



**Village of Suttons Bay  
Downtown Development Authority  
Meeting Agenda  
November 12, 2020  
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](http://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 -2020-512021 DDA Budget
  - b. 2021 Meeting Dates (Quarterly)
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

Roberto Larrea is inviting you to a scheduled Zoom meeting.

Topic: Downtown Development Authority

Time: Nov 12, 2020 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81685369932?pwd=YWI2MUEwK2V1UDZGd3c2ckZ4ckhtUT09>

Meeting ID: 816 8536 9932

Passcode: 506440

One tap mobile

+13017158592,,81685369932#,,,,,0#,,506440# US (Germantown)

+13126266799,,81685369932#,,,,,0#,,506440# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 816 8536 9932

Passcode: 506440

Find your local number: <https://us02web.zoom.us/j/kboYX70aYQ>



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.

DDA

		<b>VILLAGE OF SUTTONS BAY</b>	
<b>REPORT VSB -2020-51</b>			
Prepared:	November 2, 2020	Pages:	1 of 1
Meeting:	November 12, 2021	Attachments:	<input checked="" type="checkbox"/>
Subject:	DDA Budget 2021		

**2021 Budget**

Please find attached the proposed 2021 budget for your review and approval. You will notice there is little change from the 2020 budget as we have been fairly inactive during this COVID-19 year.

Motion for Consideration:

MOTION THAT the 2021 DDA Budget be adopted and recommended for approval to the Village Council.

## Downtown Development Authority

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Current Property Taxes	0	0	0	0	0	0
Tax Penalty and Interest	0	0	0	0	0	0
Interest Revenue	3	0	0	5	150	5
Transfer In - General Fund	20,000	5,000	0	0	0	0
<b>Total Downtown Development Authority Revenue</b>	<b>20,003</b>	<b>5,000</b>	<b>0</b>	<b>5</b>	<b>150</b>	<b>5</b>

fire dept and village rev, based on 100000 incr in tv  
no contributions from gen fund beg 2018

Expenditures	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	2,424	2,470	2,810	2,820	2,900	3,050
Wages	0	0	0	0	0	0
FICA Contribution	184	189	212	225	225	240
Medical Insurance	624	400	177	200	200	200
Workers Compensation	21	21	14	25	25	25
Retirement Contribution	116	130	281	282	290	305
Life, AD&D Insurance	31	31	30	40	40	40
Unemployment Insurance	1	25	80	25	25	25
Office Supply	57	200	40	100	100	100
Operating Supplies	0	200	40	100	100	100
Engineering Services	0	0	0	0	0	0
Legal Services	0	3,000	0	1,000	1,000	1,000
Audit Services	263	240	207	350	250	250
Contractual Service	6,116	1,000	0	1,000	1,000	1,000
Postage	0	50	0	50	50	50
Printing & Publishing	0	2,000	0	1,000	1,000	1,000
<b>Total Downtown Development Authority Expenditures</b>	<b>9,837</b>	<b>9,956</b>	<b>3,851</b>	<b>7,217</b>	<b>7,205</b>	<b>7,385</b>

DDA portion of 10,000 (2%)

<b>Total Expenditures</b>	9,837	9,956	3,851	7,217	7,205	7,385
<b>Total Revenues</b>	20,003	10	0	5	150	5
<b>Excess Revenues or Expenses (-)</b>	10,166	-9,946	-3,851	-7,212	-7,055	-7,380
<b>Beginning Fund Balance</b>	26,377	36,443	29,146	25,295	25,295	18,240
<b>Ending Fund Balance</b>	36,443	29,146	25,295	18,083	18,240	10,860

2021 DRAFT MEETING SCHEDULE  
FOR THE  
VILLAGE OF SUTTONS BAY

PLANNING COMMISSION	
January	13 5:30
February	10 5:30
March	10 5:30
April	14 5:30
May	12 5:30
June	9 5:30
July	14 5:30
August	11 5:30
September	8 5:30
October	13 5:30
November	10 5:30
December	8 5:30

DDA	
February	10 9:00
April	14 9:00
September	8 9:00
November	10 9:00

Quarterly

VILLAGE COUNCIL	
January	*19 5:30
February	*16 5:30
March	15 5:30
April	19 5:30
May	17 5:30
June	21 5:30
July	19 5:30
August	16 5:30
September	20 5:30
October	18 5:30
November	15 5:30
December	20 5:30

\* Tuesday following

ZBA	
January	20 5:30
February	17 5:30
March	17 5:30
April	21 5:30
May	19 5:30
June	16 5:30
July	21 5:30
August	18 5:30
September	15 5:30
October	20 5:30
November	17 5:30
December	15 5:30

GENERAL SERVICE COMMITTEE	
February	2 8:10
April	6 8:10
May	4 8:10
June	1 8:10
July	8:10
September	7 8:10
October	5 8:10
December	7 8:10

ADMIN / PERSONNEL	
February	3 8:10
April	7 8:10
May	5 8:10
June	2 8:10
July	8:10
September	8 8:10
October	6 8:10
December	8 8:10

UTILITY / MARINA	
February	4 8:10
April	8 8:10
May	6 8:10
June	3 8:10
July	8:10
September	9 8:10
October	7 8:10
December	9 8:10

COMMITTEE OF THE WHOLE	
January	7 8:10 a.m.
March	4 8:10 a.m.
August	5 8:10 a.m.
November	4 8:10 a.m.