



**Village of Suttons Bay
Downtown Development Authority
Meeting Agenda
November 10, 2021
9:00 a.m.**

Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at www.suttonsbayvillage.org

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. Report VSB-2021-59 DDA Budget 2022
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:
12. Adjournment

Topic: DDA Meeting

Time: Nov 10, 2021 09:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89285207645?pwd=L2hyT1MyYmRMeUtybWMvYTJVc0FuZz09>

Meeting ID: 892 8520 7645

Passcode: 423931

One tap mobile

+13126266799,,89285207645#,,,,*423931# US (Chicago)

+19294362866,,89285207645#,,,,*423931# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 892 8520 7645

Passcode: 423931

Find your local number: <https://us02web.zoom.us/j/kcp2Nrx1vF>



VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF MARCH 10, 2021

The meeting was called to order at 9:04 a.m. by Chairperson Peterson.

Present: Bahle (arriving at 9:38 a.m.), Lutke, Peterson, Pontius, Popke and Wierzba
Absent: Lambdin
Staff present: Fay, Larrea and Petroskey

Approval of Agenda

Wierzba moved, Popke seconded, CARRIED, to approve the Agenda as presented with an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Approval of Downtown Development Authority Minutes

Pontius moved, Popke seconded, CARRIED, to approve the DDA minutes dated November 12, 2020, by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Public Comment

Bill Perkins requested the DDA include the Suttons Bay Township Rink in its boundaries so that funding possibilities could be explored to the pave the ice rink.

Election of Officers

Lutke nominated Popke as Chairperson and Peterson nominated Wierzba as Vice Chairperson, and further nominated the Village Clerk and Treasurer to continue to fill the respective positions. Pontius moved, Lutke seconded, CARRIED, to accept the slate of officers as nominated and elect Popke as Chairperson and Wierzba as Vice Chair, and the Village Clerk and Treasurer in respective positions by an affirmative unanimous roll call vote. Ayes: 5, No: 0.

Report VSB-2020-12 DDA Discussion

Board members discussed the following:

- Lack of support from the Township and the importance of their buy in
- Consider a millage to obtain funding
- Educating on the purpose of a DDA
- Alternatives of obtaining funding
- Should the DDA continue considering there is no money to keep it moving forward
- Continue for a couple of years to see if the capture gains momentum
- The DDA is an extension of the Council, and Council can fund the DDA
- The DDA needs matching grant dollars in order to apply for grants
- Partnerships with the Chamber

- Community marketing
- Reapproach the Township and County regarding participation; rebuild connections

In addition, it was the consensus of the board to offer assistance as a DDA to owners of empty or dilapidated buildings, in the development of their properties. Pontius noted red tape, funding and zoning as obstacles to development. Larrea stated the Planning Commission will be working on the Zoning Ordinance, it is currently very restrictive.


Larrea will draft a letter to owners of undeveloped properties and work with Pontius to review the letter. Board members will participate in signing the letter. In addition, Larrea will create a DDA Fact sheet and provide the breakdown of the captures to the other entities.

Manager Update

Larrea stated DPW staff have refinished picnic tables and built planters to outline the seating area near the Marina. Staff brought in sand and will be installing two volley ball courts at Marina Park. We are working with the Garden Club and MSU-E on beautification projects. We are still closing out the TAP project. A Banner policy is being developed. A new water fountain will be installed at Water Wheel park which is being opened up to create a pocket park. Water Wheel park is in the Parks and Rec plan noting costs of ½ million dollars to upgrade the park. Larrea will send out the Water wheel park plan to board members. There is no update on the Viking Cruise ship endeavor.

The meeting adjourned at 10:11 a.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

		VILLAGE OF SUTTONS BAY	
REPORT VSB -2021-59			
Prepared:	November 3, 2021	Pages:	1 of 1
Meeting:	November 10, 2021	Attachments:	<input checked="checked" type="checkbox"/>
Subject:	DDA Budget 2022		

2021 Budget

Please find attached the proposed 2022 budget for your review and approval. The DDA is in better shape this year from a capture perspective and as the capture becomes more consistent, the financial opportunities arise.

Motion for Consideration:

MOTION THAT the 2022 DDA budget be adopted and recommended for approval to the Village Council.

Downtown Development Authority

Revenues	2017	2018	2019	2020	2021	2021	2022	
	Actual	Budget	Actual	Actual	Adopted	Amended	Proposed	
Current Property Taxes	0	0	0	5,241	0	14,000	14,000	fire dept and village capture rev, based on incr in tv
Tax Penalty and Interest	0	0	0	0	0	0	0	
Interest Revenue	3	0	0	152	5	5	5	
Transfer In - General Fund	20,000	5,000	0	0	0	0	0	no contributions from gen fund beg 2018
Total Downtown Development Authority Revenue:	20,003	5,000	0	5,393	5	14,005	14,005	
Expenditures	2017	2018	2019	2020	2021	2021	2022	
	Actual	Budget	Actual	Actual	Adopted	Amended	Proposed	
Administrative Wages	2,424	2,470	2,810	3,021	3,050	3,050	3,100	office admin wage
FICA Contribution	0	0	0	0	0	0	0	
Medical Insurance	184	189	212	217	240	240	240	
Workers Compensation	624	400	177	172	200	250	400	
Retirement Contribution	21	21	14	16	25	25	25	
Life, AD&D Insurance	116	130	281	298	305	305	310	
Unemployment Insurance	31	31	30	29	40	40	45	
Office Supply	1	25	0	0	25	25	25	
Operating Supplies	57	200	80	0	100	100	100	
Engineering Services	0	200	40	73	100	170	170	
Legal Services	0	0	0	0	0	0	0	
Audit Services	263	240	207	246	1,000	1,000	1,000	DDA portion of audit (2%)
Contractual Service	6,116	1,000	0	0	250	250	250	
Postage	0	50	0	0	1,000	1,000	1,000	
Printing & Publishing	0	0	0	0	50	50	50	
Total Downtown Development Authority Expend	9,837	9,956	3,851	4,072	1,000	1,000	1,000	
Total Expenditures	9,837	9,956	3,851	4,072	7,385	7,505	7,715	
Total Revenues	20,003	10	0	5,393	5	14,005	14,005	
Excess Revenues or Expenses (-)	10,166	-9,946	-3,851	1,321	-7,380	6,500	6,290	
Beginning Fund Balance	26,377	36,443	29,146	25,295	26,616	26,616	33,116	
Ending Fund Balance	36,443	29,146	25,295	26,616	19,236	33,116	39,406	