

Village of Pentwater - Downtown Development Authority
DDA Regular Meeting Minutes – August 16, 2024, 8:30 a.m.
Held at Park Place – 310 N Rush Street

I. Call to Order and Pledge of Allegiance

Chair Shotwell called the meeting to order at 8:35 a.m. followed by the Pledge of Allegiance.

II. Roll Call

Present: Barnes, Henley, Hodges, Nagel, Prescott, Saunders, and Shotwell.

Absent: Haack, Williams, and Witt.

Also present: Village Deputy Clerk/Treasurer VanNortwick, Interim Village Manager Steve Brock, and Chris Conroy.

III. Approval of Agenda

Motion by Barnes, supported by Nagel, to approve the agenda with additions to New Business:

B. Shelby State Bank and C. Letter from Cara Hahs regarding Fiesta Grande chip factory.

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

IV. Approval of Minutes from May 10, 2024

Motion by Prescott, supported by Barnes, to approve the May 10, 2024, regular meeting minutes as presented.

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

V. Comments from the Chair: Would like to see more non-business owners involved in the DDA.

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, Henley, Hodges, Nagel, Prescott, Saunders, and Shotwell.

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

2. Financial Report: Motion by Nagel, supported by Barnes, to receive the financial reports as presented.

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

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

B. Christmas In the Village: Barnes is starting to reach out to businesses regarding donations, Shotwell and Saunders will help. New events are scheduled for this year and the horse drawn carriage is booked for Saturday, December 14 & 21.

C. New Year's in the Village: Hodges reported that Craig Matheson will handle the fireworks again this year. The fireworks will be added to the agenda for approval at the next Village Council meeting. Discussions about adding a tent or DJ can be held at the next DDA meeting.

D. Hancock Improvement: No recent meeting.

E. Village Green Cameras and Wi-Fi: Nothing new to report.

F. The Petal Project: Discussion was held regarding varieties that would bloom late April to early May and what will need to be done to start the project this fall. Donations have been made for this project. DDA will need to decide how much money to put toward the project at the next meeting.

G. Adopt-A-Block: No report.

- H. Music at the Marina: Saunders shared that the event received positive feedback, noting that Andy Henley did an excellent job finding musicians and was present at each performance to help. Finding sponsors was not an issue and donations should cover all costs, so no funds from the DDA budget would be needed. Saunders also has ideas to improve the event next year should it continue. Hodges suggested providing Andy Henley with a stipend for his efforts, even though he had previously declined payment, acknowledging that the event would not have been as successful without his support.
- I. Water Tower area: IVM Brock informed the board that the Buildings and Grounds Committee will be working with the Parks and Rec Board to develop a plan for Village Parks.
- J. Hancock Street Safety Concerns: Prescott will have a meeting this fall. He is hoping to have a larger committee with citizens and business owners involved. North side residents have put out a few signs reminding drivers to slow down, but more attention should be given to the downtown area. The Oceana County Sheriff's Dept has had a flashing speed sign on both sides of town at separate times this summer.

VII. Unfinished Business:

- A. The Petal Project – discussion was held during committee reports.

VIII. New Business

- A. Reimbursement to Katie Saunders for Music at the Marina banner (\$30.16):
Motion by Hodges, supported by Barnes, to reimburse Katie Saunders \$30.16 for the cost of a banner for Music at the Marina.
Roll call vote: Yes: Barnes, Henley, Hodges, Nagel, Prescott, Saunders, and Shotwell.
No: 0. Absent: Haack, Williams, and Witt. Motion approved 7-0.
- B. Shelby State Bank: Discussion was held on the continued financial support that SSB provides to DDA events. It was agreed that the Village of Pentwater and DDA should also support SSB. It was confirmed that the VOP holds several deposit and loan accounts at SSB. DDA funds are pooled with VOP's in the same bank accounts but are tracked separately in different general ledger accounts within VOP's accounting software. The DDA falls under the VOP's tax ID number, so there cannot be a separate account.
- C. Letter from Cara Hahs regarding Fiesta Grande chip factory: A brief discussion was held; however, this issue is not within the purview of the DDA. Hodges advised that IVM Brock has been working with Fiesta Grande to address the odor and noise concerns raised by residents living near the factory. This letter has been forwarded to the Clerk/Treasurer, all correspondence should go through the Clerk's office for record keeping.

IX. Public Comments:

Chris Conroy, 560 S Hancock #21:

- DDA should check into the Pure Michigan website to promote their events for free.
- Suggested that the DDA should include at least one resident who lives within the commercial district but doesn't own a business, as their taxes contribute to its funding.
- Asked if her request for reimbursement of up to \$200 for replenishment of Christmas decorations had been added to the budget (yes, it was).
- Mentioned that former Village Manager Brown had agreed that the village would buy the garland for the gazebos this year and wanted to make sure this was still the case. She does have volunteers lined up to decorate. (Yes, the Village is planning on buying the garland.)
- Reported that the Pentwater Yacht Club donated the proceeds from their fashion show to the Petal Project.
- Enjoyed Music at the Marina this year.

X. DDA Discussion/Comments: None.

XI. Adjournment: Chair Shotwell adjourned the meeting at 9:20 a.m.

Next Regular DDA Meeting: Friday, October 11, 2024 – 8:30 a.m. at Park Place.

Respectfully submitted,

Renee VanNortwick

Renee VanNortwick, Deputy Clerk/Treasurer

08/16/24

Date