



Downtown Development Authority

LAKE ODESSA

AGENDA

Regular Meeting

Tuesday, January 13, 2026 - 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) 11/11/2025 Regular Meeting

5. Finance Report

- a) Revenue/Expense Report for Period Ending 12/31/2025
- b) Check Register – November 2025 and December 2025
- c) Bank Reconciliations – November 2025 – December 2025

6. Action/Discussion Items:

a) 2026-27 Budget

7. Board Member Comments

8. Adjournment

Next Regular Meeting: Tuesday, March 10, 2026 - 7:00 a.m.

**VILLAGE OF LAKE ODESSA
DOWNTOWN DEVELOPMENT AUTHORITY**

MINUTES

Regular Meeting - Tuesday, November 11, 2025
Page Memorial Building, Lake Odessa MI

Present: Karen Banks, Marilyn Danielson, Bill Rogers, Cody Dreyesse, Sarah McGarry (7:15 am)
Absent: Darwin Thompson
Staff: Village Manager Gregg Guetschow, Village Clerk/Treasurer Kathy Forman

- I. **Call to Order:** Meeting called to order by Rogers at 7:06 a.m.
- II. **Agenda:** Motion by Banks, supported by Danielson, to approve the agenda. All ayes; motion carried.

III. **Public Comment:**

None

IV. **Approval of Minutes:**

Motion by Banks, supported by Danielson, to approve minutes of the 7/8/2025 regular meeting, 9/4/25 special meeting and 10/14/25 special meeting. All ayes; motion carried.

V. **Finance Report:**

The reports in the packet were reviewed.

VI. **Action/Discussion Items:**

a) DDA Garland Program:

Discussed eliminating the garland sponsor program this year.

Motion by Danielson, supported by Banks, to suspend the Garland Sponsor Program for this year. All ayes; motion carried.

b) Approval of Revised TIF Plan

Village Manager Guetschow gave an update on negotiations between the Ad Hoc committee and Odessa Township and Ionia County.

Motion by McGarry, supported by Rogers, to revise the TIF Plan to capture only on Township and County operating millage in TIF #1 district. All ayes; motion carried.

c) Authorize Reimbursement for two parcels captured in error

It has been discovered that two parcels were included in the DDA district for the current plan in error.

Motion by Banks, supported by McGarry, to reimburse taxing jurisdictions for the over capture total of \$8,522.48 + the 2025 capture amount. All ayes; motion carried.

d) Discuss Resolutions from Ionia County and Odessa Township

Guetschow and Banks have attended meetings with Ionia County Board of Commissioners and Odessa Township Board. Both organizations have provided signed resolutions opting out of TIF #2. Both taxing jurisdictions are opting out of TIF #1. Manager Guetschow believes there is a dispute and that they can't opt out of TIF #1. There was a discussion about what to do moving forward.

Motion by McGarry, supported by Danielson, to begin consultation with legal counsel and appoint Gregg Guetschow and Karen Banks to represent the Downtown Development Authority during the consultation. All ayes; motion carried.

e) TIF over capture recognized over last 20 years

The money captured was based on a spreadsheet provided by the county. This was just discovered in the past month. We will look to our attorney for our next moves.

f) Election of Officers

Discussed duties of the Chairperson.

Motion by Banks, Supported by McGarry, to nominate Cody Dreyesse as Chairperson, Bill Rogers as Vice-Chairperson, and Karen Banks as Secretary/Treasurer for the 2026 calendar year. All ayes; motion carried.

g) Set 2025 Meeting Dates

Motion by Banks, supported by McGarry, to approve the 2026 DDA Meetings Dates as presented. All ayes; motion carried.

VII. Board Member Comments:

Banks announced that the mural for the beach wellhouse is complete and a date is being arranged for the unveiling. The downtown mural will be delayed until spring.

VIII. Adjournment: Without objection, meeting adjourned at 8:00 a.m.

Respectfully submitted,

Kathy Forman
Village Clerk/Treasurer

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025		ACTIVITY FOR MONTH 12/31/2025		AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDGT USED			
			NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY												
Revenues												
Dept 000 - BALANCE SHEET / GENERAL												
248-000-402.000	CURRENT REAL PROPERTY TAXES	56,000.00	0.00		0.00		56,000.00	0.00				
248-000-665.000	INTEREST	625.00	73.88		7.63		551.12	11.82				
Total Dept 000 - BALANCE SHEET / GENERAL		56,625.00	73.88		7.63		56,551.12	0.13				
TOTAL REVENUES		56,625.00	73.88		7.63		56,551.12	0.13				
Expenditures												
Dept 275 - DDA												
248-275-727.000	OFFICE SUPPLIES	50.00	127.67		0.00		(77.67)	255.34				
248-275-740.000	POSTAGE	25.00	0.00		0.00		25.00	0.00				
248-275-750.000	DUES & MEMBERSHIPS	50.00	40.00		0.00		10.00	80.00				
248-275-752.000	EDUCATION & TRAINING	500.00	0.00		0.00		500.00	0.00				
248-275-801.000	CONTRACTED SERVICES	10,500.00	10,111.05		2,625.23		388.95	96.30				
248-275-805.000	ATTORNEY FEES	3,000.00	2,491.00		250.00		509.00	83.03				
248-275-806.000	AUDIT SERVICES	200.00	0.00		0.00		200.00	0.00				
248-275-881.000	ADVERTISING	750.00	750.00		0.00		0.00	100.00				
248-275-955.000	MISCELLANEOUS EXPENSE	30,000.00	218.78		0.00		29,781.22	0.73				
248-275-965.000	REFUNDS	0.00	3,496.94		3,496.94		(3,496.94)	100.00				
248-275-967.000	BEAUTIFICATION	42,000.00	3,990.65		127.00		38,009.35	9.50				
248-275-967.002	CHRISTMAS DECORATIONS	2,000.00	1,971.00		0.00		29.00	98.55				
248-275-995.005	ADMINISTRATIVE REIMBURSEMENT	5,000.00	0.00		0.00		5,000.00	0.00				
Total Dept 275 - DDA		94,075.00	23,197.09		6,499.17		70,877.91	24.66				
TOTAL EXPENDITURES		94,075.00	23,197.09		6,499.17		70,877.91	24.66				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:												
TOTAL REVENUES		56,625.00	73.88		7.63		56,551.12	0.13				
TOTAL EXPENDITURES		94,075.00	23,197.09		6,499.17		70,877.91	24.66				
NET OF REVENUES & EXPENDITURES		(37,450.00)	(23,123.21)		(6,491.54)		(14,326.79)	61.74				

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User: KATHY
DB: Lake Odessa Vil

CHECK REGISTER FOR VILLAGE OF LAKE ODESSA
CHECK DATE FROM 11/01/2025 - 12/31/2025

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank DDA 6015 DOWNTOWN DEVELOPMENT AUTHORITY			
11/06/2025	1279	MOOD MEDIA	35.23
11/17/2025	1280	JBM LAWCARE LLC	1,971.00
11/20/2025	1281	DICKINSON WRIGHT PLLC	575.00
12/04/2025	1282	MCKENNA	2,590.00
12/11/2025	1283	DICKINSON WRIGHT PLLC	250.00
12/11/2025	1284	IONIA COUNTY TREASURER	2,316.26
12/11/2025	1285	LAKE ODESSA COMMUNITY LIBRARY	300.77
12/11/2025	1286	MOOD MEDIA	35.23
12/11/2025	1287	ODESSA TOWNSHIP	879.91
12/23/2025	1288	CLORWELL ELECTRICAL CONTRACTORS, LLC	127.00
<hr/>			
DDA TOTALS:			
Total of 10 Checks:			9,080.40
Less 0 Void Checks:			0.00
<hr/>			
Total of 10 Disbursements:			9,080.40
<hr/>			

12/01/2025 02:07 PM
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DB: Lake Odessa Vil

BANK RECONCILIATION FOR LAKE ODESSA VILLAGE
Bank DDA (6015 DOWNTOWN DEVELOPMENT AUTHORITY)
FROM 11/01/2025 TO 11/30/2025
Reconciliation Record ID: 2465
Finalized

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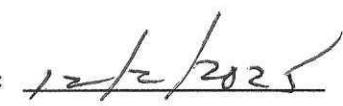
GL Number	Description	Beginning Balance
248-000-001.024	CASH-DDA CHECKING	94,710.53

Beginning GL Balance: 94,710.53
Less: Cash Disbursements (2,581.23)
Add: Journal Entries/Other 7.20
Ending GL Balance: 92,136.50

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	92,136.50

Ending GL Balance: 92,136.50
Ending Bank Balance: 92,136.50
Add: Deposits in Transit 0.00
Less: 0 AP Outstanding Checks
Less: 0 PR Outstanding Checks
Adjusted Bank Balance 92,136.50
Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 



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

Date 11/28/25 Page 1
Account Number xxxxxxxxxxxx6015
Enclosures 3

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CHECKING ACCOUNTS

UB BUSINESS ELITE		Number of Enclosures	3
Account Number	xxxxxxxxxxxx6015	Statement Dates	11/03/25 thru 11/30/25
Previous Balance	94,710.53	Days in the statement period	28
Deposits/Credits	.00	Average Ledger	93,881.27
3 Checks/Debits	2,581.23	Average Collected	93,881.27
Service Charge	.00	Interest Earned	7.20
Interest Paid	7.20	Annual Percentage Yield Earned	0.10%
Ending Balance	92,136.50	2025 Interest Paid	81.20

ACTIVITY IN DATE ORDER

Date	Description	Amount
11/30	Interest Deposit	7.20

CHECKS IN SERIAL NUMBER ORDER

Date	Check No	Amount	Date	Check No	Amount
11/13	1279	35.23	11/26	1281	575.00
11/21	1280	1,971.00			

*Indicates Skip in Check Number

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
11/03	94,710.53	11/21	92,704.30	11/30	92,136.50
11/13	94,675.30	11/26	92,129.30		

INTEREST RATE SUMMARY

Date	Interest Rate
11/02	0.100000%

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.

01/08/2026 08:04 AM
User: KATHY
DB: Lake Odessa Vil

BANK RECONCILIATION FOR LAKE ODESSA VILLAGE
Bank DDA (6015 DOWNTOWN DEVELOPMENT AUTHORITY)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 2479
Finalized

Page 1/1

GL Number	Description	Beginning Balance
248-000-001.024	CASH-DDA CHECKING	92,136.50
Beginning GL Balance:		92,136.50
Less: Cash Disbursements		(6,499.17)
Add: Journal Entries/Other		7.63
Ending GL Balance:		85,644.96

GL Number	Description	Ending Balance
248-000-001.024	CASH-DDA CHECKING	85,644.96
Ending GL Balance:		85,644.96
Ending Bank Balance:		85,644.96
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		85,644.96
Unreconciled Difference:		0.00

REVIEWED BY:



DATE:





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

Date 12/31/25 Page 1
Account Number xxxxxxxxxxxx6015
Enclosures 7

Bank from anywhere with our NEW Virtual Branch!
Access the Virtual Branch via our website: UBMich.com

CHECKING ACCOUNTS

Due to the end of penny production - effective 2/2/2026 - cash payouts
may be rounded, and any remaining cents will be credited to your account.
Please see the full letter included in this month's statement for details.

UB BUSINESS ELITE	Number of Enclosures
Account Number	xxxxxxxxxxxx6015
Previous Balance	92,136.50
Deposits/Credits	.00
7 Checks/Debits	6,499.17
Service Charge	.00
Interest Paid	7.63
Ending Balance	85,644.96
	Statement Dates 12/01/25 thru 12/31/25
	Days in the statement period 31
	Average Ledger 89,795.76
	Average Collected 89,795.76
	Interest Earned 7.63
	Annual Percentage Yield Earned 0.10%
	2025 Interest Paid 88.83

ACTIVITY IN DATE ORDER

Date	Description	Amount
12/31	Interest Deposit	7.63

CHECKS IN SERIAL NUMBER ORDER

Date	Check No	Amount	Date	Check No	Amount
12/12	1282	2,590.00	12/18	1286	35.23
12/17	1283	250.00	12/22	1287	879.91
12/30	1284	2,316.26	12/29	1288	127.00
12/23	1285	300.77			

*Indicates Skip in Check Number

DAILY BALANCE INFORMATION

Date	Balance	Date	Balance	Date	Balance
12/01	92,136.50	12/18	89,261.27	12/29	87,953.59
12/12	89,546.50	12/22	88,381.36	12/30	85,637.33
12/17	89,296.50	12/23	88,080.59	12/31	85,644.96

INTEREST RATE SUMMARY

Date	Interest Rate
11/30	0.100000%

01/08/2026

BUDGET REPORT FOR LAKE ODESSA VILLAGE

Calculations as of 02/28/2026

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 ACTIVITY	2025-26 ACTIVITY THRU 02/28/26	2025-26 AMENDED BUDGET	2026-27 ORIGINAL BUDGET
Dept 000 - BALANCE SHEET / GENERAL						
248-000-402.000	CURRENT REAL PROPERTY TAXES	44,810	52,344		56,000	
248-000-665.000	INTEREST	767	620	74	625	
248-000-674.000	DONATIONS-PRIVATE SOURCES	925	275			
NET OF REVENUES/APPROPRIATIONS - 000 - BALANCE SHEET / GENERA		46,502	53,239	74	56,625	
Dept 275 - DDA						
248-275-727.000	OFFICE SUPPLIES			128	50	
248-275-740.000	POSTAGE	15			25	
248-275-750.000	DUES & MEMBERSHIPS	25	40	40	50	
248-275-752.000	EDUCATION & TRAINING				500	
248-275-801.000	CONTRACTED SERVICES	7,865	10,230	10,111	10,500	
248-275-805.000	ATTORNEY FEES			2,491	3,000	
248-275-806.000	AUDIT SERVICES	127	143		200	
248-275-881.000	ADVERTISING	961	750	750	750	
248-275-955.000	MISCELLANEOUS EXPENSE			219	30,000	
248-275-965.000	REFUNDS			3,497		
248-275-967.000	BEAUTIFICATION	56,392	6,228	3,991	42,000	
248-275-967.002	CHRISTMAS DECORATIONS	972	6,587	1,971	2,000	
248-275-995.005	ADMINISTRATIVE REIMBURSEMENT				5,000	
NET OF REVENUES/APPROPRIATIONS - 275 - DDA		(66,357)	(23,978)	(23,198)	(94,075)	
ESTIMATED REVENUES - FUND 248						
		46,502	53,239	74	56,625	
APPROPRIATIONS - FUND 248						
		66,357	23,978	23,198	94,075	
NET OF REVENUES/APPROPRIATIONS - FUND 248		(19,855)	29,261	(23,124)	(37,450)	
BEGINNING FUND BALANCE						
		97,350	77,497	105,762	105,762	
FUND BALANCE ADJUSTMENTS						
			(995)			
ENDING FUND BALANCE		77,495	105,763	82,638	68,312	