

Downtown Development Authority
January 15, 2026
Park Place – 310 North Rush Street

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Ryan Williams called the meeting of the Pentwater Village DDA to order at 8:00 AM from Park Place Meeting Center.

II. ROLL CALL

Present: Barnes, Jansen, Nagel, Marshall, Shotwell, Saunders, and Williams

Absent: Kletke and Prescott.

Also present: James Van Ess (Village Manager), Jody TerHaar, (Deputy Clerk Treasurer) and Niki Theeuwes (Manager's Assistant)

III. APPROVAL OF THE AGENDA

Chair Ryan Williams requested approval of the agenda. *Motion* by Shotwell, supported by Marshall to approve the agenda as presented.

Voice vote: Yes: 7. No: 0. Absent: Kletke and Prescott. Motion approved 7-0.

IV. APPROVAL OF AND MINUTES

Approval of Minutes from previous meeting (December 11, 2025)

Chair Ryan Williams requested approval of the agenda. *Motion* by Shotwell, supported by Marshall to approve the Minutes as presented.

Voice vote: Yes: 7. No: 0. Absent: Kletke and Prescott. Motion approved 7-0.

V. COMMENTS FROM THE CHAIR – Williams

VI. CORRESPONDENCE

VII. COMMITTEE REPORTS

A. Treasurer Report – Shotwell

Approve Check Disbursement

Motion by Marshall, supported by Barnes to receive the Check Disbursement as presented.

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

No: 0. Absent: Kletke and Prescott. Motion approved 7-0.

Accept Financial Reports

Motion by Jansen, supported by Nagel to receive the financial reports as presented.

Roll Call Vote: Yes: Jansen, Nagel, Barnes, Marshall, Saunders, Shotwell, Williams

No: 0. Absent: Kletke and Prescott. Motion approved 7-0.

B. Christmas in the Village – Barnes

Voiced a big thank you to the DPW for getting the snow cleaned up. The responses were great, some flaws were fixed and families were seen coming out. Looking for more sponsorship and the possibility of extending. The carriage rides on Sunday were well received. Consider it a great success. Marshall noted she was so impressed and it made the Village Shine.

C. Petal Project – Williams

None

VIII. UNFINISHED BUSINESS

A. Fireworks

There was a good turn-out and comments were good. Craig Matheson is willing to take care of the fireworks next year also.

B. Village Camera's/WiFi

Village Manager Van Ess reported that he has been getting some complaints regarding the camera's not working. He indicated that the cameras were previously through SkyWeb and were hard-wired at the old building.

He has a meeting set up with Spectrum and is looking at moving the cameras to the gazebo and providing WiFi to the Village Green. He also stated that he was looking at the Village being responsible for the charges instead of the DDA. Shotwell offered to look at any specs or packages.

IX. NEW BUSINESS

A. 2026 Meeting Schedule Resolution (Revised)

Motion by Marshall, supported by Shotwell to approve the Revised Resolution for 2026 Meetings.

Roll Call Vote: Marshall, Shotwell, Barnes, Jansen, Saunders, Williams, and Nagel

No: 0. Absent: and Kletke and Prescott. Motion approved 7-0.

B. Temporary Ice Rink

Williams told the group that the Village Council had approved (pending DDA approval) the construction of a temporary Ice Rink on the Village Green. It is expected to be up until 3/31/26, weather permitting. Upon approval of the expense (approximately \$550 for supplies) "Rink Rats" are available to begin set-up today. The expenses are expected to cover forms and a heavy-duty tarp to keep water from flowing out. Once the form is in place, the Fire Department will fill. Signage for liability purposes will also be needed and a question of whether this could be under the Village general liability policy. He also indicated that he/family can provide summer storage for rink. Additional information

would need to be shared that people would need to provide their own skates – or a possible donation of skates.

Barnes voiced support for the project, stating that it would bring business and people downtown. Suggested doing a community promo for donations of ice skates. A spot would need to be designated for storage of skates, as well as a bench to put skates on.

While discussion was taking place, Williams contacted Prescott who stated that Green Isaacs' foyer could potentially house donated skates.

Motion by Shotwell, supported by Barnes to approve the expenses for the temporary Ice Rink.

Roll Call Vote: Shotwell, Barnes, Jansen, Marshall, Saunders, Williams, and Nagel

No: 0. Absent: and Kletke and Prescott. Motion approved 7-0.

X. PUBLIC COMMENTS:

None

XI. DDA DISCUSSION/COMMENTS:

A. Trees on Hancock

Marshall reported that the Village is waiting to see if the trees on Hancock will come back in the Spring. If not, they will be replanted.

B. Flowerpots

Discussion on the flowerpots was held including the need to identify people to be on a schedule to water, deadhead, and perform other maintenance on the flowers. Those persons may have access to a "water trolley" which would make this task easier. Also discussed was the possibility of petunias being used, but deer eat those.

The need to find additional weight in the pots to keep them from getting knocked over as easily. A suggestion to use sandbags was made. Due to pots getting knocked over this season, several will need repair. Suggestions to use Epoxy E6000 or spray foam were considered. We do have 10 extras in case any need to be replaced instead of repaired.

XII. ADJOURNMENT

Motion by Marshall, supported by Shotwell to approve Adjournment.

Voice vote: Yes: 7. No: 0. Absent: Kletke and Prescott. Motion approved 7-0.

Meeting was adjourned at 8:47 A.M.

Respectfully submitted,

Date