

VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
January 10, 2018

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

Present: Alicia Evans, Bridget Lambdin, Jen Lewis, Steve Lutke, and Nick Wierzba
Absent: Erik Bahle, Amy Peterson, Donna Popke, and Kim Pontius
Guest: Claire Karner of Beckett & Raeder
Staff Present: Wally Delamater and Shar Fay

Approval of Agenda

Motion by Evans, seconded by Lutke, CARRIED, to approve the Agenda as presented.
Ayes: 5, No: 0

Approval of minutes

Motioned by Lambdin, seconded by Evans, CARRIED, to approve the minutes prepared by Fay and dated December 6, 2017. The minutes can be found in the meeting packet.
Ayes: 5, No: 0.

Public comments/Written Communications

A update was provided regarding the Leelanau county Housing Action Committee (HAC).

Annual Schedule

By consensus, the board approved 2018 DDA meeting schedule, as presented.

Election of officers

Lambdin motioned, Lutke seconded, CARRIED to appoint Amy Peterson as Chair, Nick Wierzba as Vice Chair, the Village Clerk as Secretary and the Village Treasurer as Treasurer. Ayes: 5, No: 0

DDA/TIFA Draft Plan

Karner briefed the board on some of the updates, including:

- A few pictures were removed and some captions underneath the pictures were removed.
- Reference to electric charging stations was removed and replaced with more broad language such as Energy efficient.
- Changed some language regarding connectivity.
- Changed the year when the TIFA was created to year 2017.
- Boundaries that were not accurate have been corrected. (DDA and Village)
- Corrected some of the street names.

Other items discussed:

- The need to emphasize alternative transportation, transit, in the Plan, and to check with BATA to see if they have any suggestions regarding transportation.
- The importance of delivering the plan to the public.
- Marketing the Plan.
- Once approved, creating awareness about the projects.

The next step is for the DDA to accept/adopt the Plan, and recommend the Plan to Council for approval. The Plan will be sent out for a legal review to assure requirements are met. Grammar will be reviewed and updated. Anything significant will come back to this board. The adoption process is very involved, and Village Manager Delamater will formulate an outline of the noticing requirements. An open house in March or April could be planned. Partnering with the Chamber and Village Council may be a good idea.

Information and Comments

Delamater provided an update on the TAP grant and the Marina project.

Public comments

A comment suggested tracking the Leelanau county priority list for similarities with our proposed DDA plan. A suggestion was made to use the Bay Theatre as a good place to present the plan to the public. On April 22nd, a tour of local solar installations is taking place.

The meeting adjourned at 10:26 a.m.

Minutes submitted by Shar Fay, Village Clerk.

VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES
March 14, 2018

The meeting was called to order by President Peterson at 9:31 a.m.

Present: Bahle (arriving at 9:34 a.m.), Evans, Peterson, Popke, Pontius and Wierzba.
Absent: Lambdin and Lutke
Staff Present: Delamater and Fay

Approval of Agenda

Pontius motioned, Evans seconded, CARRIED, to approve the Agenda as presented.
Ayes: 5, No: 0

Approval of Downtown Development Authority Minutes

Evans motioned, Wierzba seconded, CARRIED, to approve the minutes dated January 10, 2018, as prepared by Fay. The minutes can be found in the meeting packet.
Ayes: 5, No: 0

New Business

TAP Project, Streetscape - Delamater presented the TAP project using Google Earth Street View. The contract is with MDOT. The completed project will promote traffic calming. The project is on M-22 from Broadway to Grove Street. Included in the project will be:

- Bump-outs at the intersections. The Village will mark the bump outs for winter plowing.
- 6" barrier curbs.
- Crosswalks. The Village will be installing crosswalk signs on the center line at every intersection, during the busy months.
- Replace sidewalks in areas (to meet ADA standards). Trees will be removed where sidewalks are replaced. Village Council is looking at options for trees, possibly trees in removable planters/pots.
- 16' light poles with LED lights at the intersections. The light poles are designed to hold 36" x 24" banners. Delamater noted that at a later date, a banner pole system could be purchased and installed. Midblock street lights will be removed (except for Broadway).
- Rip rap bordering the sidewalk will be installed around the creek making it safer.
- Curb gutters will be repaired where necessary.
- Where grass is removed, sod will be installed.
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The raingardens will remain in place. MDOT will not be resurfacing M-22 nor will they restripe the road. Businesses will be contacted when work will occur in front of their business. During the project, traffic flow will be maintained.

Schedule: This is a 25 day project, and will likely begin sometime after Labor Day. Board members discussed whether starting the project during the summer is a good option. The public and downtown businesses will be kept informed of the project.

Delamater informed Board members that Village Council is considering numerous parking options.

DDA/TIFA Plan - Delamater informed Board members the DDA/TIFA plan is very close to being complete, and that the legal review is complete. There were some significant issues, and amendments have been made. A draft will be available at the next DDA meeting.

The next DDA meeting will be April 11th, 2018, at 9:30 a.m.

The meeting adjourned at 10:46 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk

VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF
APRIL 11, 2018

The meeting was called to order at 9:31 a.m.

Present: Lambdin, Lutke, Peterson, Pontius, Popke and Wierzba
Absent: Bahle and Evans
Staff Present: Delamater and Fay

Approval of Agenda

Pontius motioned, Wierzba seconded, CARRIED, to approve the Agenda as presented.
Ayes: 6, No: 0

Approval DDA Minutes

Pontius motioned, Popke seconded, CARRIED to approve the March 14, 2018, DDA meeting minutes as submitted by Fay. The minutes can be found in this meeting packet.
Ayes: 6, No: 0

Public Comments/Written Communications

Lois Bahle informed Commissioners of an upcoming joint Planning Commission meeting held by Leelanau County; housing will be the topic. A solar energy tour will take place on April 22nd, Earth Day. Bahle will be submitting an application for County Commissioner, running against Will Bunek.

New Business

DDA/TIFA Plan – The Village Attorney is reviewing the draft document again. There are still some formatting issues that are being worked on. A list of DDA properties with the base and taxable value is now included in the draft. Member asked if a transportation hub was in the plan; currently it is not in the Plan but it can be added with an unknown cost. More work is needed with the other taxing jurisdictions; how will it benefit them directly. We need a good solid Plan, then re-approach the other taxing jurisdictions. Future redevelopment and new development is where the DDA will capture dollars in the future. Currently the DDA would only collect about \$1,200 a year. The DDA will have borrowing power once the Plan is accepted. Notifications, letters to the taxing jurisdictions, a public hearing, and Council approval are the steps following a final draft approval by the DDA. Preference for approval by Council would be September or October. The Plan needs approval prior to December 31, 2018, in order to capture dollars in 2019. An updated draft will be available for the next meeting.

Information and Comments

Board Members - Regarding the new TAP Grant Streetscape project, Popke asked Board members (business owners) how they felt about trees in front of their businesses. Members felt the trees are too big and are messy and they push up the sidewalks creating a trip hazard. Members felt that some trees are needed however, to soften the look. Delamater stated there has been no decision regarding trees made by Council as of yet, and that more discussion is needed. The TAP grant will not pay for new trees. Board members support removable potted trees. Members discussed hanging potted plants on the new light poles, noting the difficulty in maintaining the hanging pots. Pontius stated the DDA Plan lists mostly street projects and infrastructure. Board members think it would be best to reorganize the Plan to highlight the priority list, and not the project list, so it doesn't give the impression that street projects and infrastructure are the focus of the Plan.

Public Comment

Lois Bahle stated the trees are too overgrown. She asked when the DDA board should present the proposed DDA Plan to Leelanau County Commissioners. Do we need Northport and Empire as an alliance?

Announcements

Kim Pontius informed members that new Innkeepers are now established at the Korner Kottage. Stop in and say hi.

The meeting adjourned at 10:28 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF
May 9, 2018

The meeting was called to order at 9:31 a.m.

Present: Lambdin, Evans, Peterson, Pontius, Popke and Wierzba
Absent: Bahle and Lutke
Staff Present: Delamater

Approval of Agenda

Popke motioned, Wierzba seconded, CARRIED, to approve the Agenda as presented.
Ayes: 6, No: 0

Approval DDA Minutes

Pontius motioned, Popke seconded, CARRIED to approve the April 11, 2018, DDA meeting minutes as submitted by Fay. The minutes can be found in this meeting packet.
Ayes: 6, No: 0

Public Comments/Written Communications – No comments received

New Business

DDA/TIFA Plan – The Board reviewed the formal draft of the DDA/TIFA Plan. A few minor clerical issues were noted. Following the review, Board members recommended sending the document to the Village Council.

Pontius motioned, Popke seconded, CARRIED, to approve Resolution 1 of 2018, recommending to the Suttons Bay Village Council approve a Development Plan and Tax Increment Financing Plan Pursuant to the Act 197 of the Public Acts of Michigan of 1975, as amended. (Resolution attached to minutes)

Information and Comments

Board Member: Pontius explained a concept of establishing non-motorized ferry service between Elk Rapids and Suttons Bay. One exploratory meeting has been held. Pontius would like to hold a joint meeting between the two DDA's to continue discussing. Chairperson Peterson requested the topic be placed on the agenda at the next DDA meeting.

Public Comment – no comments received

The meeting adjourned at 9:52 a.m.

Meeting minutes submitted by Wally Delamater, Village Manager.

**VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY**

RESOLUTION No. 1 OF 2018

**RESOLUTION RECOMMENDING TO THE SUTTONS BAY VILLAGE
COUNCIL THE APPROVAL OF A DEVELOPMENT PLAN AND TAX
INCREMENT FINANCING PLAN PURSUANT TO ACT 197 OF THE PUBLIC
ACTS OF MICHIGAN OF 1975, AS AMENDED.**

This Resolution was adopted at a regular meeting of the Village of Suttons Bay Downtown Development Authority (“Authority”), Leelanau County, Michigan, held at the Suttons Bay Village Hall, 420 Front Street, Suttons Bay, Michigan at 9:30 a.m. on the 9th day of May, 2018.

Present: Peterson, Lambdin, Pontius, Popke, Wierzba and Evans

Absent: Lutke and Bahle

The motion to adopt the following Resolution was made by Board Member Pontius and seconded by Board Member Popke:

WHEREAS, Act 197 of the Public Acts of Michigan of 1975, as amended, MCL 125.1651, et seq. (“Act 197”), authorizes municipalities to approve development plans and any amendments thereto; and

WHEREAS, under the provisions of Act 197, the Authority is authorized to prepare a development plan to assist in the development of the downtown district; and

WHEREAS, on July 21, 2014, the Village Council approved Ordinance No 1 of 2014 creating the Downtown Development Authority; and

WHEREAS, the Authority has determined that it is necessary to create a Development Plan and a Tax Increment Financing Plan to provide the legal basis for the capture and expenditure of tax increment revenues; and

WHEREAS, the Authority has prepared a Development Plan and Tax Increment Financing Plan, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the Authority wishes to recommend the Plans to the Suttons Bay Village Council for approval following the public hearing and notice thereof as required by Act 197.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the Authority hereby finds that the Plans are necessary to achieve the purposes of Act 197 and constitutes a public purpose.
2. That the Authority hereby finds that the Plans meets the requirements of Act 197, including, without limitation, Sections 14, 17, and 19 of Act 197.
3. That the Authority hereby recommends the Plans attached as Exhibit A to the Suttons Bay Village Council.
4. That the Authority recommends that the Suttons Bay Village Council conduct a public hearing on the Plan after giving notice of such public hearing in accordance with the requirements of Act 197.
5. That the Authority recommends that the Suttons Bay Village Council, following the public hearing, adopt the Plans by ordinance pursuant to Act 197.

The vote on the Resolution was:

AYES: Peterson, Lambdin, Pontius, Popke, Wierzba and Evans

NAYS: 0

ABSTENTIONS: 0

RESOLUTION DECLARED ADOPTED.

Dated: _____, 2018

Shar Fay, Village Clerk

VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF
July 12, 2018

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

Present: Bahle, Evans, Peterson, Popke and Wierzba
Absent: Lutke, Lambdin and Pontius
Staff Present: Delamater

Approval of Agenda

Wierzba motioned Bahle seconded, CARRIED, to approve the Agenda as presented.
Ayes: 5, No: 0

Approval DDA Minutes

Popke motioned, Evans seconded, CARRIED, to approve the May 9, 2018, DDA meeting minutes as submitted by Clerk Fay. The minutes can be found in this meeting packet. Ayes: 5, No: 0

New Business

DDA/TIFA Plan – The Plan has been submitted to Village Council. Council has approved a resolution sending the Plan to public hearing. The hearing is scheduled for August 20th, 2018. It is expected that Council will approve the Plan after the Hearing.

Ferry Service - Karen Pontius informed the board of the conceptual idea of a ferry service between Suttons Bay and Elk Rapids. Chairperson Peterson appointed a four person committee to meet with the Elk Rapids DDA as an information gathering session and then report back to the DDA Board.

Manager Report

Manager discussed the following with the board:

- Process of replacing the Village Manager and time frame being considered by Council.
- Approaching other taxing entities about participating in the DDA.
- Appointment of a future DDA Director.

Board Member Comments

The Board agreed to cancel the August DDA meeting. The next DDA meeting will be September 12th at 9:30 a.m.

The meeting adjourned at 10:35 a.m.

Meeting minutes submitted by Wally Delamater, Village Manager.

VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF November 14, 2018

The meeting was called to order at 9:32 a.m, by President Amy Peterson.

Present: Bahle, Evans, Lambdin, Peterson, Pontius, Popke and Weirzba
Absent: Lutke and Lambdin
Staff Present: Fay and Rob Larrea (Village Manager)

Approval of Agenda

Wierzba moved, Bahle seconded, CARRIED, to approve the Agenda as presented.
Pontius requested an addition under old business: Ferry conversation. Ayes: 6 No: 0

Approval of Minutes

Bahle moved, Evans seconded, CARRIED, to approve the DDA, July 12, 2018 meeting minutes as presented by Delamater. Ayes: 6, No: 0

Old Business

Ferry discussion. Pontius informed DDA members that an ad-hoc group has been meeting since spring of 2018. The idea is for a Ferry service between Elk Rapids and Suttons Bay. It is called Project 3-B (Boats, bikes, and beer). It would be for pedestrians and bikes only, no automobiles. The Ferry would make four runs a day with each trip lasting approximately one hour. It would be structured as a non-profit for the private and public sector. The Ferry could possibly dock at the Coal docks by the Inland Seas. A sub-committee will consist of Popke, Evans, Bahle, Pontius and Wierzba, to work on this idea together with the Elk Rapids DDA, attend meetings and apply for grants. Village Manager Larrea will contact the DDA in Elk Rapids and set up a meeting just after the first of the year. Perhaps meetings could be held at the TAAR building in Traverse City. Pontius will check on a meeting room.

New Business

2019 Meeting Schedule Discussion – It was the consensus of board members to hold the 2019 DDA meetings on the second Wednesday of every month, at 9:30 a.m.

2019 Work Plan Discussion – Board members suggested the following as their focused goals in 2019:

- Ferry
- TAP grant street scape project. Popke noted the S B Art Fest has \$7,000 in a fund for tree replacements within the Village.
- Re-approaching taxing entities to rebuild those relationships.

Information and Comments

Board member Bahle informed members that the Bay Theatre was closing its doors at the end of the year. The Bay Theatre has been open for 42 years. An idea being thrown around is to transition the theatre into a non-profit, with private share-holders who will have ownership. On December 11th at 6:00 p.m., a community forum will be held at the Bay Theatre to discuss the theatre's future. The last show will be December 30th

The meeting adjourned at 10:26 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.



VILLAGE OF SUTTONS BAY

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VILLAGE OF SUTTONS BAY DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES OF DECEMBER 12, 2018

The meeting was called to order at 9:33 a.m. by Chairperson Peterson.

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

Approval of Agenda

Pontius moved, Wierzba seconded, CARRIED, to approve the Agenda as presented. Ayes: 5, No: 0.

Approval of Minutes

Pontius moved, Bahle seconded, CARRIED, to approve the DDA meeting minutes dated November 14, 2018, as corrected. The minutes are corrected to reflect that Lambdin was absent from the meeting. Ayes: 5, No: 0

Joint Meeting Discussion

DDA members discussed the following regarding a proposed Ferry Service:

- Feasibility Study
 - Approaching Rotary for grant dollars to conduct a study
 - A match with other grant programs for the study
- Intergovernmental agreement with the Elk Rapids DDA
- Possible Village dollar contributions if the proposed Ferry creates a revenue stream from landing/terminal fees. Could the fees be earmarked for the DDA?
- Contracting with a Ferry service
- Involving the tribe when/if a plan is formulated
- Navigation route – reaching out to the Maritime
- Larrea will formulate a report for Village Council review
- Determining if the DDA has authority to pursue this proposed idea
- A public/private/non-profit relationship
- Meeting the requirements set by the State, Federal, Homeland Security and the Coast Guard
- Reaching out to BATA as a transit authority, fiscal manager. Partnering with BATA.

- Can the DDA/TIF plan be amended to include the Ferry Service, or is it already included?
- The DDA could be just a stepping stone to provide grant opportunities
- A logical place for the Ferry service could be the Coal docks, which is within the DDA district. Is there a landing area there?
- Can the public dock be used for commercial use? Is the community willing to use public property for this purpose?
- Would infrastructure need improvements to allow for a Ferry service?
- The DDA could assist in bringing stake holders to the conversation
- After reviewing the DDA/TIF plan, Larrea will verify with the Village attorney, if necessary, that this is within the scope of the DDA
- Larrea will set up a video conference with the Elk Rapids DDA

Bahle moved, Pontius seconded, CARRIED, to direct staff to consult with the attorney on matters related to the scope of powers within the DDA to pursue the proposed Ferry service. Ayes: 5, No: 0.

2019 Budget Discussion

Pontius moved, Bahle seconded, CARRIED, to recommend adoption of the 2019 Downtown Development Authority budget, as presented.

Ayes: 5, No: 0

Information and Comments

Board members. Pontius was pleased with the turn-out at the Bay Theatre, standing room only. Peterson stated she will be out of town for the next meeting.

The meeting adjourned at 10:23 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.