



DOWNTOWN DEVELOPMENT AUTHORITY

420 N Front St.

Suttons Bay, MI 49682

November 13, 2024 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. DDA Budget 2025
  - b. DDA Meeting Schedule 2025
8. Reports-Manager's 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 Meeting December 11, 2024
12. Adjournment



DOWNTOWN DEVELOPMENT AUTHORITY  
420 N. Front St  
Suttons Bay, MI 49682  
Meeting Minutes of October 9, 2024

The meeting was called to order at 9:00 am. p.m. by Chairperson Bahle.

Present: Bahle, Lutke, Millns, Popke, Peterson, Wierzba, Sitkins & Young  
Absent: Derigiotis,  
Staff present: Petroskey, Larrea and Rob Bacigalupi, Consultant

Approval of Agenda

Lutke moved, Peterson seconded, CARRIED, to approve the agenda as presented.  
Ayes: 8 No: 0.

Approval of Downtown Development Authority Minutes

Sitkins moved, Lutke seconded, CARRIED, to approve the May 8, 2024, DDA meeting minutes. Ayes: 8, No: 0.

Mission North Consulting

Bacigalupi and Larrea provided an update regarding the presentation/request to the Leelanau County Board of Commissioners asking that the County consider opting into the DDA for a limited time. DDA Members suggested that fact sheets be created to address misconceptions and to emphasize the positives of opting in.

Information and comments

Larrea updated the Board on Village activities and talked about possibly moving the bathroom location for the new build to the other side of the marina entrance.

The meeting adjourned at 10:00 a.m.

Meeting minutes submitted by Dorothy Petroskey, Clerk.



2024 AMENDED BUDGET PROPOSAL  
 2025 PROPOSED BUDGET  
 Submitted for November Committees

2022	2023	2024	2024	2025
Actual	Actual	Adopted	Amended	Proposed

Downtown Development Authority

	2022 Actual	2023 Actual	2024 Adopted	2024 Amended	2025 Proposed	
Property Taxes - Capture	27,127	83,046	82,000	84,500	89,000	fire dept and village capture rev, based on incr in taxable value
Tax Penalty and Interest	0	0	0	0	0	
Interest Revenue	313	2,738	1,500	6,100	3,500	will be less as funds are expended
Miscellaneous	351	4	0	0	0	no contributions from gen fund beg 2018
<b>Total Downtown Development Authority Revenue</b>	<b>27,791</b>	<b>85,788</b>	<b>83,500</b>	<b>90,600</b>	<b>92,500</b>	

Expenditures

Administrative Wages	3,052	3,371	3,600	4,049	17,365	office admin wage/Bathroom Project Mngt etc..
FICA Contribution	221	238	280	310	1,328	
Medical Insurance	295	331	400	348	1,361	
Workers Compensation	9	44	50	34	132	
Retirement Contribution	309	336	360	369	1,736	
Life, AD&D Insurance	31	31	40	27	93	
Unemployment Insurance	0	0	30	20	87	
Office Supply	0	100	100	100	100	
Operating Supplies	91	92	170	200	250	
Engineering Services	0	0	0	0	0	included in restroom project costs-capital
Legal Services	0	0	3,000	1,000	1,500	
Audit Services	209	250	300	300	350	DDA portion of audit (2%)
Contractual Service	0	0	15,000	6,000	9,000	2024/2025 Consultant
Postage	0	35	200	100	100	

2024 AMENDED BUDGET PROPOSAL  
 2025 PROPOSED BUDGET  
 Submitted for November Committees

	2022 Actual	2023 Actual	2024 Adopted	2024 Amended	2025 Proposed	
Misc	0	0	1,000	8,336	2,000	
Printing & Publishing	0	0	5,000	100,000	1,000	
Capital Outlay					105,000	MTT Expense Adjustment Pd to County increase due to restrooms project Banner Arms \$1000 & Abonmarche- New Restrooms 204,000 total 2024/2025
<b>Total Downtown Development Authority Expenditures</b>	4,217	<b>4,828</b>	<b>29,530</b>	121,793	141,402	
<b>Total Expenditures</b>	4,217	4,828	29,530	121,793	141,402	
<b>Total Revenues</b>	27,791	85,788	83,500	90,600	92,500	
<b>Excess Revenues or Expenses (+)</b>	23,574	80,960	53,970	<b>(31,193)</b>	<b>(48,902)</b>	
<b>Beginning Fund Balance</b>	42,364	65,938	146,898	146,898	115,705	
<b>Ending Fund Balance</b>	65,938	<b>146,898</b>	200,868	115,705	66,803	