



**Village of Suttons Bay  
Downtown Development Authority  
Meeting Agenda  
February 12, 2020  
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. Election of Officers
  - b. Old Business -Harbormaster Ferry Assessment/Ideas/Elk Rapids Update
  - c. New Business-2020 Budget
  - d. 2020 Meeting Dates
8. Reports
  - a. Manager Update
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 – Next regular DDA meeting: March 11, 2020
12. Adjournment

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.

Edie Aylsworth

Suttons Bay Marina, Harbormaster



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

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|                                                                                   |                   |                               |                          |
|-----------------------------------------------------------------------------------|-------------------|-------------------------------|--------------------------|
|  |                   | <b>VILLAGE OF SUTTONS BAY</b> |                          |
|                                                                                   |                   | <b>REPORT VSB -2019-78</b>    |                          |
| Prepared:                                                                         | November 7, 2019  | Pages:                        | 1 of 1                   |
| Meeting:                                                                          | November 13, 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<br>Actual         | 2019<br>Adopted         | 2019<br>Requested         | 2020<br>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                        |
| <b>Total Downtown Development Authority Revenues</b>     | <b>10</b>              | <b>1,000</b>            | <b>5</b>                  | <b>5</b>                 |
| <b>Expenditures</b>                                      | <b>2018<br/>Actual</b> | <b>2019<br/>Adopted</b> | <b>2019<br/>Requested</b> | <b>2020<br/>Proposed</b> |
| 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                    |
| <b>Total Downtown Development Authority Expenditures</b> | <b>7,307</b>           | <b>7,450</b>            | <b>7,059</b>              | <b>7,217</b>             |
| <b>Total Expenditures</b>                                | <b>7,307</b>           | <b>7,450</b>            | <b>7,059</b>              | <b>7,217</b>             |
| <b>Total Revenues</b>                                    | <b>10</b>              | <b>1,000</b>            | <b>5</b>                  | <b>5</b>                 |
| <b>Excess Revenues or Expenses (-)</b>                   | <b>-7,297</b>          | <b>-6,450</b>           | <b>-7,054</b>             | <b>-7,212</b>            |
| <b>Beginning Fund Balance</b>                            | <b>36,443</b>          | <b>29,146</b>           | <b>29,146</b>             | <b>22,092</b>            |
| <b>Ending Fund Balance</b>                               | <b>29,146</b>          | <b>22,696</b>           | <b>22,092</b>             | <b>14,880</b>            |

# 2020 Calendar

## January

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  |    |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## February

| S  | M  | T  | W  | T  | F  | S  |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

## March

| S  | M  | T  | W  | T  | F  | S  |
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## April

| S  | M  | T  | W  | T  | F  | S  |
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## May

| S  | M  | T  | W  | T  | F  | S  |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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## June

| S  | M  | T  | W  | T  | F  | S  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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## July

| S  | M  | T  | W  | T  | F  | S  |
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## August

| S  | M  | T  | W  | T  | F  | S  |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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## September

| S  | M  | T  | W  | T  | F  | S  |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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## October

| S  | M  | T  | W  | T  | F  | S  |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

## November

| S  | M  | T  | W  | T  | F  | S  |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

## December

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |



|                                                                                   |                                 |                               |                          |
|-----------------------------------------------------------------------------------|---------------------------------|-------------------------------|--------------------------|
|  |                                 | <b>VILLAGE OF SUTTONS BAY</b> |                          |
| <b>REPORT VSB -2019- 76</b>                                                       |                                 |                               |                          |
| Prepared:                                                                         | October 30, 2019                | Pages:                        | 1 of 3                   |
| Meeting:                                                                          | Planning Commission 11-13, 2019 | Attachments:                  | <input type="checkbox"/> |
| Subject:                                                                          | MANAGER'S REPORT                |                               |                          |

## **PROJECT OVERVIEW AND UPDATES**

### **1. VILLAGE HALL LANDSCAPING**

Thanks to Good Nature Gardens, the Village Hall landscaping has been completed. Irrigation to supplement the newly transplanted vegetation has also been installed. Good Nature Gardens were able to create the perfect blend of rock-scape, plants and vegetation that has garnered a tremendous number of compliments. A fun fact about the large 600-pound stone that is standing upright, is that it was placed in a manner that points due north. Thank you, Good Nature Gardens!

### **2. FORESTER EVALUATION**

Two contracts have been signed regarding tree removal located within our forested area near Bahle Hut and a storm damaged tree located on Village property and within the fall zone of a home. We anticipate these two contracts to be fulfilled by week's end.

### **3. HARBOR MASTER CONTRACT**

Without a doubt the Harbor Master position is the most unique and seasonally demanding position the Village has. In addition, the position requires a special skill, and tremendous amount of knowledge of boats and marina operations. It is my belief that in order to do a job correctly and efficiently you must have pride in your everyday accomplishments and want to excel daily. I observed these traits, over the past year, while we were dealing with the high-water issues and Marina improvements. Our Harbor Master demonstrated she was capable of critical decision making, while at the same time keeping the Village residents and visitors at the forefront of her decisions. Based on my observations, our discussions and authority provided to my office by Section 5 (b)(3) of Village Manager Ordinance No.4 of 2004, it is my intent to extend the Harbor Master contract two-years to expire December 31, 2022, at a salary of \$40,040.

### **4. ZONING ADMINISTRATOR CONTRACT**

The Zoning Administrator contract is set to expire on December 31, 2019. Our Zoning Administrator has demonstrated that she is capable of evaluating, reviewing and processing zoning requests and permits in a professional and efficient manner. There are numerous resources available to zoning administrators in other communities that are not presently available to ours. By incorporating additional programs, building our file system and incorporating additional office hours, we will improve customer service and efficiency. Based on my observations, our discussions and authority provided to my office by Section 5 (b)(3) of Village Manager Ordinance No.4 of 2004, it is my intent to extend the Zoning Administrator contract two-years to expire December 31, 2022.

## MANAGERS REPORT

### 5. LAW ENFORCEMENT CONTRACT

On going negotiations have been mostly positive regarding the new Law Enforcement contract. However, we are still working through various issues. I anticipate we will be able to finalize a contract in the near future, although I am uncertain if it will be prior to year's end. I will keep you posted on our progress.

### 6. COAL DOCK IMPROVEMENTS

A contract to improve the Coal Dock and North Pier was entered between the Village and Elmer's on 10-23-19. The project had been engineered and permitted to occur this year, however, due to the Marina improvements, we had tentatively slated the project for 2020. In discussions with Elmer's, we were able to extend our partnership and make the improvements yet this fall. The project is intended to be completed in the next few days. Thank you, Elmer's!

### 7. MUNICIPAL VEHICLES

- a. We are still awaiting the completion of the repairs associated with the plow truck. This has been a very slow process, spanning several months. It is our hope that we receive the vehicle very soon. We will keep you posted on our progress.
- b. We began the process of ordering a new utility vehicle in March through a Mi Deal participant the Village has used in the past. Apart from this experience, purchasing a vehicle through MI Deal has always been positive. The vehicle was finally delivered to Truck and Trailer in Boyne on October 9, 2019, nearly 7 months after the order was placed and is now awaiting its utility box.
- c. We have begun the process of pricing a second vehicle for purchase, albeit through a different vendor. Once we finalize our initial purchase of the utility vehicle, we will have a better understanding whether this will occur in 2019 or 2020. We will keep you posted.

### 8. GRANTS

- a. With the assistance of Fleis & Vandenbrink, we were able to secure grant funding from EGLE for our Wellhead Protection Program. This is a State mandated requirement and was outlined in the 2018 Water System Sanitary Survey provided to the Village by the State and in accordance with the Michigan Safe Drinking Water Act. This is one of many items we are addressing that was identified in the report. Thank you, F&V!
- b. We have applied for a 50/50 grant through the Par Plan for security cameras. The grant request is specific to Sutton Park and would provide video surveillance of our park, parking area, and lift station. We will keep you posted on its progress.

### 9. 2020 FEE ADJUSTMENT'S PROPOSED

- a. Water and sewer fees will remain the same for 2020 but will likely increase in 2021.
- b. Marina Fees will see a minimal increase for 2020.
- c. Planning and zoning application and review fees will be raised to be more in line with other communities.
- d. ZBA meeting fees and special meeting requests will be increased.
- e. Waste hauler fees will increase from .04 to .06 cents per gallon.
- f. Mass Gathering Fees will increase for 2020
- g. School Parade fees will be waived for 2020 and beyond.

## MANAGERS REPORT

### 10. **BLIGHT ORDINANCE**

The Village currently has an antiquated nuisance ordinance that combines noise, junk, and blight under one ordinance. These are all considered nuisance issues however because of this they tend to be challenged frequently in the court system. When these are combined, the ordinance language becomes generalized rather than specific and the ordinance becomes less effective. We have begun the process of individualizing the ordinances to include proper and specific language. The Blight Ordinance has been drafted and is being reviewed by the Village attorney. Once comments and suggestions are received, we can finalize the first of the three ordinances. The intent is to finalize and adopt all three ordinances at one meeting and rescind the current ordinance at that time.

### 11. **DDA FERRY UPDATE**

Following a presentation by DDA member Kim Pontius at the October meeting, the DDA has requested support by the Village Council to continue the process. Mr. Pontius will be presenting before the Village Council at their November 18<sup>th</sup> meeting.