



DOWNTOWN DEVELOPMENT AUTHORITY

420 N Front St.

Suttons Bay, MI 49682

December 6, 2023 at 9:00 am

AGENDA

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. Mission North Consultant – Rob Bacigalupi, Planner-Meet & Greet
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
12. Adjournment



DOWNTOWN DEVELOPMENT AUTHORITY
420 N FRONT STREET
SUTTONS BAY, MI 49682
MEETING MINUTES OF NOVEMBER 14, 2023

The meeting was called to order at 9:03 a.m. by Vice-Chair Bahle.

Present: Bahle, Lutke, Millns, Peterson, Wierzba
Absent: Derigiotis, Pontius, Popke and Young
Staff present: Fay and Larrea

Approval of agenda

Peterson moved, Lutke seconded, CARRIED, to approve the Downtown Development Authority meeting minutes of October 11, 2023. Ayes: 5, No: 0

Approval of DDA meeting minutes

Lutke moved, Peterson seconded, CARRIED, to approve the October 11, 2023 DDA meeting minutes. Ayes: 5, No: 0.

Public comments/written communication

A public comment was received from Rich Bahle.

Mission North Consultant Proposal

Bahle moved, Millns seconded, CARRIED, to accept the Mission North Consultant proposal as is. Ayes: 5, No: 0.

Project discussion

Bahle moved, Millns seconded, CARRIED, to schedule a Special DDA meeting for Wednesday, December 6th, at 9:00 a.m., for the purpose of introductions with Rob Bacigalupi, Mission North, and to continue the project discussion. Ayes: 5, No: 0.

2024 DDA Budget

Bahle moved, Lutke seconded, CARRIED, to recommend the proposed 2024 DDA budget to Council for approval. Ayes: 5, No: 0.

2024 Meeting Schedule

Bahle moved, Peterson seconded, CARRIED, to approve the 2024 DDA meeting schedule, with the exception of January. Due to a scheduling conflict, the meeting in January will be on the 3rd, on not on January 10th, 2024. Ayes: 5, No: 0.

Manager update

Larrea updated the board on other items in the proposed 2024 budget. He stated the emergency sewer project on Front Street is now complete, and as a result of this emergency, the Waterwheel project has been put on hold until spring 2024. In the Parks budget, specifically Sutton Park, are stand up water fillers, ADA swings, and a wheelchair accessible pathway. Near the Village Hall will be an ADA compliant water bottle filler. Street trees are in the budget. In the Streets budget will be new pavement on a section of Jefferson Street and work on S. Shore Drive. Work on Elm Street has been postponed due to the high cost and a grant denial. Replacing the water line on St. Mary's Street will be explored. Cameras at the cross walks is also being considered.

Information and comments

Board members

Lutke requested recommendations for board position appointments. The DDA board will need one, possibly two, board members.

Public comment

Public comment received from Rich Bahle.

The meeting adjourned at 9:42 a.m.

Meeting minutes submitted by Shar Fay, Clerk.