

# Village of Pentwater - Downtown Development Authority

## DDA Meeting minutes – April 10, 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 (10:06 a.m.), Shotwell.  
Absent: Henley, Witt.

Also present: Village Deputy Clerk/Treasurer VanNortwick and Chris Conroy.

#### **III. Approval of Agenda**

Motion by Barnes, supported by Prescott, to approve the agenda as presented.

Voice vote: Yes: 7, No: 0. Absent: Henley, Williams, Witt. Motion carried 7-0.

#### **IV. Approval of Minutes from February 7, 2024, and March 6, 2024**

Motion by Prescott, supported by Nagel to approve the February 7, 2024, regular meeting minutes and the March 6, 2024, special workshop session minutes as presented.

Voice vote: Yes: 7; No: 0. Absent: Henley, Williams, Witt. Motion carried 7-0.

#### **V. Comments from the Chair**

None.

#### **VI. Committee Reports**

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

1. Check Disbursement:

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

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

No: 0. Absent: Henley, Williams, Witt. Motion carried 7-0.

2. Financial Report:

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

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

No: 0. Absent: Henley, Williams, Witt. Motion carried 7-0.

B. Christmas In the Village: Barnes asked if the Village could get different decorations from Hometown Decorations for this year. Hodges will follow up with the Village office.

C. New Year's in the Village: Hodges had nothing new to report.

D. Hancock Improvement: No report – a new chair will be appointed under Unfinished Business, Item B.

E. Village Green Cameras and Wi-Fi: Shotwell will need to find out where the Village is at regarding Spectrum – former Village Manager Brown had been working on this.

#### **VII. Unfinished Business**

A. Selection of Chairperson, Vice-Chair, and Treasurer for FY 2024-25: Motion by Haack, supported by Barnes, to appoint Shotwell as DDA Chairperson, Williams as Vice-Chair, and Prescott as Treasurer for the fiscal year 2024-25.

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

No: 0. Absent: Henley, Witt. Motion carried 8-0.

- B. Selection of Chairperson for the Hancock Improvement Committee: Motion by Hodges, supported by Barnes to appoint Haack and Nagel as Co-Chairpersons.

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

No: 0. Absent: Henley, Witt. Motion carried 8-0.

- C. Resolution 2024-04-13; amend the 2024 DDA meeting schedule: Motion by Prescott, supported by Barnes, to approve the amended 2024 DDA meeting schedule.  
Discussion was held.

Voice vote: Yes: 8. No: 0. Absent: Henley, Witt. Motion carried 8-0.

## **VIII. New Business**

- A. New Year's Eve fireworks bill from Craig Matheson: Motion by Barnes, supported by Haack, to approve the bill from Craig Matheson for additional fireworks in the amount of \$738.08.  
Discussion was held.

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

No: 0. Absent: Henley, Witt. Motion carried 8-0.

- B. The Petal Project: Williams gave a presentation - some items covered were costs, possible phases of the project, varieties of daffodils, and examples of other towns with similar projects. He will continue to get pricing – the goal is to start planting this fall. It was also discussed to investigate possible grants or community donations. The Service Club and the Women's Club have expressed interest in donating to this project. Pentwater School students needing service hours could volunteer to help plant bulbs. The next step is to firm up a plan with funding, labor, and where to plant first – then it can be presented to the Buildings & Grounds Committee for approval and then on to the Village Council for final approval.
- C. Request for a donation to Movies on the Green: Motion by Barnes, supported by Saunders to approve a \$1,000 donation to Movies on the Green to help with expenses to repair the popcorn machine and order a spare bulb.

Discussion was held. It was felt that this is an important event during the summer that brings in visitors. Cash and Venmo donations will also be accepted at each viewing to help with future costs, such as a new screen. Movies on the Green is not a for-profit event.

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

No: 0. Abstain: Nagel, Prescott. Absent: Henley, Witt. Motion carried 6-0-2.

## **IX. Public Comments**

*Chris Conroy, 560 S Hancock #21:*

- Chris is donating decorations and lights for the five Christmas trees that are set up for Christmas in the Village. Everything is organized in separate totes and there are already volunteers to decorate. Chris is asking for \$200 to replenish the supplies for 2025, this will be on an agenda in the future.
- Supports the idea of “Adopt-A-Block” that the DDA is working on.
- Suggests that it might be a good idea to have a joint meeting of the DDA, Village Council, and the Planning Commission to work on an updated plan for downtown.
- Chris has been keeping up the bulletin board at the top of the Village Green at her expense. She wonders if there is value to continuing or if there should be more focus on social media to pass on information. The Artisan Center has agreed to repair the bulletin board if it continues to be used.

**X. DDA Discussion/Comments**

*Jeff Hodges:*

- Both gazebos will be painted and repaired as needed.
- Handing off the digital sign to another entity is still under consideration. Would like to add to the May 10, 2024, DDA meeting agenda.
- The music is set for the Start of Summer Party.
- Would like to have the summer concert series be on the May 10 agenda.

*Mike Haack, Katie Saunders:*

- Looking at games and other items for the Water Tower area.

**XI. Adjournment**

Shotwell adjourned the meeting at 11:30 AM.

Next Regular DDA Meeting: Friday, May 10, 2024 – 8:30 AM at Park Place.

Respectfully submitted,

*Renee VanNortwick*

Renee VanNortwick

Deputy Clerk/Treasurer

*04/10/24*

Date