

Village of Pentwater - Downtown Development Authority
DDA Meeting minutes – February 7, 2024
Held at Park Place – 310 N Rush Street

I. Call to Order and Pledge of Allegiance

Chair Shotwell called the meeting to order at 10:00 AM followed by the Pledge of Allegiance.

II. Roll Call

Present: Barnes, Haack, Hodges, Nagel, Prescott, Saunders, Williams, Shotwell.

Absent: Henley, Witt.

Also present: Village Manager Brown, Village Deputy Clerk/Treasurer VanNortwick, Village Accounting Clerk Bartlett.

III. Approval of Agenda

Motion by Barnes, supported by Haack to approve the agenda with the addition of item D. under New Business: Approve grant application for gas fireplace and seating for the top of the Village Green.

Voice vote: Ayes: 8, Opposed: 0. Absent, Henley, Witt. Motion carried.

IV. Approval of Minutes from December 13, 2023

Motion by Barnes, supported by Hodges to approve the December 13, 2023, minutes as presented. Voice vote: Ayes: 8; Opposed: 0. Absent: Henley, Witt. Motion carried.

V. Comments from the Chair

Shotwell asked if a couple more meetings or planning sessions should be added to the 2024-25 meeting schedule. After a quick review of the Open Meetings Act guidelines, it was decided that there will be no official change to the 2024-25 DDA meeting schedule at this time, but meetings could be added during the year, as needed. If later it was decided to change the meeting schedule, a new Resolution would need to be introduced and voted on.

VI. Committee Reports

A. Treasurer Report: Prescott presented the Financial Reports and Check Disbursements.

1. Check Disbursement

Motion by Barnes, supported by Nagel, to approve Check Disbursements as presented.

Roll Call Vote: Yes: Barnes, Nagel, Haack, Hodges, Prescott, Saunders, Williams, Shotwell.

No: 0. Absent: Henley, Witt. Motion carried.

2. Financial Report

Motion by Hodges, supported by Barnes, to receive the Financial Reports as presented.

Roll Call Vote: Yes: Hodges, Barnes, Haack, Nagel, Prescott, Saunders, Williams, Shotwell.

No: 0. Absent: Henley, Witt. Motion carried.

B. Christmas In the Village: Barnes spoke about the success of Christmas in the Village and the additional merchant support received this year. She has been looking more into having a billboard next year and is gathering information. It would be cheaper to do a 6-month rate versus a month or two and then it could promote visiting/shopping Pentwater in general as well as Christmas and New Year's in the Village. Discussion followed on

billboard ideas as well as looking into wayfinder signs for the freeway or a sign out by PCC to direct people into downtown Pentwater.

- C. New Year's in the Village:** Hodges said the event was well attended and the fireworks were very well received. He wanted to thank Ken Matheson and the Pentwater Fire Dept for helping set them off. Discussion was held on possibly expanding the event. By starting earlier, more kid-friendly events could be incorporated (S'more stations, sparklers, etc). It would also give the community more of a chance to come together and socialize. Other ideas were having a DJ, putting up a tent, selling food or having a food truck come in.
- D. Hancock Improvement:** Village Manager Chris Brown suggested firming up the plans to do more of the work that was originally envisioned. Trees could be planted between Fourth and Fifth Streets as well as adding large planters between Fifth and Sixth Streets. Due to having so many new people on the DDA Board, it was suggested that the original Hancock Improvement Plans be reviewed with the group. Brown reminded the group that the Village would take care of the cut outs for the trees. An additional workshop session to discuss the Hancock Improvement was scheduled for March 6, 2024 at 10 am.
- E. Village Green Cameras and Wi-Fi:** Nothing new to report. A short discussion was held about the possibility of having more cameras located on Hancock. The Christmas light display on Park Street was also brought up and discussion followed about bringing something similar to the downtown area.

VII. Unfinished Business

- A. Discussion and approval of 2024-25 budget:** Each line item on the budget was reviewed and updated after discussion. The proposed budget is \$45,800 with estimated revenues of \$32,000. Please see Proposed Budget Report for line-item amounts. Motion by Barnes, supported by Nagel to approve the draft of the 2024-25 DDA proposed budget for submission to Village Council.
Roll Call Vote: Yes: Barnes, Nagel, Haack, Hodges, Prescott, Saunders, Williams, Shotwell.
No: 0. Absent: Henley, Witt. Motion carried.

VIII. New Business

- A. Vice Chair Selection:** After a short discussion, vice-chair selection will be moved to the April meeting.
- B. Hancock Improvement Chair Selection:** Hancock Improvement Chair selection will be moved to the April meeting.
- C. Bronze statue suggestion:** It was determined that the sculptures can be discussed further as a part of the Hancock Improvement workshop session in March.
- D. Approve support for a grant application for gas fireplace and seating for the top of the Village Green:** Motion by Haack, supported by Barnes to approve Village Manager Chris Brown applying to Consumer's Energy on behalf of the DDA for a grant that that would go towards a gas fireplace and seating area for the top of the Village Green.
Roll call vote: Yes: Haack, Barnes, Hodges, Nagel, Prescott, Saunders, Williams, Shotwell.
No: 0. Absent: Henley, Witt. Motion carried.

IX. Public Comments

None.

X. DDA Discussion/Comments

- Jeff Hodges welcomed Katie Saunders to the DDA Committee.
- A workshop session for the Hancock Street Improvement Committee will be held on Wednesday, March 6, 2024, 10 AM at the Park Place Meeting Center.
- Discussed the day of the week and the time of the regular DDA meetings and if they could be changed. This will be added to the agenda at a future meeting.
- Discussed the number of people that should be on the DDA Committee so Jeff knows if he needs to appoint more members. Jeff will discuss with Village Clerk/Treasurer Rande Listerman.

XI. Adjournment

Shotwell adjourned the meeting at 11:40 AM.

Workshop session for DDA Infrastructure Improvement Goals: March 6, 2024 – 10 AM at Park Place.

Next Regular DDA Meeting: April 10, 2024 – 10:00 AM at Park Place.

Respectfully submitted,

Renee VanNortwick

Renee VanNortwick
Deputy Clerk/Treasurer

02/07/24

Date