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**

Motion by Shotwell supported by Nagel to receive the financial reports as presented.
Roll Call Vote: John Nagle, Brian Prescott, Katie Saunders, Mark Shotwell, Ryan Williams

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

B. Christmas in the Village Decorations –

Toby reported that he had contacted the entity to confirm that the Village is on the list for decorations. Confirmation was received, and the Village will be contacted again at the end of September to verify the quantity needed.

VIII. UNFINISHED BUSINESS-

A. Main Street Flowerpots

The Committee was informed that the mums have been ordered and are expected to arrive early next week. Discussion followed regarding who would be responsible for placing the mums in the Main Street flowerpots and how the existing geraniums would be removed and disposed of. No decisions were made at this time regarding these responsibilities.

B. DDA Storage

Toby presented an idea for additional storage at the DPW yard utilizing two used 40-foot shipping containers as the exterior walls of a covered storage structure. Under the proposed concept, one container would be purchased by the DDA and the other by the Police Department, with each department responsible for the cost of its respective container. The Village would then be responsible for the cost of constructing a roof over the containers, creating a covered center area that could be utilized by the DPW for equipment storage.

Toby noted that used shipping containers are estimated to cost approximately $3,000–$5,000 each. He is currently reviewing zoning requirements to determine whether the proposed structure would be permitted at the DPW yard.

The DDA discussed potential items that could be stored in its container, including flowerpots, ice rink equipment, Christmas decorations, and other DDA-related materials.

C. Pedal Project

The DDA discussed funding for the Pedal Project and the community's ongoing fundraising efforts. Following discussion, the DDA agreed to support the project by matching funds raised by residents, in an amount not to exceed **$4,000**. The contribution will provide additional financial support toward the completion and success of the Pedal Project.
Roll Call Vote: John Nagle, Brian Prescott, Katie Saunders, Mark Shotwell, Ryan Williams
No: 0 . Absent: **Mary Marshall, Jilly Barnes, Kyle Jansen**. Motion approved 5-0.

IX. NEW BUSINESS

A. Hancock Streetscape (Fleis &Vandenbrink)

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

Casey Kies, Administrative Assistant