

**Village of Pentwater - Downtown Development Authority**  
**Regular Meeting Minutes – Wednesday, February 13, 2019**

**Call to Order** – Ressel-Hodan called the meeting to order at 8:30 AM followed by the Pledge of Allegiance to the flag.

**Attendance Roll Call** - Lambrix, Graettinger, Witt, Loisch, Schumaker and Ressel-Hodan.

**Absent** - Osborn, Dunn, MacDonald, Hodges and Babbin.

**Also present** - Brown, Village Manager; Listerman, Village Clerk/Treasurer. McKinney, Pentwater Township Deputy Supervisor and Siok, Village Deputy Clerk/Treasurer.

**Agenda - Motion** to approve agenda by Graettinger, second by Witt.  
Voice vote: All Ayes. Motion passed.

**Approve Minutes of December 12, 2018 Meeting - Motion** to approve minutes as amended with a spelling correction by Graettinger, second by Schumaker.  
Voice vote: All Ayes. Motion passed.

**Public Comments** - None.

**Chair Comments** –Ressel-Hodan said that she would stand in as acting chair until fall.  
**Motion** to appoint Ressel-Hodan as temporary DDA Chair by Graettinger and second by Lambrix. Voice vote: All Ayes. Motion passed.

**COMMITTEE REPORTS**

**A. Treasurer’s Report** - Treasurer’s Report was distributed to members and discussed.  
**Motion** to approve Treasurer’s Report as submitted by Graettinger, second by Schumaker. Voice vote: All Ayes. Motion passed.

**B. Proposed DDA Budget 2019-2020** – Chair Ressel-Hodan led discussion with proposed budget worksheet and Hancock Improvement commitment for the PTW2030 project.  
**Motion** to adopt the proposed budget by Graettinger and second by Schumaker.  
Roll call vote: Ayes: 6. Nays: 0. Absent: 5. Motion passed.

**C. Communications** –Schumaker reported on letters that were sent to the DDA tax base list of 159 in the beginning of January explaining the role of the DDA. She said 51 emails were needed but only got a return of 8. She said they do have a nice data base thanks to the Village Deputy Clerk that will continue to be updated.

**Unfinished Business**

**D. Hancock Improvements** – Chair Ressel-Hodan said since the DDA has not officially committed to a specific purchase, asked McKinney to have the DDA associated with any purchase of trash cans be removed from the website and asked about the status of the grant writing and that it needs to be reported to the Village Council for any formal action.

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**New Business**

Chair Ressel-Hodan stated that DDA binders were created for each DDA Committee member by Siok, including DDA By-Laws, meeting schedule and new DDA/TIF reporting and Public Information Meeting Requirements Pursuant to the Recodified Tax Increment Financing Act.

**A. TIFA Reporting Requirements** – Listerman explained the TIFA handout information guide, the history of the DDA millage capture (taxable value), and the new law and requirements. The end of the Fiscal Year is March 31<sup>st</sup>, DDA reports need to be filed no later than April 1, the auditor will handle some requirements but a copy of the adopted DDA Development Plan needs to be created and filed to the Department of Treasury.

**Motion** to permit Listerman, Village Clerk to send in TIFA tax information on behalf of the DDA by April 1, and move forward on a Development Plan by Graettinger and second by Ressel-Hodan. Voice vote: Ayes: 6. Nays: 0. Motion passed.

**Motion** to make June and October DDA Public Informational Meetings by Ressel-Hodan and second by Graettinger. Voice vote; All Ayes. Motion passed.

**B. Start of Summer Party – June 2, 2019 (4-7)** – Ressel-Hodan explained that DDA will be hosting the SOS Party as part of the Marketing Committee at the Village Marina. She said several Council Members still want to be involved. DDA will pay for the Health Inspector. **Motion** to accept the SOS financial management by Ressel-Hodan, second by Graettinger. Roll call vote; Ayes: 6, Nays: 0. Absent: 5. Motion passed.

Brown asked for owner clarification of the Kubota. Witt replied it was given to the Village.

**Adjournment** - Meeting adjourned at 10:06 AM by Ressel-Hodan.

**Note:** DDA Workshop will be scheduled to create basic DDA Development Plan before April.

Next scheduled DDA Meeting, April 10, 2019, 8:30 AM in the Pentwater Community Hall.

Respectfully submitted,

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Barbara Siok, Deputy Clerk/Treasurer

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Date