

**Downtown Development Authority**  
**Regular Meeting Minutes**  
March 1, 2017

The meeting was called to order at 11:34 a.m., by Chairperson Peterson.

**Roll Call:**

Present: Erik Bahle, Steve Lutke, Alicia Evans, Jen Lewis, Amy Peterson, Nick Wierzba  
Quorum present.  
Village Staff Present: Wally Delamater, Village Manager  
Guests: Lois Bahle

**Approval of Agenda**

Motioned by Wierzba, seconded by Lewis, CARRIED, to approve the agenda as presented. Ayes-6, Nays-0

**Election of Officers**

Motioned by Bahle, seconded by Lewis, CARRIED, to appoint Amy Peterson as Chair, Nick Wierzba as Vice Chair, Village Clerk as Secretary and Village Treasurer as Treasurer, for a one year term. Ayes-6, Nays-0.

**TAP Grant Project**

No action required. Delamater updated DDA on status of application. A Board member expressed a concern of possible loss of parking spaces.

**DDA Plan Consultant**

Motioned by Lutke, seconded by Bahle, CARRIED, to hire a qualified consultant to assist the DDA Board with the completion of the DDA Plan. Ayes-6, Nays-0.

**Board Member Comments**

A board member presented an idea of developing handouts where public restrooms are located.

**Public Comment:**

Lois Bahle would like to see all season public restrooms in the central business area.

The next regular meeting will be April 5, 2017. There being no further business, the meeting adjourned at 12:01 p.m.

Submitted by,  
Wally Delamater, Village Manager

**Downtown Development Authority**  
**Regular Meeting Minutes**  
May 3, 2017

The meeting was called to order at 11:34 a.m., by Chairperson Peterson.

**Roll Call:**

Present: Erik Bahle, Steve Lutke, Alicia Evans, Jen Lewis, Amy Peterson, Nick Wierzba  
Quorum present.  
Village Staff Present: Wally Delamater, Village Manager  
Guests: Lois Bahle

**Approval of Agenda**

Motioned by Wierzba, seconded by Lewis, CARRIED, to approve the agenda as presented. Ayes-6, Nays-0

**Election of Officers**

Motioned by Bahle, seconded by Lewis, CARRIED, to appoint Amy Peterson as Chair, Nick Wierzba as Vice Chair, Village Clerk as Secretary and Village Treasurer as Treasurer, for a one year term. Ayes-6, Nays-0.

**TAP Grant Project**

No action required. Delamater updated DDA on status of application. A Board member expressed a concern of possible loss of parking spaces.

**DDA Plan Consultant**

Motioned by Lutke, seconded by Bahle, CARRIED, to hire a qualified consultant to assist the DDA Board with the completion of the DDA Plan. Ayes-6, Nays-0.

**Board Member Comments**

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**Public Comment:**

Lois Bahle would like to see all season public restrooms in the central business area.

The next regular meeting will be April 5, 2017. There being no further business, the meeting adjourned at 12:01 p.m.

Submitted by,  
Wally Delamater, Village Manager

**VILLAGE OF SUTTONS BAY**  
**Downtown Development Authority**  
**Regular Meeting Minutes**  
May 3, 2017

The meeting was called to order at 11:30 a.m., by Chairperson Peterson.

Roll Call:

Present: Erik Bahle, Alicia Evans, Amy Peterson, Nick Wierzba

Absent: Steve Lutke, Jen Lewis

Quorum was not present.

Village Staff Present: Wally Delamater, Village Manager

Guests: Lois Bahle, Bill Perkins

A quorum of the DDA Board was not present. Business before the board was not conducted.

Public Comment:

Perkins asked the Board to consider amending the DDA district to include Ice Rink Park so the DDA could participate in paying for improvements to accommodate parking. A short discussion was held regarding parking in the DDA District.

The four members of the Board present having reviewed the two proposals for a DDA Plan Consultant. Based on information presented the consensus was to work with Becket and Raeder. The proposal will be sent to the appropriate Council Committee for review.

Chairperson Peterson would like a list of individuals that can be contacted to promote participation in the DDA. Peterson will not be able to attend the June 7<sup>th</sup> meeting.

The next regular meeting will be June 7<sup>th</sup>, 2017. There being no further business, the meeting adjourned at 12:05 p.m.

Submitted by,  
Wally Delamater, Village Manager

**VILLAGE OF SUTTONS BAY**  
**Downtown Development Authority**  
**Regular Meeting Minutes**  
June 7, 2017

The meeting was called to order at 11:30 a.m., by Vice Chairperson Wierzba.

Roll Call:

Present: Alicia Evans, Nick Wierzba, Steve Lutke, Jen Lewis, Bridget Lambdin and Kim Pontius

Absent: Erik Bahle, Amy Peterson and Donna Popke

Village Staff Present: Wally Delamater, Village Manager

Consultant: Beckett and Raeder, Claire Karner

Approval of Agenda

Motioned by Lutke, seconded by Lewis, CARRIED, to approve the agenda as presented.

Ayes-6, Nays-0

Meeting Minutes:

Motioned by Lewis, seconded by Evans, CARRIED, to approve May 3, 2017 meeting minutes as presented. Ayes-6, Nays-0.

DDA Plan Consultant Claire Karner:

Karner provided a handout and a power point. Karner provided an Explanation of the process to be used for DDA/TIFA Plan development. A general project prioritization exercise was conducted. A general discussion held on goals, mission statement, housing, employment, parking, cross walks, street closure, infrastructure, zoning adaptations and taxable values.

July Meeting Date and Time:

By consensus the Board directed the next meeting be rescheduled for July 13<sup>th</sup> at 9:30 a.m.

Meeting Adjourned at 12:45 p.m.

Submitted by,  
Wally Delamater, Village Manager

**VILLAGE OF SUTTONS BAY**  
**Downtown Development Authority**  
**Regular Meeting Minutes**  
July 13, 2017

The meeting was called to order at 11:30 a.m., by Vice Chairperson Wierzba.

Roll call taken, quorum present.

Present: Alicia Evans, Nick Wierzba, Steve Lutke, Bridget Lambdin and Erik Bahle  
Absent: Kim Pontius, Amy Peterson, Jen Lewis and Donna Popke  
Village Staff Present: Wally Delamater, Village Manager  
Consultant: Beckett and Raeder, Claire Karner

**Approval of Agenda**

Motioned by Bahle, seconded by Lutke, CARRIED, to approve the agenda as presented.  
Ayes-5, Nays-0

**Meeting Minutes**

Motioned by Bahle, seconded by Lambdin, CARRIED, to approve June 7, 2017 meeting minutes as presented. Ayes-5, Nays-0.

**Public Comments**

Lois Bahle suggested consideration be given to a possible adjustment to the DDA District boundaries, future establishment of a historical museum and historic building survey.

**New Business:**

**DDA Plan Consultant Claire Karner:**

Karner provided a handout of a draft survey and asked the Board to comment on the questions. Each of the draft survey questions were reviewed. General discussion ensued, streetscape amenities, vegetation/street landscaping to install, trees in a downtown district. Board members discussed non-motorized routes, Jefferson Street, south side of Marina connecting to Coal Dock Park. pathway south to Richter Road, crosswalks, better wayfinding, parking options, advantages of the water front, event space, acquisition of property for public purpose, and an incubator program. Karner will amend the draft survey and send a link to the Board for make a final review.

Discussion was held as to what the best methods of outreach resulting in the greatest return. Web-site, email, post cards, water bills, board members divided up within the district to go door to door, and hold one or more open houses.

**Mission Statement / Plan Goals:**

Karner reviewed a draft revision to the mission statement. No additional comments were made. Karner explained the importance of developing realistic, obtainable goals.

Staff is to verify accuracy of street projects, within the DDA, and pass the information on to Karner.

Meeting Schedule:

By consensus the Board changed the regular monthly meeting time to 9:30 a.m. The board will still meet on the 1<sup>st</sup> Wednesday of the month. The August meeting is moved to the 2<sup>nd</sup> Wednesday at 9:30 a.m.

August Meeting Date and Time:

By consensus the Board directed the next meeting be rescheduled for August 9<sup>th</sup>, 2017, at 9:30 a.m.

DDA Staff

Village Manager updated the DDA on the Conditional Commitment received by MDOT for the TAP Grant Project.

Meeting Adjourned at 10:35 a.m.

Submitted by,  
Wally Delamater, Village Manager

**VILLAGE OF SUTTONS BAY**  
**Downtown Development Authority**  
**Regular Meeting Minutes**  
August 9, 2017

The meeting was called to order at 9:30 a.m., by DDA Board member, Steve Lutke.

Roll call taken, quorum present.

Present: Alicia Evans, Kim Pontius, Steve Lutke, Bridget Lambdin, Jen Lewis and  
Donna Popke

Absent: Amy Peterson, Erik Bahle, Nick Wierzba

Village Staff Present: Wally Delamater, Village Manager

**Approval of Agenda**

Motioned by Pontius, seconded by Popke, CARRIED, to approve the agenda as presented. Ayes-6, Nays-0

**Meeting Minutes**

Motioned by Pontius, seconded by Evans, CARRIED, to approve July 13, 2017 meeting minutes as presented. Ayes-6, Nays-0.

Public Comments: None received.

New Business:

DDA Plan Consultant Claire Karner

**Review Vision and Goals Survey**

The Board reviewed the survey developed by Consultant Karner. By consensus the Board approved of the questions listed on the survey. The Board also recommended additional demographic information by adding questions about age and if the respondent shops in the Village.

**Survey Post Card**

By consensus the Board approved of the post card to be mailed out to residents and property and business owners within the DDA District.

**Review Draft Project List**

Delamater explained that this was not a prioritized list of projects. Based on the Board comments over the last several months, Consultant Karner put this list together. Are there amendments to the List as presented? Pontius would like to see the DDA work with the Chamber to re-brand the Village. By consensus the Board approved the lists as presented.

#### Board Member Comments

Popke would like to see business employee awareness raised on the importance of not parking in front of the business where you work. Evans and Lewis explained in some instances there is a security reason for parking close.

#### Public Comments

Lois Bahle- Before sending out the survey, make sure it works on the various devices. Also, a reduction of Chamber dues if the DDA is providing the promotional advertisement.

Announcements: Next regular meeting September 6, 2017 at 9:30 a.m.

Meeting Adjourned at 10:15 a.m.

Submitted by,  
Wally Delamater, Village Manager

VILLAGE OF SUTTONS BAY  
Downtown Development Authority  
Regular Meeting Minutes  
October 4, 2017

The meeting was called to order at 9:52 a.m. by DDA Chairperson Amy Peterson.

Roll call taken, quorum present.

Present: Amy Peterson, Erik Bahle, Nick Wierzba, Kim Pontius and Steve Lutke

Absent: Alicia Evans, Bridget Lambdin, Jen Lewis and Donna Popke

Village Staff Present: Wally Delamater, Village Manager and Claire Karner, Beckett and Raeder

#### Approval of Agenda

Motioned by Pontius, seconded by Wierzba, CARRIED, to approve the agenda as presented. Ayes-5, Nays-0

#### Meeting Minutes

Motioned by Bahle, seconded by Pontius, CARRIED, to approve August 9, 2017 meeting minutes as presented. Ayes-5, Nays-0.

Public Comments: A charging station for electric cars should be placed in the Village.

#### New Business

Survey Results - DDA Plan Consultant Claire Karner reviewed survey results with the Board. 60 surveys were sent out, 45 surveys were returned. It is unknown how many additional were completed that were not part of the original 60. Based on comments received and feedback from the DDA Board, Karner will prepare a draft plan for review at the next meeting.

Karner provided the Board with a list of projects not yet prioritized and asked the Board to prioritize. Once the Board completed the prioritization, the document can be returned to Karner.

#### General Items Discussed

- Affordable housing and how to support efforts to provide for housing options of workers
- Connectivity throughout the DDA District
- Way Finding
- Park improvements
- Public Restrooms, additional and all season
- Community dayrooms, community center
- Identity/branding
- East Jefferson Street Closure

- Zoning changes, amendments to support various concepts of housing, business and parking structures with residential/commercial on top floors.
- Develop public/private partnerships
- Parking/parking structures
- South Gateway connectivity
- Water Gateway
- Marina
- Electric car charging Stations
- Allow commercial activity, of various types, in the parks and marina

Karner requested from the Board copies of any pictures they may have of the DDA District.

Updated Project List Review -

Delamater explained that this was not a prioritized list of projects. Based on the Board comments over the last several months, Consultant Karner put this list together. Are there amendments to the list as presented? Pontius would like to see the DDA work with the Chamber to re-brand the Village. By consensus, the Board approved the lists as presented.

Announcements: The next regular meeting will be November 1, 2017 at 9:30 a.m.

Adjournment: The meeting adjourned at 11:07 a.m.

Minutes submitted by Wally Delamater, Village Manager.

VILLAGE OF SUTTONS BAY  
DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF DECEMBER 6, 2017

The meeting was called to order at 9:32 a.m. by Chairperson Peterson.

Present: Bahle (arriving at 9:36 am), Lambin, Lutke, Peterson, Pontius, Popke and Wierzba  
Absent: Evans and Lewis  
Staff Present: Delamater and Fay  
Guests: Claire Karner, Beckett and Raeder

#### Approval of Agenda

Motioned by Pontius, seconded by Popke, CARRIED, to approve the Agenda as presented. Ayes: 6 No: 0

#### Approval of Minutes

Motioned by Pontius, seconded by Popke, CARRIED, to approve the meeting minutes of October 4, 2017, as presented by Delamater. The minutes can be found in the meeting packet. Ayes: 6 No: 0

#### Public Comments/Written Communications

A letter with comments was received from Lois Bahle regarding the Draft of the DDA/TIFA Plan. Delamater will provide a copy to the board members.

#### 2018 Proposed DDA Budget

Bahle motioned, Lambdin seconded, CARRIED to approve the 2018 proposed budget and recommends Village Council adopt the DDA proposed budget as approved by the DDA Board. Ayes: 7 No: 0

#### Draft DDA/TIFA Plan

Delamater provided explanation of how a DDA works. The DDA would develop projects cohesive with the Master Plan, which would then be reviewed and ultimately approved, or not approved, by Planning Commission and Village Council. DDA is put in place to capture funds that Village Council cannot, making it a funding authority. It is a focused group to help increase tax values. The DDA can request up to 2 mils within the Village. They can also fund projects by obtaining grants. The DDA requires support from other entities, such as the Fire Department, BATA, NMC, Library and the County, so projects developed need to align with the entities projects and goals. Discussion should take place with these entities prior to presenting the Plan to the public.

Board comments regarding the draft DDA/TIFA Plan:

- Overlap with the Master Plan, TAP grant, and streetscape
- Estimated timelines
- Electric charging stations
- Project map, specifically #12 is in the wrong position
- Millside

Claire Karner stated the priority of projects are from the recent survey developed from the list compiled by this Board. The projects were priced based on consultation with Engineers hired by the Village and professional staff. Claire will remove from the Draft specific statements and will be more general. The Plan should be somewhat specific for funding and implementation, but should remain generally flexible.

Board members need to have their edits and feedback of the draft to Village Manager Delamater by December 13<sup>th</sup>. Delamater and Karner will review the edits and feedback and present them at the January meeting for discussion. The goal is to have a final draft ready in February of 2018, followed by Planning Commission and Council review, and public distribution and comment.

Board Members comments

Member requested Lois Bahle's comments of the Draft DDA, be noted.

Announcements

The next regular DDA meeting will be January 3, 2018, at 9:30 a.m.

Adjournment

The meeting adjourned at 10:19 a.m.

Minutes submitted by Shar Fay, Village Clerk.