH-DDA CHECKING	63,158.73
Beginning GL Balance:		63,158.73
Less: Cash Disbursements		(636.48)
Add: Journal Entries/Other		140.62
Ending GL Balance:		62,662.87

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	62,662.87
Ending GL Balance:		62,662.87
Ending Bank Balance:		63,264.12
Add: Deposits in Transit		0.00
Less: 1 AP Outstanding Checks		601.25
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		62,662.87
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 12/4/2024



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

Date 11/29/24 Page 1  
 Account Number XXXXXXXXXXXXX6015  
 Enclosures 3

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**CHECKING ACCOUNTS**

PUBLIC CHECKING		Number of Enclosures	3
Account Number	XXXXXXXXXXXX6015	Statement Dates	11/01/24 thru 12/01/24
Previous Balance	67,838.05	Days in the statement period	31
1 Deposits/Credits	100.00	Average Ledger	63,769.36
2 Checks/Debits	4,714.55	Average Collected	63,769.36
Service Charge	.00	Interest Earned	40.62
Interest Paid	40.62	Annual Percentage Yield Earned	0.75%
Ending Balance	63,264.12	2024 Interest Paid	740.20

**ACTIVITY IN DATE ORDER**

Date	Description	Amount
11/26	DDA REGULAR DEPOSIT	100.00
12/01	Interest Deposit	40.62

**CHECKS IN SERIAL NUMBER ORDER**

Date	Check No	Amount	Date	Check No	Amount
11/05	1244	4,679.32	11/21	1245	35.23

\*Indicates skip in Check Number

**DAILY BALANCE INFORMATION**

Date	Balance	Date	Balance	Date	Balance
11/01	67,838.05	11/21	63,123.50	12/01	63,264.12
11/05	63,158.73	11/26	63,223.50		

**INTEREST RATE SUMMARY**

Date	Interest Rate
10/31	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.



GL Number	Description	Beginning Balance
248-000-001.024	CASH-DDA CHECKING	62,662.87
Beginning GL Balance:		62,662.87
Less: Cash Disbursements		(2,121.25)
Add: Journal Entries/Other		29,616.47
Ending GL Balance:		90,158.09

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	90,158.09
Ending GL Balance:		90,158.09
Ending Bank Balance:		90,389.34
Add: Deposits in Transit		0.00
Less: 1 AP Outstanding Checks		231.25
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		90,158.09
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 1/7/2025



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

Date 12/31/24 Page 1  
 Account Number XXXXXXXXXXXXX6015  
 Enclosures 6

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**CHECKING ACCOUNTS**

UB BUSINESS ELITE		Number of Enclosures	6
Account Number	XXXXXXXXXXXX6015	Statement Dates	12/02/24 thru 12/31/24
Previous Balance	63,264.12	Days in the statement period	30
4 Deposits/Credits	29,609.32	Average Ledger	87,075.73
2 Checks/Debits	2,491.25	Average Collected	87,075.73
Service Charge	.00	Interest Earned	7.15
Interest Paid	7.15	Annual Percentage Yield Earned	0.10%
Ending Balance	90,389.34	2024 Interest Paid	747.35

**ACTIVITY IN DATE ORDER**

Date	Description	Amount
12/06	DDA REGULAR DEPOSIT	29,434.32
12/09	DDA REGULAR DEPOSIT	25.00
12/16	DDA REGULAR DEPOSIT	50.00
12/20	DDA REGULAR DEPOSIT	100.00
12/31	Interest Deposit	7.15

**CHECKS IN SERIAL NUMBER ORDER**

Date	Check No	Amount	Date	Check No	Amount
12/09	1246	601.25	12/11	1247	1,890.00

\*Indicates skip in Check Number

**DAILY BALANCE INFORMATION**

Date	Balance	Date	Balance	Date	Balance
12/02	63,264.12	12/11	90,232.19	12/31	90,389.34
12/06	92,698.44	12/16	90,282.19		
12/09	92,122.19	12/20	90,382.19		

**INTEREST RATE SUMMARY**

Date	Interest Rate
12/01	0.750000%
12/02	0.100000%

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 Union Bank at 670 Cascade W Parkway SE Grand Rapids, MI 49546  
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BUDGET REPORT FOR LAKE ODESSA VILLAGE  
Calculations as of 02/28/2025

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2024-25 ACTIVITY THRU 02/28/25	2024-25 AMENDED BUDGET	2025-26 ORIGINAL BUDGET
Dept 000 - BALANCE SHEET / GENERAL						
248-000-402.000	CURRENT REAL PROPERTY TAXES	39,828	44,810	48,119	38,000	56,000
248-000-540.000	STATE GRANTS					
248-000-665.000	INTEREST	93	767	605	300	625
248-000-674.000	DONATIONS-PRIVATE SOURCES	860	925	275	900	0
NET OF REVENUES/APPROPRIATIONS - 000 - BALANCE SHEET / GENERA		40,781	46,502	48,999	39,200	56,625
Dept 275 - DDA						
248-275-727.000	OFFICE SUPPLIES				50	50
248-275-740.000	POSTAGE	11	15		20	25
248-275-750.000	DUES & MEMBERSHIPS	25	25	40	25	50
248-275-752.000	EDUCATION & TRAINING				500	500
248-275-801.000	CONTRACTED SERVICES	868	7,865	7,567	15,000	10,500
248-275-805-000						3,000
248-275-806.000	AUDIT SERVICES	129	127	143	150	200
248-275-880.000	COMMUNITY PROMOTION	90				0
248-275-881.000	ADVERTISING	750	961	750	1,000	750
248-275-955.000	MISCELLANEOUS EXPENSE					30,000
248-275-967.000	BEAUTIFICATION	3,824	56,392	6,228	8,300	42,000
248-275-967.002	CHRISTMAS DECORATIONS	864	972	1,929	1,000	2,000
NET OF REVENUES/APPROPRIATIONS - 275 - DDA		(6,561)	(66,357)	(16,657)	(26,045)	(89,075)
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ESTIMATED REVENUES - FUND 248		40,781	46,502	48,892	39,200	56,625
APPROPRIATIONS - FUND 248		6,561	66,357	16,657	26,045	89,075
NET OF REVENUES/APPROPRIATIONS - FUND 248		34,220	(19,855)	32,341	13,155	(32,450)
BEGINNING FUND BALANCE		63,130	97,350	77,497	77,497	90,652
ENDING FUND BALANCE		97,350	77,495	109,838	90,652	58,202

Notes:

\$30k for purchase of property from Caledonia Elevator which I put under miscellaneous expense

Contracted services includes Environmental review on property and remaining fees for Contract on DDA Plan Documents (\$3500 for environmental)

Beautification includes Mural, flowers, plus lights for downtown trees, sight improvement for lot

Christmas Decorations - we probably will absorb most of that costs vs sponsored poles like we have in the past

Education should be considered especially with new members