



VILLAGE OF SUTTONS BAY  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF FEBRUARY 12, 2020

Present: Peterson, Wierzba, Bahle, Lambdin, Lutke and Pontius

Absent: Popke

Staff present: Petroskey and Larrea

Guest: Karen Pontius

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

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

Minutes: Pontius moved, Bahle seconded, CARRIED to approve the minutes of October 9, 2019 as presented. Ayes: 6, No: 0

Public Comment: Karen Pontius addressed the Board regarding the Visitor center and Public restrooms. A copy of her comment is attached to these minutes.

Discussion regarding the Visitor Center will be placed on next month's agenda.

Steve Lutke asked that the subject of the Public Restrooms be placed on the next General Service Committee agenda.

Election of Officers: Bahle moved, Lambdin seconded, CARRIED to approve the slate of officers as follows: President: Amy Peterson, Vice President Nick Wierzba. Ayes: 6, No: 0

Old Business:

Harbor Master Ferry Assessment/Ideas/Elk Rapids Update

Harbor Master Aylsworth assessment was presented. Kim Pontius and Manager Larrea attended the Elk Rapids DDA. Pontius also attended the Elk Rapids council meeting on

February 3. Pontius indicated that Elk Rapids is ready to move forward with a feasibility study. Pontius indicated the next step is to identify a firm to complete the feasibility study to determine the cost and then to identify possible funding sources.

Pontius indicated that he was looking to confirm that there is collaboration between the entities which will help with grant dollars. If a partnership or memorandum of understanding could be secured between the entities to seek a feasibility study, then we would seek funding sources.

DDA Members voiced concerns regarding funding as the DDA has not captured any TIF dollars and essentially relies on funds from the general fund, which the Village council allocates. In addition, the dollars spent for the Ferry Feasibility could be put towards a visitor center, 365 bathroom, Park Improvements and smaller projects.

After discussion, the DDA recommended that Manager Larrea contact Elk Rapids and work together to develop a RFP/RFQ for a feasibility study and then bring the cost back to the DDA.

2020 Budget: Moved by Pontius seconded by Bahle to adopt the 2020 budget as presented.  
Ayes: 6, No: 0

2020 Meeting Schedule: Peterson asked if the meeting time could be moved up to 9:00 a.m. Moved by Bahle seconded by Lambdin to set the meeting time for 9:00 a.m. Ayes: 6, No: 0

Pontius moved, Bahle seconded to adopt the 2020 meeting dates as presented with the time changed to 9:00 a.m. Ayes: 6, No: 0

#### Manager Update

Report as presented. Larrea added that the Village will be purchasing a new vehicle and the TAP project is scheduled to begin in April. In addition, the Village has been awarded a grant from Michigan Par Plan for a Risk Reduction Grant in the amount of \$2500 for security cameras at the lift station.

Board Comments: Comment received regarding Blight in the Village.

The meeting adjourned at 10:39 a.m.

Next Meeting: March 11, 2020 at 9:00 a.m.

Minutes Submitted by Dorothy Petroskey, Office Assistant



VILLAGE OF SUTTONS BAY  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF AUGUST 19, 2020

The meeting was called to order by President Amy Peterson at 9:55 a.m.

Present: Lambdin, Lutke (arriving at 9:55 a.m.), Peterson, Pontius, and Wierzba  
Absent: Bahle and Popke  
Staff present: Fay and Larrea

#### Approval of Agenda

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

#### Approval of DDA Minutes dated February 12, 2020.

Pontius moved, Lambdin seconded, CARRIED, to approve the DDA meeting minutes dated February 12, 2020, as presented by Petroskey. Ayes: 5, No: 0.

#### TAP Updates

The TAP project is/was an MDOT project. Contractors were chosen by MDOT; therefore, MDOT will deal with the contractors to fix or complete things like concrete and asphalt. Contractors will return in the fall to complete the project. MDOT has requested the Village remove language from our street signs, specifically "state law". Staff have covered up the language. New trees were not part of the MDOT project. The Village planted new trees that were native and that do not exceed 25' in height, with a root system that grows downward. Utilities run along one side of M-22 so there are not trees on that side. There are lights on that side. Peterson asked about the sidewalk color discrepancies; the pavement is curing. Peterson asked if the Village could add more greenery to soften the look. She further requested the dimensions for banners on the light poles. Pontius believes that potted trees were part of the plan and he would like to revisit the idea; perhaps business sponsored potted seasonal trees. Lambdin believes the downtown looks sparse, and suggested adding columns of sorts that flower pots could hang from or more light poles. Larrea supports downtown beautification.

#### Viking Cruise Line Discussion

The Village was contacted by Viking Cruise Lines who has evaluated the Village and its water, and deemed it as an ideal spot for a place to anchor and offer excursions, with a projected date of 2022. The boat contains 100 cabins. Larrea will have a Zoom meeting with Viking Cruise Lines and will discuss issues such as necessary infrastructure, bus parking, bathrooms and Cruise line investment. Pontius mentioned Blount Cruise lines and the popular and growing interest in small cruise lines. Pontius stated that the Village has a Norwegian heritage. He believes that at one time the Village had plans for a bathroom at Marina park and that Front Street had been identified as a walkable place to hold festivals, etc.

#### Board members Comments

Peterson stated bathrooms continue to be an issue she hears about from customers. The bank next to the movie theatre is now closed and cited it as being a good location for an Information Center/Visitor Center and public bathrooms. Pontius concurred stating it would be a good location to house the Suttons Bay Chamber of Commerce, the Leelanau County Chamber of Commerce, and the Leelanau Peninsula Vintner's Association. These non-profits could be eligible for grants.

Announcements – Future meetings will be held on 9:00 a.m. as previously approved.

The meeting adjourned at 10:12 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.



VILLAGE OF SUTTONS BAY  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES OF NOVEMBER 12, 2020

The meeting was called to order at 9:09 a.m., by President Peterson.

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

#### Approval of Agenda

Pontius moved, Popke seconded, CARRIED, to approve the Agenda as amended, adding Agenda item C. 2011 Development Plan under Information and Comments, by an affirmative unanimous roll call vote. Ayes: 4, No: 0

#### Approval of Meeting Minutes

Lutke moved, Pontius seconded, CARRIED, to approve the DDA meeting minutes of August 19, 2020, by an affirmative unanimous roll call vote. Ayes: 4, No: 0.

#### Report VSB-2020—51

Pontius moved, Popke seconded, CARRIED, to adopt the proposed DDA budget and recommend approval to Council. Board members reviewed the revenue and expenses of the proposed DDA budget. The need for more revenue is apparent. Members discussed the desire for other taxing entities to buy into the DDA Plan. Larrea suggested DDA members reach out as a group to Leelanau County. Larrea will contact County Administrator Janik to see if he can gain some insight of their position with our DDA. Members discussed the possibilities of other funding sources and/or grants to help the DDA remain afloat, noting the Village as a good economic engine for Leelanau County. Ayes: 4, No: 0.

#### 2021 Meeting Dates

Popke moved, Lutke seconded, CARRIED, to approve the proposed 2021 DDA meeting dates and times as presented, by an affirmative unanimous roll call vote. Ayes: 4, No: 0.

#### Manager Update

Larrea reported further communications with Viking Cruise Lines with another meeting set for next week. The Cruise lines have presented the concept of a four-month span for launching, none of which are summer months, one or two times monthly. Consideration for a launch at North Park would require an investment in that area, which currently has space for busses and restrooms.

The Village is still working on closing out the TAP Grant project. In addition, MDOT has stated milling and repaving the downtown area in the next year or two.

Networks Northwest have identified Millside and the old Silvertree building as areas they would like to see redeveloped.

#### Information and Comments

Board members – Pontius would like the Village to revisit an existing and detailed 2011 Development Plan never acted on, that involved areas such as Front and Jefferson Streets. Pontius will share the plan with Larrea. Larrea stated there is a plan to build on a small area at Waterwheel Park, at the end of Jefferson Street and next to Haystacks, eliminating some vegetation and adding seating areas. Members furthered discussed a seasonal trial period of closing Jefferson Street.

Board members state there is a huge issue with limited public bathrooms. Larrea stated in communities such as Traverse City, businesses provide their customers access to bathrooms. Currently, liability exists for businesses due to the pandemic. Should the Village bring in trailer bathrooms which are maintained by the company? Do grant opportunities exist for constructing bathrooms?

Board members discussed a Visitor's center, and the challenges presented for housing and staffing a Visitor's center. Members would like to see non-profit entities join together, perhaps a coalition, and brainstorm as to how the Suttons Bay can support a Visitor's Center. There may be some granting opportunities.

The meeting adjourned at 10:06 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.