

Village of Pentwater - Downtown Development Authority
Regular Meeting Minutes – Wednesday, February 8, 2017

Call to Order: Chair Claudia Ressel-Hodan called the meeting to order at 8:38 AM followed by the Pledge of Allegiance to the flag.

Attendance Roll Call: Chris Dunn, Jack Witt, Jeff Hodges, John (Buz) Graettinger, John Nagel, and Claudia Ressel-Hodan.

Absent: Jilly Barnes, Terry Lambrix, Crystal Babbin, Doug Osborn, and Terry Valenzano. Also present: Village Manager Rob Allard and Deputy Clerk/Treasurer Barbara Siok.

Public Comments: None

Agenda: **Motion** to approve agenda by John (Buz) Graettinger, second by John Nagel. Voice vote. All Ayes. Opposed: None. Motion carried.

Approve Minutes of December 14, 2016 Meeting:

Motion to approve the meeting minutes by Chris Dunn, second by Jeff Hodges. Voice vote. All Ayes. Opposed: None. Motion carried

Chair Claudia Ressel-Hodan stated Crystal Babbin, (not present), is a new member to the DDA. Jack Witt asked for a copy of a current list of DDA members with contact information.

COMMITTEE REPORTS

Treasurer's Report: Jack Witt distributed copies of the financial report. Jack explained money spent on handout. Discussion of 2017 budget, revenue and expenditures followed. **Motion** by John (Buz) Graettinger, second by Chris Dunn. Voice vote. All Ayes. Opposed: None. Motion carried.

Approval of 2017-18 Budget: Group discussion of projects and spending by incorporating the anticipated tax revenue.

Motion by Jack Witt, second by John (Buz) Graettinger to approve the DDA's 2017-2018 annual budget as the total DDA revenue of \$22,000, total DDA appropriations of \$27,000 and \$5000 deficit spending using the fund balance. Roll call vote: Ayes: 6. Nays: 0. Absent: 5

Chair Claudia led discussion of proposed projects using the planning work sheet handout:

<u>Community Promotions:</u>	Bike Share Project	\$500
	Fall Decorations	\$1000
	Christmas Decorations	\$7000
	Bike Rack Contest	\$1200
	Marketing	\$3000
	Other	\$1655
	Administration	\$1200
<u>Hancock Improvements:</u>	Banners (Sesquicentennial)	\$1000
	Historical Flower Pots	\$250
	Tree Surround Improvements	\$8000
<u>WIFI:</u>	Sky-Web Contract	\$995
	Charter Contract	<u>\$1200</u>
Total:		\$27,000

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Beautification: Claudia said the Beautification Committee had a discussion about painting a wall on the building of the Chamber of Commerce. Manager Rob Allard advised to send that proposal to the Building and Grounds Committee. Claudia discussed the handout entitled, “2017 Proposal to Garden Club and DDA for Founders Day and Hancock Beautification for Season.” The Founders Day Team proposed the DDA help provide funding for additional flower pots and signs. Claudia said \$235 is needed for the project. **Motion** to put \$235.00 towards the Founders Day/ Hancock Beautification project, second by John Nagel. Roll call vote. Ayes: 6. Nays: 0. Absent: 5. Motion carried.

Marketing: Chris Dunn reported the Marketing Committee had a discussion about the DDA and the Chamber of Commerce. They agreed to send a survey for feedback from both business and building owners in the DDA tax district for future projects. Claudia asked Chris to co-chair the Committee, he agreed. Chris Dunn will co-chair the Marketing Committee. John (Buz) Graettinger suggested the Marketing Committee as a collaborative effort, target a significant businesses (or type of businesses) or building owner not only to get input but also show we care. A suggestion was made for the Marketing Committee to send a letter to invite everybody who is a stakeholder but instead rather to amend the survey to ask a question about the interest of future projects.

Sesquicentennial Update: Claudia gave an update about the banners paid for by the DDA with a handout entitled, “DDA Banner Contribution to Sesquicentennial” picturing 3 banners. Claudia explained the total of \$700 had previously been approved at the December DDA meeting leaving a \$112 deficit. **Motion** to spend an additional \$112 for Sesquicentennial banners by Claudia Ressel-Hodan, second by John (Buz) Graettinger. Roll call vote. Ayes: 6. Nays: 0. Absent: 5. Motion carried.

New Business: None

Jack Witt said that he will report the results of replacing the bricks around the trees in front of his business after it has been completed. Jeff Hodges stated there had been a proposal about having a music festival and would support the plan if it is controlled and follows all the Village process and procedures. Discussion followed.

Adjournment: There being no further discussion, the meeting was adjourned as 10:08 AM, by Chair Claudia Ressel-Hodan.

The next scheduled DDA Meeting is April 12, 2017, at 8:30 AM in the Community Room.

Respectfully submitted,

Barbara Siok
Deputy Clerk/Treasurer

Date