



Downtown Development Authority

LAKE ODESSA

AGENDA

Regular Meeting
Tuesday, January 9, 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 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. Approval of Minutes
 - a) 11/21/2023 Regular Meeting
5. Finance Report
 - a) Revenue/Expense Report for Period Ending 12/31/2023
 - b) Check Register – November and December 2023
 - c) Bank Reconciliation – November and December 2023
 - d) Bank Statement – November and December 2023
6. Action/Discussion Items:
 - a) Garland Program Results
 - b) Village Welcome Sign Update (Clorwell Electrical Contractors Estimate, etc.)
 - c) DDA Plan Renewal Update
 - d) 2024-25 Budget
7. Miscellaneous Correspondence
 - a) Visual Entities Email
8. Board Member Comments
9. Adjournment

Next Regular Meeting: Tuesday, March 12, 2024 - 7:00 a.m.

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Regular Meeting - Tuesday, November 21, 2023
Page Memorial Building, Lake Odessa MI

Present: Sarah McGarry, Marilyn Danielson, Ben DeJong, Karen Banks,
Sue Dahms (7:04), Bill Rogers (7:09)
Absent: Darwin Thompson
Staff: Village Manager Geiger, Village Clerk/Treasurer Forman

- I. **Call to Order:** Meeting called to order by McGarry at 7:00 a.m.
- II. **Public Comment:** None.
- III. **Agenda:** Motion by Banks, supported by McGarry, to approve the agenda as amended.
All ayes, motion carried, 4-0
- IV. **Approval of Minutes:** Motion by Dahms, supported by McGarry, to approve minutes of 9/19/23 special meeting. All ayes; motion carried, 4-0.
- V. **Finance Report:** The Revenue and Expense report for the period ending 10/31/23 was reviewed. There was one check written during September and October. An update was given about the DDA capture that was deposited in November, after the attached reports were compiled.
- VI. **Action/Discussion Items:**
 - a) **Sign Update:** Ben Geiger updated the members on the new sign progress. The sign should be complete by the end of November.
 - b) **Discussion of Christmas Beautification and Holiday Garland Program:** The response has been slow this year. The deadline was extended from 11/20/23 to 11/27/23. Everyone was encouraged to share the information again. New flyers with correct date were distributed to members.
 - c) **2024 Meeting Schedule:** Motion by Banks, supported by Danielson, to approve the following dates for 2024 meetings, all beginning at 7:00 am:
January 9, 2024
March 12, 2024
May 14, 2024
July 9, 2024
September 10, 2024
November 12, 2024
All ayes, motion carried, 6-0.

- d) **Fiscal Year 2024-23:** Things to consider when preparing the new budget are:
Replacing the lights in the trees downtown; Co-sponsoring a mural downtown with the Lake Odessa Area Arts Commission; Completing a market survey (may be included in the Planning Commission Master Plan bids); Parking Study (may not be necessary, educating store owners or employee parking locations may be the best answer). A discussion occurred about adding Lakewood banners on the downtown light poles. It was decided there was no interest at this time.
- e) **Christmas Parade:** Motion by McGarry, supported by Banks, to co-sponsor with the Lakewood Area Chamber of Commerce, the Christmas Parade up to \$150.00. All ayes, motion carried, 6-0.
- f) **Election of Officers:** Motion by Danielson, supported by DeJong to retain the current slate of offices for the 2024 DDA, (Chairperson Sarah McGarry, Vice-Chairperson Bill Rogers, Treasurer Sue Dahms, Secretary Karen Banks). All ayes, motion carried, 6-0.
- g) **DDA Plan Renewal:** Discussed the need for a presentation regarding what the DDA has accomplished since it was established. Dahms and Banks have been working on the project and questioned the original projected capture numbers versus actual receipts. There are many factors that are not included in the original projections. It was decided to look at actual receipts when preparing the presentation. Will work on a timeline for this project as well as a deadline for creating the new DDA package. DeJong offered to help with the presentation.

VII. Board Member Comments:

Banks handed out flyers explaining the holiday decorating contest that is going on. The contest is sponsored by the Lake Odessa Area Arts Commission. She also wished everyone a Happy Thanksgiving. The sentiment was shared by all members.

VIII. Adjournment: Without objection, meeting adjourned at 7:41 a.m.

Respectfully submitted,

Kathy Forman
Village Clerk/Treasurer

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 12/31/2023	(DECREASE)	NORMAL (ABNORMAL)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000 - BALANCE SHEET / GENERAL								
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00	25,130.90	0.00		4,869.10	83.77	
248-000-665.000	INTEREST	65.00	625.01	91.80		(560.01)	961.55	
248-000-674.000	DONATIONS-PRIVATE SOURCES	1,000.00	925.00	125.00		75.00	92.50	
Total Dept 000 - BALANCE SHEET / GENERAL		31,065.00	26,680.91	216.80		4,384.09	85.89	
TOTAL REVENUES		31,065.00	26,680.91	216.80		4,384.09	85.89	
Expenditures								
Dept 275 - DDA								
248-275-727.000	OFFICE SUPPLIES	50.00	0.00	0.00		50.00	0.00	
248-275-750.000	DUES & MEMBERSHIPS	25.00	25.00	0.00		0.00	100.00	
248-275-752.000	EDUCATION & TRAINING	500.00	0.00	0.00		500.00	0.00	
248-275-801.000	CONTRACTED SERVICES	23,000.00	7,864.75	0.00		15,135.25	34.19	
248-275-806.000	AUDIT SERVICES	150.00	126.50	0.00		23.50	84.33	
248-275-881.000	ADVERTISING	1,000.00	879.00	0.00		121.00	87.90	
248-275-967.000	BEAUTIFICATION	60,000.00	56,391.52	26,574.75		3,608.48	93.99	
248-275-967.002	CHRISTMAS DECORATIONS	1,000.00	972.00	0.00		28.00	97.20	
Total Dept 275 - DDA		85,725.00	66,258.77	26,574.75		19,466.23	77.29	
TOTAL EXPENDITURES		85,725.00	66,258.77	26,574.75		19,466.23	77.29	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		31,065.00	26,680.91	216.80		4,384.09	85.89	
TOTAL EXPENDITURES		85,725.00	66,258.77	26,574.75		19,466.23	77.29	
NET OF REVENUES & EXPENDITURES		(54,660.00)	(39,577.86)	(26,357.95)		(15,082.14)	72.41	

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY					
12/07/2023	DDA	1229	VISUAL	VISUAL ENTITIES	26,574.75
DDA TOTALS:					
Total of 1 Checks:					26,574.75
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					26,574.75

GL Number	Description	Beginning Balance
248-000-001.024	CASH-DDA CHECKING	58,222.68
Beginning GL Balance:		58,222.68
Add: Journal Entries/Other		25,907.12
Ending GL Balance:		84,129.80

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	84,129.80
Ending GL Balance:		84,129.80
Ending Bank Balance:		84,129.80
Add: Deposits in Transit		0.00
Less: Outstanding Checks		

Total - 0 Outstanding Checks:
Adjusted Bank Balance 84,129.80
Unreconciled Difference: 0.00

DEPOSITS AND OTHER CASH ACCOUNT ACTIVITY

Date	App	Journal	Description	Amount
JOURNAL ENTRY ACTIVITY				
11/02/2023	GL	GJ 7024	GARLAND DONATIONS	50.00
11/06/2023	GL	GJ 7041	GARLAND DONATIONS	50.00
11/08/2023	GL	GJ 7047	GARLAND DONATIONS	25.00
11/13/2023	GL	GJ 7048	GARLAND DONATIONS	25.00
11/13/2023	GL	GJ 7049	DDA DEPOSIT	17,353.85
11/13/2023	GL	GJ 7049	DDA DEPOSIT	7,777.05
11/14/2023	GL	GJ 7055	GARLAND DONATIONS	25.00
11/15/2023	GL	GJ 7056	GARLAND DONATIONS	100.00
11/17/2023	GL	GJ 7057	GARLAND DONATIONS	25.00
11/21/2023	GL	GJ 7058	GARLAND DONATIONS	100.00
11/28/2023	GL	GJ 7063	GARLAND DONATIONS	275.00
TOTAL				25,805.90

REVIEWED BY:

Karen Banks

DATE:

12-11-23



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

Date 11/30/23
Account Number XXXXXXXXXXXX6015
Enclosures 11

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CHECKING ACCOUNTS

PUBLIC CHECKING		Number of Enclosures	11
Account Number	XXXXXXXXXXXX6015	Statement Dates	11/01/23 thru 11/30/23
Previous Balance	59,194.68	Days in the statement period	30
10 Deposits/Credits	25,805.90	Average Ledger	73,725.72
1 Checks/Debits	972.00	Average Collected	73,725.72
Service Charge	.00	Interest Earned	101.22
Interest Paid	101.22	Annual Percentage Yield Earned	1.68%
Ending Balance	84,129.80	2023 Interest Paid	565.77

ACTIVITY IN DATE ORDER

Date	Description	Amount
11/02	DDA REGULAR DEPOSIT	50.00
11/06	DDA REGULAR DEPOSIT	50.00
11/09	DDA REGULAR DEPOSIT	25.00
11/13	DDA REGULAR DEPOSIT	25.00
11/13	DDA REGULAR DEPOSIT	25,130.90
11/15	DDA REGULAR DEPOSIT	25.00
11/15	DDA REGULAR DEPOSIT	100.00
11/17	DDA REGULAR DEPOSIT	25.00
11/21	DDA REGULAR DEPOSIT	100.00
11/28	DDA REGULAR DEPOSIT	275.00
11/30	Interest Deposit	101.22

CHECKS IN SERIAL NUMBER ORDER

Date	Check No	Amount
11/06	1228	972.00

*Indicates skip in Check Number

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
11/01	59,194.68	11/13	83,503.58	11/28	84,028.58
11/02	59,244.68	11/15	83,628.58	11/30	84,129.80
11/06	58,322.68	11/17	83,653.58		
11/09	58,347.68	11/21	83,753.58		



Date 11/30/23
Account Number
Enclosures

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XXXXXXXXXXXX6015
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PUBLIC CHECKING

XXXXXXXXXXXX6015 (Continued)

INTEREST RATE SUMMARY

Date	Interest Rate
10/31	1.500000%
11/13	1.750000%

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	84,129.80
Beginning GL Balance:		84,129.80
Less: Cash Disbursements		(26,574.75)
Add: Journal Entries/Other		216.80
Ending GL Balance:		57,771.85

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	57,771.85
Ending GL Balance:		57,771.85
Ending Bank Balance:		57,771.85
Add: Deposits in Transit		0.00
Less: Outstanding Checks		

Total - 0 Outstanding Checks:
Adjusted Bank Balance 57,771.85
Unreconciled Difference: 0.00

DEPOSITS AND OTHER CASH ACCOUNT ACTIVITY				
Date	App	Journal	Description	Amount
JOURNAL ENTRY ACTIVITY				
12/07/2023	GL	GJ 7076	GARLAND DONATIONS	125.00
TOTAL				125.00

REVIEWED BY: Karen Banks DATE: 1/3/24



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

Date 12/29/23 Page 1
Account Number XXXXXXXXXXXXX6015
Enclosures 2

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CHECKING ACCOUNTS

PUBLIC CHECKING		Number of Enclosures	2
Account Number	XXXXXXXXXXXX6015	Statement Dates	12/01/23 thru 12/31/23
Previous Balance	84,129.80	Days in the statement period	31
1 Deposits/Credits	125.00	Average Ledger	67,085.60
1 Checks/Debits	26,574.75	Average Collected	67,085.60
Service Charge	.00	Interest Earned	91.80
Interest Paid	91.80	Annual Percentage Yield Earned	1.62%
Ending Balance	57,771.85	2023 Interest Paid	657.57

ACTIVITY IN DATE ORDER

Date	Description	Amount
12/07	DDA REGULAR DEPOSIT	125.00
12/31	Interest Deposit	91.80

CHECKS IN SERIAL NUMBER ORDER

Date	Check No	Amount
12/12	1229	26,574.75

*Indicates Skip in Check Number

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance
12/01	84,129.80	12/12	57,680.05
12/07	84,254.80	12/31	57,771.85

INTEREST RATE SUMMARY

Date	Interest Rate
11/30	1.750000%
12/12	1.500000%

In case of errors or questions about your electronic transfers please contact
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Clorwell Electrical Contractors, LLC

11094 S. State Rd.
Lake Odessa, MI 48849

Phone # (616) 374-0966

Estimate

Date	Estimate #
1/2/2024	2156

Estimate For

Approved by _____ Date _____

Village of Lake Odessa
839 Fourth Ave
Lake Odessa, MI 48849

Description	Qty	Cost	Total
Labor and materials to power the new sign at the SW corner of the park including the following: Trenching from the light pole NE of the sign approximately 125'. 3/4" PVC conduit with #12 circuit conductors to behind the sign. Re-work of the junction box on the light pole to connect the conduit. Outdoor junction box on a short post behind the sign to house the transformer. Connection of the junction box to the existing conduit to the sign. Wire from the transformer to the LED supply leads behind the sign. Photo eye control to run the sign dusk till dawn. General trench back fill, final landscaping and grass seed by others. Deduct if the trenching and back fill is done by the village -\$1150.00			2,950.00
Total			\$2,950.00

Thank you for your consideration! _____

DEPT 275 DDA

GL Number	Description	2023-24 Original Budget	12/31/2023 Amended Budget	YTD As Of 12/31/2023	2023-24 Projected	2024-25 Requested	2024-25	2024-25	2025-26 Projected	2026-27 Projected
							RECOMMENDED	APPROVED		
Fund 248										
--- Estimated Revenue ---										
248-000-402.000	CURRENT REAL PROPERTY TAXES	30,000.00	30,000.00	25,130.90	0.00	35,000.00	0.00	0.00	0.00	0.00
248-000-540.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST	65.00	65.00	625.01	0.00	300.00	0.00	0.00	0.00	0.00
248-000-674.000	DONATIONS-PRIVATE SOURCES	1,000.00	1,000.00	925.00	0.00	900.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		31,065.00	31,065.00	26,680.91	0.00	36,200.00	0.00	0.00	0.00	0.00
Fund 248										
--- Appropriations ---										
248-275-727.000	OFFICE SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00
248-275-740.000	POSTAGE	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00
248-275-750.000	DUES & MEMBERSHIPS	25.00	25.00	25.00	0.00	25.00	0.00	0.00	0.00	0.00
248-275-752.000	EDUCATION & TRAINING	500.00	500.00	0.00	0.00		0.00	0.00	0.00	0.00
248-275-801.000	CONTRACTED SERVICES	23,000.00	23,000.00	7,864.75	0.00	15,000.00	0.00	0.00	0.00	0.00
248-275-806.000	AUDIT SERVICES	150.00	150.00	126.50	0.00	150.00	0.00	0.00	0.00	0.00
248-275-880.000	COMMUNITY PROMOTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-881.000	ADVERTISING	1,000.00	1,000.00	879.00	0.00	1,000.00	0.00	0.00	0.00	0.00
248-275-955.000	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-967.000	BEAUTIFICATION	60,000.00	60,000.00	56,391.52	0.00		0.00	0.00	0.00	0.00
248-275-967.002	CHRISTMAS DECORATIONS	1,000.00	1,000.00	972.00	0.00	1,000.00	0.00	0.00	0.00	0.00
Total Appropriations:		85,725.00	85,725.00	66,258.77	0.00	17,245.00	0.00	0.00	0.00	0.00
NET OF REVENUES AND APPROPRIATIONS		(54,660.00)	(54,660.00)	(39,577.86)	0.00	18,955.00	0.00	0.00	0.00	0.00
Beginning Fund Balance		97,349.71	97,349.71	97,349.71						
Ending Fund Balance		42,689.71	42,689.71	57,771.85						

Need help with the budget for Education and Training as well as Beautification

Kathy Forman

From: dmaul@visualentitiesinc.com
Sent: Friday, December 1, 2023 9:38 AM
To: Kathy Forman; Ben Geiger
Cc: 'Stoor, Mark'; 'Erik Johnson'
Subject: Final Invoice for Monument sign
Attachments: Lake Odessa Final Invoice.pdf

Kathy,

Attached is the final invoice for the monument sign. If you have any questions, please let me know.

Please convey to office of The Village of Lake Odessa that it was a privilege and a pleasure working with you and being a part of this project. We really hope you enjoy your brand-new Monument Sign and Visual Entities looks forward to helping you in the future with whatever signage needs you might have no matter how big or small. Please don't hesitate to call!

Have a great Holiday and a Merry Christmas!!

Dave Maul
Project Manager

visual
entities

2160 Byron Center Ave.
Grand Rapids, MI 49519
o 616-531-9367 c 269-605-3469
lgerken@visualentitiesinc.com

Sign Design · Build Installation · Wayfinding Consultation

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