

**VILLAGE OF LAKE ODESSA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**DRAFT**

**MINUTES**

Regular Meeting - Tuesday, September 10, 2019  
Page Memorial Building, Lake Odessa MI

MEMBERS PRESENT: Karen Banks, Sue Dahms, Daryl Hartzler, Sarah McGarry, Bill Rogers

ABSENT: Sandy Guthrie, Darwin Thompson

STAFF: Village Manager Patrick Reagan

VISITORS: None

- I. **Call to Order:** Meeting called to order by Chair McGarry at 7:02 a.m.
- II. **Agenda:** Motion by Dahms, support by McGarry, to approve agenda as presented. All ayes; motion carried.
- III. **Public Comment:** None
- IV. **Minutes:** Motion by Dahms, support by Rogers, to approve minutes of 7/9/2019 regular meeting. All ayes; motion carried.
- V. **Finance:** Dahms reported only one expenditure, that being \$25 in July for Chamber membership dues, and a current account balance of \$21,784.33. Tax increment revenue will be received in November.  
  
Banks reported that the \$100 approved at the July meeting for the Car Show was not paid, as the DDA is not permitted to make donations.
- VI. **Discussion/Action Items:**
  - a) **Christmas in the Village:** Motion by Banks, support by Hartzler to approve an amount not to exceed \$150 to cover advertising costs, pending more information from the Chamber. All ayes; motion carried.
  - b) **Christmas Decorations:** Reagan reported new holidays lights for the streetscape trees have been ordered. Banks stated that Sid's Flower Shop has submitted their proposal for the 2019 garlands. Hartzler inquired if other local florists provide the same service. Banks stated that inquiries have been made in the past to Duwayne's Greenhouse and Lake Odessa Floral, but neither business have expressed interest. Motion by Banks, support by McGarry to approve an amount not to exceed \$1,500 for the purchase of holiday lamppost garland for the downtown from Sid's Flower Shop.

Discussion was held regarding the holiday lamppost sponsorship program. Consensus was to continue the program in the same manner as in the past.

- c) Parking Lot Fencing: Reagan discussed a \$3,000 proposal from GEI Engineering to do design engineering work for decorative fencing between sidewalk and downtown village parking lot, and suggested that the village DPW could do the brick masonry work and installation of powder coated fence sections without the need for engineering services. Dahms expressed a desire to see a sketch before decisions are made. Motion by Dahms, support by McGarry to decline proposal from GEI and invite a landscape architect to come to the November meeting. All ayes; motion carried.
- d) Downtown Watering Program: Banks reported she had received information from a company that manufactures self-watering planters, which could possibly reduce the time spent on watering tasks to once every 2-3 weeks. Reagan shared his positive experience with the self-watering hanging baskets used in Portland, and stated if the DDA chooses to purchase self-watering containers for the municipal planters, the village's DPW crew could take on the task of maintaining the municipal planters.

The company's brochure was reviewed and discussion followed. Board members expressed concerns about how business owners' flowers will be maintained if the current volunteer program and use of village equipment by volunteers ceases. Consensus was to give the matter more thought and continue the discussion at the November meeting.

- VII. Beautification Committee Report: Banks reported that the fall banners have arrived and will be installed soon. Summer flowers will be replaced with fall mums in the next week or so, with work to be done by Banks and Rogers and/or the DPW.
- VIII. Misc. Correspondence: None
- IX. Board Member Comments: Reagan commended the Arts Commission for a job well done on a very successful Art in the Park. Banks thanked DDA board members who volunteered for the event, and stated feedback received from vendors was overwhelmingly positive. She stated applications submitted for next year's Art in the Park have already exceeded the halfway mark of the number of exhibitors in 2019.
- X. Adjournment: Without objection, meeting adjourned at 8:01 a.m.

Respectfully submitted,

Karen Banks, Recording Secretary