

Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, December 12, 2018

Call to Order – Vice Chair Doug Osborn opened the meeting at 8:30 AM followed by the Pledge of Allegiance to the flag.

Attendance Roll Call - Doug Osborn, Terry Lambrix, John Buz Graettinger, Jack Witt, Connie Loisch, Chris Dunn, Paul MacDonald, Mary Schumaker and Jeff Hodges.

Phone: Dr. Claudia Ressel-Hodan. (Crystal Babbin arrived 8:35 left at 9:45 and Jeff Hodges left, Terry Lambrix had to leave at 10:05.)

Absent - Jilly Barnes (Last meeting of term ending December 2018).

Also present - Village Manager Chris Brown and Deputy Clerk/Treasurer Barbara Siok.

Agenda - Motion to approve agenda by Chris Dunn, second by Buz Graettinger.
Voice vote: The Agenda was unanimously approved as submitted.

Approve Minutes of October 10, 2018 Meeting - Motion to approve minutes by Chris Dunn, second by Buz Graettinger. Voice vote: The Minutes approved as submitted.

Public Comments - None.

Village President Jeff Hodges thanked two new DDA members appointed at the December Council meeting: Paul MacDonald and Connie Loisch (DDA term expires December 2022).

Doug Osborn expressed appreciation for Jilly Barnes serving on the DDA Board for the last six years as her DDA term expires after this meeting of December 2018.

COMMITTEE REPORTS

a. Treasurer's Report - Treasurer's Report was distributed to members by Jack Witt. **Motion** to approve Treasurer's Report as submitted by Buz Graettinger, second by Chris Dunn. Voice vote: Treasurer's report was unanimously approved as submitted.

b. Marketing Report – Jack Witt reported on lights and decorations purchased and installed for gazebos: North and South of Pentwater, Marina, Fish Cleaning Station and Village Green.

Jeff Hodges reported businesses contributing to advertise promoting local shopping in Pentwater thru Christmas and one more bill from the Chamber to present DDA for payment. Talk of money to be spent possibly on billboards next year and advertising in the spring and also mentioned September 20-22, 2019, the Village Green is reserved for a Music Fest.

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c. **Decorations** – Village Manager Chris Brown explained a company called Hometown Decoration and Display, LLC that manages decorations for main street, business district and neighborhood streets. The rental service offers a variety of products assembled in Michigan with options for about \$4,000 a year. He will arrange for them to give DDA a quote and presentation. Hodges said the snowflakes should still be used and possibly phased out.

Note: Snowflakes are over the sidewalk, not the road, due to MDOT regulations. Discussion of asking businesses to decorate before they leave town and the possibility of high school students' community service expand to assist decorating business windows with timers used for lighting displays throughout the holidays even if they are not open.

d. **Communications** – Mary Schumaker Schumaker reported on the DDA tax base list from the Village Deputy Clerk and working with Barb to enter owner and renter emails on a spreadsheet to create mailing labels. Mary and Buz will create a letter or postcard for a mailing to DDA tax payers introducing the DDA. A directory will be created of DDA Tax property owners to request their email.

e. **Approve 2019 DDA Meeting Schedule** – ***Motion*** to accept the DDA 2019 Meeting Schedule by Buz Graettinger, second by Jeff Hodges. Schedule was unanimously approved as submitted.

Unfinished Business

- a. **WiFi** – Village Manager Chris Brown said the fiber optic installation that will feed WiFi is being installed and available on Hancock Street. He said the band with will be huge.
- b. **Sidewalk Cleaning Update** – Discussion of suggesting to merchants to sweep to the curb once a week and the Village cooperation of cleaning the downtown over the course of time. Options were suggested.

New Business

- a. **Tree Lighting Village Green** – Jack Witt talked about the decorations for the top of the Village Green and the lights that needed to be replaced as well as decorating the Marina gazebo and fish cleaning station. He spent \$767.32 to buy trees, bows, garland and lights. ***Motion*** to reimburse Jack Witt, \$737.67 for this year's Christmas decorations for Marina, Fish Cleaning Station and Village Green by Chris Dunn, second by Buz Graettinger. Roll call vote: Ayes: 10, Nays: 0. (By Phone: 1, Absent: 1) Motion passed.

Jeff Hodges suggested this be included in the budget next year to be discussed in February.

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- b. **Art Council** – Sue Hopp explained Corks & Canvas Wine Tasting Benefit for Pentwater Art’s Council scheduled February 9, 2019, during Pentwater’s WinterFest. The new Two Town Tasting will now include Hansen’s in Hart. She asked DDA to consider a donation. **Motion** to donate \$250.00 by Buz Graettinger, second by Jeff Hodges. Discussion of 5 gift certificates to shop local. Claudia will create the certificates. Roll call vote; Ayes: 10, Nays: 0. Motion passed. Contact information will be stated on the certificate.
- c. **Hancock Improvement** – Doug Osborn summarized committee meeting discussion held in November and distributed a copy of the discussion created by Claudia, entitled “DDA Options and Needs of PTW 2030.” He said the consensus was to have the DDA consider money to be determined. He asked for a straw poll of DDA members present to be noted in the minutes after his presentation and discussion and concerns of the number of trees per block, keeping in mind the cost of 6 trees versus 8 including two rows of conduit for electricity. Osborn said a bid from Weesie’s for 64 trees at \$295 per tree plus delivery and labor for \$27,212.80; 6 trees would equal \$22,209.00. Osborn said not to decide on the money aspect, but asked for a raising of the hand those in favor of 6 trees per block rather than 8 or 9 and secondly, he asked priority of expenditure for trees rather than trash cans. Unanimous members present in favor of spending money for 6 trees per block. Unanimous members present in favor of trees as opposed to money spent for trash cans. Claudia asked for DDA member feedback and comments to be emailed to her to collect for January meeting.

Motion to authorize spending up to \$500.00 to send a letter to the address of property owners of DDA, discussing what the DDA does and asking for email address, second by Chris Dunn. Roll call vote: Ayes: 7. Nays: 0. Absent 5 Motion passed.

Note:

The Hancock Improvement Committee will meet January 15, 2019 at 10 AM in the Ptw.Hall.

Adjournment - Meeting adjourned at 10:17 AM by Doug Osborn.

Next scheduled DDA Meeting, February 12, 2018, 8:30 AM in the Pentwater Community Hall.

Respectfully submitted,

Barbara Siok, Deputy Clerk/Treasurer

Date