

**Village of Pentwater - Downtown Development Authority**  
**DDA Regular Meeting Minutes – May 8, 2025, 8:00 a.m.**  
**Held at Park Place – 310 N Rush Street**

**1 Call to Order and Pledge of Allegiance**

Chair Williams called the meeting to order at 8:05 a.m. followed by the Pledge of Allegiance.

**2 Roll Call**

Present: Barnes, Nagel, Prescott, Saunders, Shotwell, Williams, Haack (arrived at 8:20 am)

Absent: Marshall, Henley

Also present: Village Deputy Clerk/Treasurer Michelle Bieri, Village Manager Rachel Witherspoon

**3. Approval of Agenda**

Motion by Shotwell, supported by Barnes, to approve the agenda as amended.

In reference to the agenda, a suggestion was made to streamline the Committee Reports and reserve discussion on current events, as well as to combine the Treasurer's Report with approval of checks and financial reports.

Under New Business Add: 8 B) Approval of funds for Petal Project

8 C) Conversation on the Board Structure

8 D) DDA Intern/Coordinator Discussion

Voice Vote: Yes: 7; No: 0

**4. Approval of Minutes**

Motion by Barnes, supported by Prescott, to approve Regular DDA Board Meeting Minutes April 10, 2025

Voice vote: Yes: 7; No: 0

**5. Comments from the Chair: None.**

**6. Committee Reports**

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

Motion by Shotwell, supported by Prescott to accept the Treasurer's Report, Financials & Check Disbursements as presented.

Roll Call Vote: Yes: Barnes, Hack, Nagel, Prescott, Saunders, Shotwell, Williams

No:

**B. With an intent to conduct DDA Meetings as efficiently as possible, committee reports will be limited to current projects. Committees will meet as needed and bring back important results to the next meeting.**

Saunders: Music in the Marina – under control. Working on signs and has all but 3 artists committed; if DDA comes up with ideas, she will bring information to Dan Nugent, who serves on the Grounds Committee for the Village Council.

Williams: Petal Project – Oceana Community Foundation. Bass approved use of his funds/donation for the Petal Project. Looking at getting a card with a QR code for people to donate. Discussion at September meeting to include downtown with Petal Project.

Barnes: New Year's Eve – combine with Christmas in December.

Hack: Adopt-a-Block – considering a Facebook Page to get it all together.

Hancock – Shepherd hooks are ready, and Marianne is getting flowers as well.

Brainstorming for something doable this year. Consider bringing Claudia on as chair, take applications/ideas from other groups, people, ect.

**7. Unfinished Business:**

None

**8. New Business**

- A.** Motion by Prescott, second by Barnes to pay \$200 to Dave Walley for the Start of Summer Party

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

No:

- B.** Motion by Shotwell, seconded by Prescott to approved \$300 for Williams for Petal Project implementing equipment, and approve up to \$4000 for Petal Project budget for this year, which does include Petal Project submitting any expenses, including matching funds.

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

No:

- C.** Motion by Prescott, seconded by Nagel to add more meeting dates to include June 12, July 10, August 14, and December 11

Discussion was held regarding Board Structure, recognizing roles, working with the Village Council, bringing big ideas and financial concerns to DDA; expectations for Board Members such as attendance, captain of committees, and possibly appointing more members. Village Manager Witherspoon suggested the September meeting be a walk about the village, while investigating Tier 1 priorities, Tier 2 priorities, ect.

Roll call vote: Yes: Barnes, Haack, Nagel, Prescott, Saunders, Shotwell, Williams

No:

- D.** Motion by Shotwell, seconded by Saunders to investigate the potential of hiring a part-time "Intern/Event Coordinator".

Witherspoon stated she would talk to the Village attorney about a possible contract employee for the DDA.

Voice Vote: Yes: 7

No: 0

**9. Public Comments - none**

**10. DDA Discussion/Comments - none**

**11. Adjournment**

Motion by Nagel, seconded by all to adjourn at 9:43

Voice Vote: Yes: 7

No: 0

Respectfully submitted,

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Michelle Bieri  
Deputy Clerk/Treasurer

**Next meeting will be held at Park Place Meeting Center, July 10, 2025 at 8:00 am**