

**Village of Pentwater - Downtown Development Authority**  
**DDA Regular Meeting Minutes – June 12, 2025, 8:00 a.m.**  
**Held at Park Place – 310 N Rush Street**

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

Chair Ryan Williams called the meeting to order at 8:00 a.m. followed by the Pledge of Allegiance.

**2 Roll Call**

Present: Barnes, Nagel, Prescott, Shotwell, Williams, Marshall

Absent: Haack, Henley, Saunders

Also present: Village Deputy Clerk/Treasurer Michelle Bieri

**3. Approval of Agenda**

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

In reference to the agenda, a suggestion was made to add under Unfinished Business “Board Member Expectations”

Voice Vote: Yes: 6 No: 0

Motion passed unanimously

**4. Approval of Minutes**

Motion by Prescott, supported by Shotwell, to approve Regular DDA Board Meeting Minutes

From May 8, 2025

Voice vote: Yes: 6 No: 0

Motion passed unanimously

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

**6. Committee Reports**

**A. Treasurer Report:**

Prescott presented the Treasurer’s Financial Reports:

Motion by Nagel, supported by Shotwell to accept the Treasurer’s Report

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

No:

Motion passed unanimously

Motion by Barnes, supported by Nagel to approve the Check Disbursement

Yes: Barnes, Marshall, Nagel, Prescott, Shotwell, Williams

No:

Motion passed unanimously

**B. Hancock Improvement Subcommittee**

Motion by Prescott, supported by Shotwell to move forward with Phase 1 of Hancock Improvement of Landscape Boxes on Sidewalks, with a budget of \$8350, to purchase 50 pots, plus extras, and reassess at the September meeting.

Nagel presented the Board with recommendations from the Hancock Improvement Subcommittee meeting. The result would be a total of 100 pots within the DDA District after the completion of Phase 1 and 2. Nagel thoroughly presented details as to the cost of the pots, potential plants for summer as well as for fall, ground cover, pavers, and so forth. The Board provided many supportive ideas as to watering, winter storage and so on.

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

No:

Motion passed unanimously

**C. Petal Project**

Williams wanted to share with the board he has received a lot of positive responses regarding the tulips in the Petal Project. He updated the Board on the reason some of the tulips were cut down early (vehicle safety). Discussion included having some general guidelines for the cutting back for next spring, maybe mow by “garage sale weekend”.

**7. Unfinished Business**

**A. Resolution No. 2025-05-12 – 2025 DDA Meeting Dates**

Motion by Prescott, supported by Barnes to approve the updated 2025 Meeting Dates

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

No:

Motion passed unanimously

**8. New Business - none**

**9. Public Comments - none**

**10. DDA Discussion/Comments**

Discussion revolved around future DDA calendar events and areas of focus, Homecoming, promoting Christmas in July during Homecoming, ect.

**11. Adjournment**

Motion by Prescott, supported by Shotwell to adjourn at 8:51

Voice Vote: Yes: 6

No:

Motion passed unanimously

Respectfully submitted,

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Michelle Bieri

Deputy Clerk/Treasurer

**Next meeting will be held at Park Place Meeting Center, August 14, 2025, at 8:00 am**