

Downtown Development Authority

June 11, 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 8:35 AM with the Pledge of Allegiance.

II. ROLL CALL

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

Also present: Toby Van Ess, Village Manager, and Niki Theeuwes, Management Assistant, Angie Hopkins, a guest of Mary Marshall, Curtis Burdette, Oceana Economic Alliance, Potential buyer for 327 Hancock, Brownfield Consultant _____.?

III. APPROVAL OF THE AGENDA

Motion by Mary Marshall, supported by Brian Prescott, to approve the agenda as amended.

Voice vote: Yes: 6. No: 0. Absent: 3. Motion approved 6-0.

IV. APPROVAL OF MINUTES

Approval of Minutes from the previous meeting.

Chair Williams requested approval of the minutes of the May 14, 2026, meeting. *Motion* by Kyle Jansen, supported by Mark Shotwell, to approve the Minutes as presented.

Voice vote: Yes: 6. No: 0. Absent: 3. Motion approved 6-0.

V. COMMENTS FROM THE CHAIR – Williams

None

VI. CORRESPONDENCE

VII. COMMITTEE REPORTS

A. Treasurer Report – Jansen

Approve Check Disbursement

A question was raised regarding a charge on a DPW staff member's credit card. Upon research, this purchase was for LP fuel for heaters used at Brews & Beats. It was determined that this needed to be invoiced to the Pentwater Chamber of Commerce.

Motion by Mary Marshall, supported by Mark Shotwell, to receive the Check Disbursement with the LP fuel charge being removed and charged to the Chamber of Commerce.

Roll Call Vote: Marshall, Shotwell, Barnes, Jansen, Prescott, Williams
No: 0 Absent: Kletke, Nagle, and Saunders. Motion approved 6-0.

Accept Financial Reports

Motion by Brian Prescott, supported by Jilly Barnes, to receive the financial reports with the charge for the LP fuel being removed.

Roll Call Vote: Prescott, Barnes, Jansen, Marshall, Shotwell, and Williams.

No: 0 Absent: Kletke, Nagle, and Saunders. Motion approved 6-0.

B. Christmas in the Village –

Jilly Barnes reported that the planning was going similarly to last year. She did indicate that she is working on/looking for additional sponsorships for the carriage rides in hopes of being able to provide carriage rides on additional days.

C. Main Street Flowerpots

Mary Marshall wanted to acknowledge Eric Marshall and the watering wagon he created. This is proving to be a big help in keeping the plants watered. She also indicated that getting additional people/businesses to water would be wonderful. She stated that Kyle has offered to assist, but Mary indicated she is still working and has not had an opportunity to meet with Kyle for training, but that she (Mary) is not available until July 1.

Mary also reported that there are 10 additional planters at the DPW building and is planning to place some at 2nd Street and a couple at Snug Harbor Marina. She further stated that Menards in Muskegon has the ½ cinder blocks needed to weigh down the planters, if anyone is going that way and could pick up 10. When asked about purchasing additional flowers, she indicated that Mary Ann ordered 100, so there are still flowers available for the new pots. Any remaining flowers will be distributed among the existing planters in the Village.

While talking about the flowerpots, trees were also bought up. Mary indicated that since the trees have been removed, she has received positive comments. She stated that we may want to wait on re-planting. If trees are going to be replanted, they will almost need irrigation and power installed. If downtown is going to have to be dug up for lead line replacement, that might be the time to add in irrigation and power. Jilly stated that she will be planting some plume grass across the street from her shop; this could be an option instead of trees.

D. Music at the Marina

In Katie Saunders' absence, Chair Williams reported that 8 dates have been confirmed, indicating that he would provide a flyer with the dates/groups performing.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

Toby introduced Curtis Burdette, with the Oceana Economic Alliance, _____ with Brownfield and an individual who has shown interest in purchasing 327 Hancock.

The project being considered would consist of a multi-use space. It was indicated that it may not be viable to save the existing building due to foundation issues and proximity to the Village Pub, making it difficult to do any repairs. It was asked if any allowance has been, or will be made, to salvage the Pentwater yellow brick. It was thought that making the brick available, in some form, could potentially soften the blow of having to demolish the building.

Parking was mentioned and indicated that it would need to be addressed before or with any “formal” proposal or zoning application was submitted. The Brownfield consultant indicated that a purchaser would most likely need incentives to help offset costs.

X. PUBLIC COMMENTS:

None

XI. DDA DISCUSSION/COMMENTS:

Petal Project – Chair Williams indicated that members were gracious enough to deadhead the daffodils. They have completed the bloom and are ready to be mowed.

Benches – Chair Williams reported he had spoken with someone who does sandblasting, the cost of which would depend on the type of paint used. It’s possible that they could just have another coat of paint added over the existing paint? Ryan is still going to be talking with the Artisan Center about getting their help in restoring/fixing the current benches, or if it would be more cost-effective to buy new benches.

For benches donated as memorials, if benches are to be replaced, offering the original donors the “plates” from the benches, where possible, or some other way of acknowledging the memorial donations.

Banners – Toby reported to the group that when cleaning out the storage area at the “old” building, the banners and their hardware were discarded. He stated that a lot of items had to be thrown out due to water/mold damage.

Jilly indicated that they were purchased in 2011, so they had exceeded their life expectancy. She has been doing research to replace the banners and hardware. In the meantime, it was suggested that a sandwich board be purchased/made that could be used to direct visitors to the restrooms at a minimum.

XII. ADJOURNMENT

Motion by Jilly Barnes, supported by Kyle Jansen, to adjourn the meeting
Voice vote: Yes: 6. No: 0. Absent: 3. Motion approved 6-0.

Meeting adjourned at 9:31 AM