

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Regular Meeting - Tuesday, January 9, 2024
Page Memorial Building, Lake Odessa MI

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

- I. **Call to Order:** Meeting called to order by McGarry at 7:00 a.m.
- II. **Agenda:** Motion by Dahms, supported by Danielson, to approve the agenda as amended. All ayes, motion carried, 5-0.
- III. **Public Comment:** None.
- IV. **Approval of Minutes:** Motion by Banks, supported by Dahms, to approve minutes of 11/21/23 regular meeting. All ayes; motion carried, 5-0.
- V. **Finance Report:** The Revenue and Expense report for the period ending 12/31/23 was reviewed. There was one check written during November and December.

Motion by McGarry, supported by Dahms to approve two invoices for payment
Village of Lake Odessa – Postage \$15.06
Lakewood Area Chamber of Commerce – Parade Sponsorship \$82.20
All ayes, motion carried, 5-0.

VI. **Action/Discussion Items:**

- a) **Garland Program Results:** 34 Tags were sponsored. \$925.00 was collected for donations. \$972.00 was spent to purchase the garland. Thank you letters with a map of where their garland is hanging have been mailed.
- b) **Village Welcome Sign Update:** The solar panel that was purchased with the sign was too large and detracted from the sign itself. Clorwell Electrical Contractors have provided an estimate to run electricity to the sign.

Motion by Banks, supported by McGarry to pay Clorwell Electrical Contractors up to \$2,000.00 to complete the electrical installation and to pay the Village Department of Public works up to \$1,100.00 for time and materials to complete the trenching for the project. All ayes, motion carried, 5-0.

- c) **DDA Plan Renewal Update:** Banks and Dahms discussed plans to work on the renewal presentation over the next few months.

d) 2024-25 Budget: Reviewed each line of the proposed budget. Discussed the lights in the downtown trees. Banks presented an alternative method to light the downtown trees. It was decided to ask for a sample before making any decisions. Rogers asked if all the electrical boxes have covers now. This question will be directed to Jesse Trout. Motion by McGarry, supported by Banks, to approve the proposed budget with \$39,200.00 in revenues and \$26,045 in appropriations. All ayes, motion carried, 5-0.

VII. Miscellaneous correspondence:

Visual Entities submitted a thank you email after the completion of the Welcome Sign.

Rogers left the meeting at 8:01 a.m.

VIII. Board Member Comments:

Dahms asked how the search for a village manager was going. Banks explained the village council and department heads would be meeting to discuss the future structure of the village administration. More information will be shared when it is available.

IX. Adjournment: Without objection, meeting adjourned at 8:12 a.m.

Respectfully submitted,

Kathy Forman
Village Clerk/Treasurer