Village of Pentwater
65 S. Hancock St P.O. Box 622 Pentwater, MI 49449

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Downtown Development Authority Meeting Agenda
Thursday, November 9, 2026 – 8:30 am
Village Hall, 65 S. Hancock

1. Call to Order – Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Comments from Chair
6. Correspondence
7. Committee Reports
   A. Treasurer Report –
      1. Approve the Check Disbursement
      2. Accept Financial Reports
8. Unfinished Business
   A. Pedal Project
   B. DDA Storage
   C. Christmas in the Village
9. New Business
   A. Social District
   B. Charter Review
   C. New Years Eve Fireworks
10. Public Comment
    Will be made only when the DDA Chair opens the meeting for public comments. Please state your name and address before speaking. All comments will be addressed to the DDA Chair, and each speaker will have one opportunity to speak for a maximum of 3 minutes.
11. DDA Discussion/Comments
12. Adjournment

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STAY FOR A DAY, A WEEK, A LIFE

Village of Pentwater is an equal opportunity employer.

DDA Meeting Minutes

September 10 , 2026

Village Hall 65 S Hancock

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Ryan Williams called the meeting of the Pentwater Village DDA to order at 8:37 AM from Village Hall Conference room.

II. ROLL CALL

Present: John Nagle, Katie Saunders, Ryan Williams, Brian Prescott, Mark Shotwell
Absent: **Mary Marshall, Jilly Barnes, Kyle Jansen**

Also present: Toby Van Ess, Casey Kies, Shane Peterson

III. APPROVAL OF THE AGENDA

Chair Williams requested an approval of the agenda. *Motion* by Shotwell, supported by Prescott to approve the agenda as presented with item VIII C. Pedal Project added.
Voice vote: Yes: 5 No: 0. Absent: 3. Motion approved 5-0.

IV. APPROVAL OF AND MINUTES

A. Approval of Minutes from previous meeting

Chair Williams requested approval of the minutes. *Motion* by Shotwell supported by Nagel to approve the minutes as presented.
Voice vote: Yes: 5. No: 0. Absent: 3. Motion approved 5-0.

V. COMMENTS FROM THE CHAIR – Williams- NONE

VI. CORRESPONDENCE – None

VII. COMMITTEE REPORTS

A. Treasurer Report – Jansen Absent

1. **Approve Check Disbursement**
   Casey reported that the check disbursements for Music at the Marina have been completed, with the exception of one entertainer. Katie is currently working to obtain the required W-9 form so the remaining payment can be processed. Casey also noted that the mums payment will be included in the next check disbursement.
2. **Accept Financial Reports**

Shane Peterson of Fleis & VandenBrink provided an overview of the Hancock Street project and explained how the project discussions originated. He reported that plans dating back to 1994 were located and reviewed. Based on that review, the water main beneath Hancock Street is in good condition and meets current needs. He also noted that Hancock Street currently has a road rating of **7 out of 9**, indicating that the roadway is in good condition.

Shane explained that the curb stops servicing the buildings would need to be replaced with copper or plastic materials as part of a future project.

Shane asked the DDA members to discuss their priorities and ideas for potential streetscape improvements. Suggestions included adding or replacing trees, removing the brick portions of the sidewalks, incorporating an irrigation system, adding bump-outs, and installing decorative lighting in the trees.

The DDA also discussed concerns regarding the potential project timeline and overall cost. Shane explained that the typical construction season in Michigan runs from approximately **April through November**. Funding was also discussed, with Shane noting that funding opportunities are currently limited and that there is not a significant amount of grant funding available for this type of project at this time.

Following discussion, the DDA expressed interest in gathering a larger group of stakeholders to further discuss the streetscape and potential improvements. The group would like to invite Shane back for a future discussion to review additional ideas, options, and considerations for the project.

X. PUBLIC COMMENTS: NONE

XI. DDA DISCUSSION/COMMENTS:

XII. ADJOURNMENT

Motion by Prescott supported by Nagle to approve Adjournment at 9:37am

No:0 . Absent: **Mary Marshall, Jilly Barnes, Kyle Jansen.** Motion approved 5-0.

Respectfully submitted

Casey Kies, Administrative Assistant

CHECK DISBURSEMENT REPORT FOR VILLAGE OF PENTWATER
CHECK DATE FROM 04/01/2026 - 10/31/2026
Banks: CHEOP

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 Downtown Development Authority							
04/30/2026	CHEO	52882	Larson & Son Ace Hardware, Inc.	Operating Supplies	740.000	000	62.97
05/13/2026	CHEO	52924	FLOWERS BY MARY ANN	Hancock Improvement	740.400	000	100.00
				Hancock Improvement	740.400	000	3,250.00
				CHECK CHEOP 52924 TOTAL FOR FUND 248:			3,350.00
05/29/2026	CHEO	52974	First National Bank of Omaha	Operating Supplies	740.000	000	91.50
08/13/2026	CHEO	53218	Chad Sampson	Marina Band Concerts	801.200	000	100.00
08/13/2026	CHEO	53219	Cheryl Wolfram	Marina Band Concerts	801.200	000	100.00
08/13/2026	CHEO	53229	KAEDIN A PLUMMER	Marina Band Concerts	801.200	000	300.00
08/13/2026	CHEO	53230	Keith Scott	Marina Band Concerts	801.200	000	100.00
09/02/2026	CHEO	53281	Andrew Henley	Marina Band Concerts	801.200	000	100.00
09/02/2026	CHEO	53295	Richard Magrath/Canopy Space Ban	Marina Band Concerts	801.200	000	100.00
09/10/2026	CHEO	53309	FLOWERS BY MARY ANN	Community Promotion	880.000	000	2,500.00
10/22/2026	CHEO	53436	First National Bank of Omaha	Community Promotion	880.000	000	2,985.00
10/29/2026	CHEO	53460	Larson & Son Ace Hardware, Inc.	Operating Supplies	740.000	000	47.07
				Total for fund 248 Downtown Development Authori			9,836.54

BALANCE SHEET FOR VILLAGE OF PENTWATER
Period Ending 10/31/2026

Fund 248 Downtown Development Authority

GL Number	Description	Balance
*** Assets ***		
248-000-001.001	Huntington Bank - Gen Op	28,013.56
248-000-001.600	Huntington Liquidity Pool	62,422.81
248-000-002.100	Cash Deposits SSB x8719	2,217.18
248-000-002.200	Tax Coll/Disb	415.96
Total Assets		**93,069.51**
*** Liabilities ***		
Total Liabilities		**0.00**
*** Fund Balance ***		
248-000-390.000	Fund Balance	67,385.03
Total Fund Balance		**67,385.03**
Beginning Fund Balance		**67,385.03**
Net of Revenues VS Expenditures		**25,684.48**
Ending Fund Balance		**93,069.51**
Total Liabilities And Fund Balance		**93,069.51**

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF PENTWATER

FROM 04/01/2026 TO 10/31/2026

FUND: 248

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2026	Total Debits	Total Credits	Ending Balance 10/31/2026
Fund 248	Downtown Development Authority				
001.001	Huntington Bank - Gen Op	3,652.32	34,400.70	10,039.46	28,013.56
001.600	Huntington Liquidity Pool	61,093.96	1,328.85	0.00	62,422.81
002.100	Cash Deposits SSB x8719	2,217.01	0.45	0.28	2,217.18
002.200	Tax Coll/Disb	263.00	30,684.24	30,531.28	415.96
	Downtown Development Authority	67,226.29	66,414.24	40,571.02	93,069.51

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF PENTWATER

PERIOD ENDING 10/31/2026

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 10/31/2026	ACTIVITY FOR MONTH 10/31/26	AVAILABLE BALANCE	% BDGT USED	END BALANCE 03/31/2026
Fund 248 - Downtown Development Authority							
Revenues							
Dept 000 - 592							
248-000-402.000	Property Tax Revenue	30,000.00	30,525.50	114.35	(525.50)	101.75	29,257.92
248-000-539.200	Grant - Other	0.00	0.00	0.00	0.00	0.00	715.95
248-000-664.000	Bank Interest Earned	1,600.00	1,329.02	200.48	270.98	83.06	2,452.53
248-000-674.200	Marina Band Concerts Donations	1,000.00	1,200.00	0.00	(200.00)	120.00	1,000.00
248-000-674.300	Petal Project Donations	0.00	75.00	50.00	(75.00)	100.00	1,773.50
248-000-675.000	Christmas Ad Campaign	5,000.00	2,400.00	1,000.00	2,600.00	48.00	2,050.00
Total Dept 000 - 592		37,600.00	35,529.52	1,364.83	2,070.48	94.49	37,249.90
TOTAL REVENUES		37,600.00	35,529.52	1,364.83	2,070.48	94.49	37,249.90
Expenditures							
Dept 000 - 592							
248-000-740.000	Operating Supplies	500.00	110.04	47.07	389.96	22.01	136.63
248-000-740.400	Hancock Improvement	3,400.00	3,350.00	0.00	50.00	98.53	9,278.95
248-000-800.300	Christmas Decorations	3,000.00	0.00	0.00	3,000.00	0.00	2,447.50
248-000-801.000	Professional/Contractual Serv	1,500.00	0.00	0.00	1,500.00	0.00	1,528.00
248-000-801.200	Marina Band Concerts	1,700.00	800.00	0.00	900.00	47.06	1,444.53
248-000-803.000	Admin Expense	1,200.00	100.00	0.00	1,100.00	8.33	1,300.00
248-000-880.000	Community Promotion	13,000.00	5,485.00	2,985.00	7,515.00	42.19	12,664.38
248-000-880.200	Downtown Decor	500.00	0.00	0.00	500.00	0.00	100.00
248-000-880.300	Christmas in the Village	9,000.00	0.00	0.00	9,000.00	0.00	3,948.65
248-000-880.500	New Year's Eve	2,000.00	0.00	0.00	2,000.00	0.00	1,430.36
248-000-880.700	Start Of Summer	200.00	0.00	0.00	200.00	0.00	200.00
248-000-920.000	Utilities	1,600.00	0.00	0.00	1,600.00	0.00	1,299.80
Total Dept 000 - 592		37,600.00	9,845.04	3,032.07	27,754.96	26.18	35,778.80
TOTAL EXPENDITURES		37,600.00	9,845.04	3,032.07	27,754.96	26.18	35,778.80
Fund 248 - Downtown Development Authority:							
TOTAL REVENUES		37,600.00	35,529.52	1,364.83	2,070.48	94.49	37,249.90
TOTAL EXPENDITURES		37,600.00	9,845.04	3,032.07	27,754.96	26.18	35,778.80
NET OF REVENUES & EXPENDITURES		0.00	25,684.48	(1,667.24)	(25,684.48)	100.00	1,471.10
BEG. FUND BALANCE		67,385.03	67,385.03				65,913.93
END FUND BALANCE		67,385.03	93,069.51				67,385.03