



**Village of Suttons Bay
Downtown Development Authority
Meeting Agenda
December 11, 2019
9:30 A.M.
Village Hall**

1. Call to Order
2. Roll Call and Notation of Quorum
3. Approval of Agenda
4. Members Conflict of Interest on any item on the Agenda
5. Approval of Downtown Development Authority Minutes
6. Public Comments/Written Communication.
PLEASE LIMIT REMARKS TO NO MORE THAN THREE (3) MINUTES
7. Items for Consideration/Action
 - a. Old Business -Harbormaster Ferry Assessment/Ideas
 - b. New Business-2020 Budget
 - c. 2020 Meeting Dates
8. Reports
 - a. Manager Update - verbal
9. Information and Comments
 - a. Board Members
 - b. DDA Staff
10. Public Comment - PLEASE LIMIT REMARKS TO NO MORE THAN THREE (3) MINUTES
11. Announcements
12. Adjournment



VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes of October 9, 2019

The meeting was called to order at 9:30 a.m. by President Peterson.

Present: Bahle, Lambdin, Lutke, Peterson, Pontius, Popke and Wierzba
Staff present: Fay and Larrea

Approval of Agenda

Pontius moved, Lutke seconded, CARRIED, to approve the Agenda as presented.
Ayes: 4, No: 0.

Approval of Downtown Development Authority Minutes

Lutke moved, Pontius seconded, CARRIED, to approve the December 12, 2018, DDA meeting minutes as presented and submitted by Fay. The meeting minutes can be found in this meeting packet. Ayes: 4, No: 0.

Board members Bahle, Lambdin and Popke arriving.

Old Business

Ferry Update – DDA board member Kim Pontius led a Power point presentation consisting of an update on a proposed Ferry route called Project B-3. The presentation is attached to these meeting minutes. Discussion points were:

- Funding a feasibility study, perhaps Rotary if the DDA's from the Village and Elk Rapids collaborated. Jason Allen has stated that partial funding is likely.
- The DNR and the DEQ may not agree to remove the pilings at the Village marina, and because the fishing pier was funded with DNR Trust money, removal may be prohibited.
- Ferry services are looked upon favorably.
- The big questions are: Facilities and vessel type.
- This project is part of a transportation system.
- Everything is ADA compliant and meets homeland security criteria.
- The Acme/Elk Rapids bike trail will be complete with 3-5 years, so the timing of this proposed project is optimal.
- Should other facilities be considered outside of Elk Rapids?
- Think small now, expand later.
- Elk Rapids Marina may have structure issues.

- 45' vessel is the limit for Elk Rapids.
- The Ferry would help keep Suttons Bay vibrant.
- There are currently several ferry boats within the state that may be interested.
- This is a pedestrian/bicycle concept; no vehicles.
- The boat needs to be coast guard certified.
- There is a good market of used boats.

Bahle moved, Popke seconded, CARRIED, in support of this project, and further recommends the project moving forward for Village Council approval. Ayes: 7, No: 0.

It was the consensus of the board to recommend the following:

- Harbor Master Aylsworth to provide her assessment and ideas at the next DDA meeting.
- DDA monthly meetings necessary to continue discussions.
- Pontius will now present to the Elk Rapids DDA.
- Form a coalition of the two DDA's to continue the process.
- An adhoc committee consisting of private and public entities should be formed.
- Assistance from a transit authority is needed.
- Check with the tribe again to see if they would like tribal involvement.

Lambdin and Lutke left the meeting at 10:05.

New Business

Pontius moved, Popke seconded, CARRIED, to accept the resignation from board member Alicia Evans. Ayes: 5, No: 0

Popke left the meeting at 10:10.

Manager Update

Larrea stated the budgeting process has begun and will be on next month's agenda.

Information and comments

Pontius encourages the DDA and the Chamber of Commerce to attend the Council meeting in support of the Ferry project.

Public Comment

Karen Pontius stated that local businesses appear to be very supportive of the Ferry project.

The meeting adjourned at 10:12 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

To: DDA Members, Village Council

The idea of having a ferry service between Elk Rapids and Suttons Bay is unique and could be both beneficial to residents and tourists. The concept of connecting Elk Rapids and Suttons Bay via water is a fantastic opportunity to connect to small villages while enjoying the bay.

After spending the season observing the boating and tourist traffic within Sutton Bay I compiled some thought and concerns and areas that would need more research.

- Where would the Ferry dock? There are two possible existing docks within Suttons Bay. The Fishing Pier. I am unsure if this could be an option because there was DNR trust money to build the pier. More research would be needed. Another option might be the South Pier. Dredging would have to be done in order to accommodate any vessel drawing more than 3 ft. of water. Dredging in this area might be difficult because of old cribbing and stone. Its geographical relationship to the wetlands might be a challenge as well.
- Location of onsite office, restrooms, dumpster and parking. Areas/space would be necessary to have these amenities.
- Size of vessel? The vessel would have to be no longer than 75' in length to possibly fit on the South Pier (if this pier is an option). The fuel dock within the main marina would not be able to handle a vessel longer than 75' to provide pump outs and fuel. It should be noted that Suttons Bay Marina does not sell Diesel fuel. More than likely a passenger ferry will run on diesel.
- Impact of wake on shorelines and smaller vessels with low gunwales. Suttons Bay is a popular area for smaller boat traffic. Its unique location of being a bay within the bay is very popular to smaller vessel marine traffic. There would need to be more research on the impact of a high speed larger vessel entering and exiting the navigation waters around Sutton Bay Marina

As the above are my thoughts and concern, the real thoughts and concerns should involve the Village Council; considering the true impact involves Village property and assets.

Eddie Aylsworth

Suttons Bay Marina, Harbormaster



VILLAGE OF SUTTONS BAY

REPORT VSB -2019-78

Prepared:	November 7, 2019	Pages:	1 of 1
Meeting:	December 11, 2019	Attachments:	<input type="checkbox"/>
Subject:	DDA Budget 2020		

2020 Budget

Attached you will find the proposed 2020 budget for your review and approval. You will notice there is little change from the 2019 budget.

Please review the budget and I will be happy to answer any questions you might have.

Motion for Consideration:

MOTION THAT the 2020 DDA Budget budget be adopted for approval to the Village Council.

Downtown Development Authority

Revenues	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Current Property Taxes	0	1,000	0	0
Tax Penalty and Interest	0	0	0	0
Interest Revenue	10	0	5	5
Transfer In - General Fund	0	0	0	0
Total Downtown Development Authority Revenues	10	1,000	5	5
Expenditures	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Administrative Wages	2,294	2,750	2,820	2,820
Wages		0	0	0
FICA Contribution	169	225	225	225
Medical Insurance	340	350	190	200
Workers Compensation	16	25	25	25
Retirement Contribution	107	275	282	282
Life, AD&D Insurance	25	50	35	40
Unemployment Insurance		25	25	25
Office Supply	29	200	100	100
Operating Supplies		200	100	100
Engineering Services		0	0	0
Legal Services	2,528	1,000	1,000	1,000
Audit Services	235	300	207	350
Contractual Service	340	1,000	1,000	1,000
Postage	83	50	50	50
Printing & Publishing	1,141	1,000	1,000	1,000
Total Downtown Development Authority Expenditures	7,307	7,450	7,059	7,217
Total Expenditures	7,307	7,450	7,059	7,217
Total Revenues	10	1,000	5	5
Excess Revenues or Expenses (-)	-7,297	-6,450	-7,054	-7,212
Beginning Fund Balance	36,443	29,146	29,146	22,092
Ending Fund Balance	29,146	22,696	22,092	14,880

2020 Calendar

January

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February

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November

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December

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