



Village of Suttons Bay
420 N. Front Street
Suttons Bay, MI 49682
Downtown Development Authority
Meeting minutes of October 11, 2023

The meeting was called to order at 9:04 a.m. by Vice-Chairperson Bahle.

Present: Bahle, Derigiotis, Lutke, Millns, Peterson, Wierzba and Young

Absent: Pontius and Popke

Staff present: Fay and Larrea

Approval of agenda

Lutke moved, Peterson seconded, CARRIED, to approve the DDA agenda as presented.

Ayes: 7, No: 0.

Approval of Downtown Development Authority Minutes

Clerk Fay stated a correction to the minutes, specifically on the 2nd page of the minutes, the last bullet should read, "*Potted* Trees downtown do not typically work." Bahle moved, Lutke seconded, CARRIED, to approve the DDA meeting minutes of September 13, 2023, as corrected. Ayes: 7, No: 0.

VSB-2023-56 Consultant vs. DDA Committees

Larrea referred to this report found in the packet. He stated he reached out to a couple of individuals with extensive DDA experience; Rob Bacigalupi and John Iacoangeli, for possible contract consulting. A third consultant may be identified as well. The board can interview consultant candidates if they choose too. The board can define what they would like to consultant to assist them with. The contract can be open and ongoing, or specific. Staff is working on the 2024 budget, therefore a decision on a consultant should be made and a budget amount should be decided. The consultant, together with a couple of board members could approach the other taxing entities, noting the tax capture could be significant if other taxing entities would buy in. The entities are looking for project/goal specifics. An example would be wayfinding signs, noting new Village signs already in the parks, and new signs coming that mark municipal parking. New lamp posts are in the Work Plan and could be another idea.

Comments from the DDA board:

- Can the contract consultant assist with grant writing? Larrea stated yes, but grants need to be project/task specific.
- Are there projects the consultant could help the board accomplish?
- Hesitancy to bring in a consultant when the board to date has not accomplished anything.
- Narrow down a project, organize and accomplish it. Prove the DDA board is capable of organizing and completing a project prior to approaching other entities.
- Too soon to contract with a consultant without a plan of identified projects to use the captured funds on.
- Subcommittees can be formed to provide hyper focus on selected projects.
- The board consists of business individuals capable of identifying projects, narrowing down the projects, and working together to accomplish the projects, without a consultant and prior to contracting with a consultant.
- A consultant could assist with high level things, such as approaching the other taxing entities.

Bahle moved, Wierzba seconded, CARRIED, to direct the Village Manager to contact possible consultants and provide a list of consultants at the next DDA meeting.

Ayes: 7, No: 0.

In addition, it was the consensus of the board to place the following on the next DDA agenda for discussion:

- DDA budget
- Project discussion. Board members are to bring ideas for projects they feel strongly about for whiteboard discussion/consideration.

Manager Update

Larrea stated the Waterwheel Park project was slated to begin by this time but that the sewer line emergency has taken over, therefore it could be another ten days before KAL can begin working at Waterwheel. He stated the Work plan is submitted to Council quarterly.

Information and Comments

Young requested the next meeting be held on November 14th at 9:00 a.m., instead of November 15th. It was the consensus of the board to move the next DDA meeting to Tuesday, November 14th, at 9:00 a.m.

The meeting adjourned at 9:39 a.m.

Meeting minutes submitted by Shar Fay, Clerk.