Downtown Development Authority
May 14, 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 8:30 AM from the Village Hall.

II. ROLL CALL

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

Also present: Toby Van Ess, Village Manager, and Niki Theeuwes, Management Assistant.

III. APPROVAL OF THE AGENDA

Mary Marshall asked to make an amendment to the agenda. She requested adding trash cans, benches, and a Bike/Golf Cart Parade to the new business section. *Motion* by Brian Prescott, supported by John Nagle, to approve the agenda as amended.
Voice vote: Yes: 5. No: 0. Absent: 4. Motion approved 5-0.

IV. APPROVAL OF AND MINUTES

Approval of Minutes from the previous meeting.
Chair Williams requested approval of the minutes of the April 9, 2026, meeting. *Motion* by Kyle Jansen, supported by Mary Marshall, to approve the Minutes as presented.
Voice vote: Yes: 5. No: 0. Absent: 4. Motion approved 5-0.

V. COMMENTS FROM THE CHAIR – Williams

None

VI. CORRESPONDENCE – Pentwater District Library Summer Open House Flyer

The DDA reviewed the flyer received from the Pentwater District Library. It was determined that if any members wanted to attend or host a booth, they could do that on their own.

VII. COMMITTEE REPORTS

A. Treasurer Report – Jansen

Approve Check Disbursement

Treasurer Jansen was able to confirm that reimbursement, indicated as missing in the April meeting, has been made to Ryan Williams.

Motion by Brian Prescott, supported by Mary Marshall, to receive the Check Disbursement with the above note.
Roll Call Vote: Prescott, Marshall, Nagle, Jansen, and Williams.
No: 0 Absent: Barnes, Kletke, Saunders, and Shotwell. Motion approved 5-0.

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Accept Financial Reports

Motion by Mary Marshall, supported by Brian Prescott, to receive the financial reports as presented.
Roll Call Vote: Prescott, Marshall, Nagle, Jansen, and Williams.
No: 0 Absent: Barnes, Kletke, Saunders, and Shotwell. Motion approved 5-0.

B. **Christmas in the Village -** No Report

C. Main Street Flowerpots

Chair Williams indicated that supplies had been purchased to repair pots damaged last season, and those repairs had been completed with help from the Artisan Center. The group was quite pleased with the plants/flowers purchased from Mary Ann and how well the pots have come together. Placing additional planters at Snug Harbor Marina was also

Kyle Jansen asked about watering/maintenance on the flowers. Mary indicated that she has been caring for them on the weekends. Kyle offered to assist. It was also mentioned that businesses adjacent to the pots should also be reminded to help keep them watered. John Nagle stated that he will keep a hose available at Cosmic Candy to assist with filling the water tank and that he would check with a couple of other businesses to do the same.

D. Village WiFi and Cameras

Chair Williams indicated that he has been receiving some questions and comments regarding the Cameras previously available. Manager Van Ess was able to report that Chief Hartrum was looking into the costs of replacing the cameras. After discussion, the group agreed that cameras would be nice to have again, but a public WiFi system at the Village Green is not needed at this time.

VIII. UNFINISHED BUSINESS

A. Budget Discussion

Manager Van Ess presented information to the group regarding the budget amendment proposed/approved at the last meeting. He indicated that to place additional funds into the line item, they would need to cut back in another area or vote to take funds from their fund balance to keep the budget from being in a deficit.

Motion by John Nagle, supported by Brian Prescott, to approve the budget as presented to Council.
Roll Call Vote: Nagle, Prescott, Marshall, Jansen, and Williams.
No: 0 Absent: Barnes, Kletke, Saunders, and Shotwell. Motion approved 5-0.

B. Resolution for Meeting Change

Motion by Mary Marshall, supported by Brian Prescott, to approve Resolution 2026-05-04 changing the meeting time and location.

Roll Call Vote: Nagle, Prescott, Marshall, Jansen, and Williams.
No: 0 Absent: Barnes, Kletke, Saunders, and Shotwell. Motion approved 5-0.

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IX. NEW BUSINESS

A. Trash Cans

Mary Marshall brought up the topic of Trash Cans. It was felt that they could be a joint effort with the Village, and some research needs to be done on where they were previously purchased, current pricing, and an order placed for replacement/back-up receptacles.

B. Benches

Mary Marshall also brought up the topic of benches. Currently, there are about 9 benches that are completely out of service and several more that need work or to be replaced. Ryan Williams and John Nagle discussed the possibility of the Artisan Center again being called on to help fix what can be repaired. The potential for a "sponsorship" drive for memorial benches was brought up. Along those lines, Mary Marshall also indicated that, apparently, a few years ago, there was a project to place memorial bricks at the top of the Village Green, which the current staff and Council were not aware had not been completed until a resident called asking about "their brick". Advertising/sale of additional bricks could be another potential fundraising project.

C. Bike and Golf Cart Parade

Mary brought forward the idea of holding a decorated bike and golf cart parade around the 4th of July for the 250th Anniversary of the United States. It was discussed for July 3, when fireworks are set off, and whether that would work better for local businesses, or if July 4th could work better. Mary also indicated having a few gift cards or other prizes for winners.

Everyone felt that this was a very cute idea.

D. Frontier Cable

Brian Prescott brought up the work done by Frontier Cable and whether anything could be done regarding work that still appears to be incomplete. He had photos where cabling was wrapped around posts and areas that just looked "messy". Manager Van Ess asked for copies of the photos and indicated that he would connect with Frontier about finishing the work.

X. PUBLIC COMMENTS:

None

XI. DDA DISCUSSION/COMMENTS:

Petal Project – The group indicated how well the daffodils looked this year. That they really brightened up the Village. Ryan Williams indicated that there had been some reservations about the bulbs planted on the North end of the Village, but they looked good.

Village Trees - Mary Marshall and Toby Van Ess discussed the plan to pull out trees that have died on Hancock Street. DPW staff will be leveling off that space reposition the planters. Manager Van Ess indicated that some research on appropriate replacement trees was going to take place this summer.

XII. ADJOURNMENT

Motion by Brian Prescott, supported by Kyle Jansen, to adjourn the meeting
Voice vote: Yes: 5. No: 0. Absent: 4. Motion approved 5-0.
Meeting adjourned at 9:22 AM

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