




**Village of Suttons Bay
420 Front Street, Suttons Bay
Downtown Development Authority
Meeting Agenda
November 16, 2022
9:00 a.m.**

There will also be a Zoom link found on our website at www.suttonsbayvillage.org for remote attendance for those members of the public wishing to participate.

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. Adopt Budget 2023
 - b. Adopt Meeting Dates and Times
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

		VILLAGE OF SUTTONS BAY	
REPORT VSB -2022-64			
Prepared:	October 31,2022	Pages:	1 of 1
Meeting:	November 16, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	DDA Budget 2023		

2023 Budget

Please find attached the proposed 2023 budget for your review and approval.

The DDA has seen an increase in capture this cycle and after 4 years are up to \$28,000 for 2023. This amount is of course, way below the capture anticipated, following the establishment of the DDA in 2018, however that is due to the lack of millage placed upon the properties within the DDA, as anticipated when the plan was passed.

Moving forward, the focus of the DDA should be to discuss its membership. Despite meeting quarterly, we have failed to achieve a quorum more often than not with our 8-member panel. Staff researched the possibility of decreasing membership to 5 members however, we are at the State required minimum of “not less than 8 members”.

The only option moving forward should the DDA continue to have difficulty with achieving a quorum, is to forfeit your decision-making authority and pass that authority to the Planning Commission. Statute allows the governing body of a municipality that has a population of less than 5,000 to have the municipality's planning commission created pursuant to the Michigan planning enabling act, 2008 PA 33, MCL 125.3801 to 125.3885, to serve as the board. In my opinion, this is not the correct path and we should be looking at our membership rather than conceding authority.

REQUESTED ACTION

MOTION THAT the 2023 DDA budget be adopted and recommended for approval to the Village Council.

Downtown Development Authority

Revenues	2019 Actual	2020 Actual	2021 Actual	2022 Adopted	2022 Amended	2023 Proposed
Current Property Taxes	0	5,241	18,099	14,000	28,000	30,000
Tax Penalty and Interest	0	0	0	0	0	0
Interest Revenue	0	152	7	5	10	10
Miscellaneous	0	0	1,713	0	0	0
Transfer In - General Fund	0	0	0	0	0	0
Total Downtown Development Authority Rev	0	5,393	19,819	14,005	28,010	30,010

fire dept and village capture rev, based on incr in iv

no contributions from gen fund beg 2018

Expenditures

	2019 Actual	2020 Actual	2021 Actual	2022 Adopted	2022 Amended	2023 Proposed
Administrative Wages	2,810	3,021	2,916	3,100	3,100	3,200
FICA Contribution	212	217	227	240	240	245
Medical Insurance	177	172	201	400	400	400
Workers Compensation	14	16	11	25	25	50
Retirement Contribution	281	298	291	310	310	320
Life, AD&D Insurance	30	29	36	45	45	45
Unemployment Insurance	80	0	0	25	25	25
Office Supply	40	73	79	100	100	100
Operating Supplies	0	0	0	170	170	170
Engineering Services	0	0	0	0	0	0
Legal Services	207	246	250	1,000	1,000	3,000
Audit Services	0	0	0	250	250	250
Contractual Service	0	0	0	1,000	1,000	1,000
Postage	0	0	0	50	50	50
Printing & Publishing	0	0	0	1,000	1,000	1,000
Total Downtown Development Authority Exp	3,851	4,072	4,071	7,715	7,715	9,855

office admin wage

DDA portion of audit (2%)

Total Expenditures	3,851	4,072	4,071	7,715	7,715	9,855
Total Revenues	0	5,393	19,819	14,005	28,010	30,010
Excess Revenues or Expenses (-)	25,146	21,295	22,616	38,364	38,364	58,659
Beginning Fund Balance	21,295	22,616	38,364	44,654	58,659	78,814

2023 MEETING SCHEDULE
FOR THE
VILLAGE OF SUTTONS BAY

PLANNING COMMISSION	
January	11 5:00 P.M.
February	8 5:00 P.M.
March	8 5:00 P.M.
April	12 5:00 P.M.
May	10 5:00 P.M.
June	14 5:00 P.M.
July	12 5:00 P.M.
August	9 5:00 P.M.
September	13 5:00 P.M.
October	11 5:00 P.M.
November	8 5:00 P.M.
December	13 5:00 P.M.

DDA	
January	11 9:00am
April	12 9:00am
September	13 9:00am
November	15 9:00am
Quarterly	

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

* Tuesday following Holiday

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

UTILITY / MARINA	
Mondays	
January	2 8:30 a.m.
March	6 8:30 a.m.
April	3
June	5 8:30 a.m.
August	7 8:30 a.m.
October	2 8:30 a.m.
November	6 8:30 a.m.

GENERAL SERVICE COMMITTEE	
Tuesdays	
January	3 8:30 a.m.
March	7 8:30 a.m.
April	4
June	6 8:30 a.m.
August	8 8:30 a.m.
October	3 8:30 a.m.
November	7 8:30 a.m.

ADMIN / PERSONNEL	
Wednesdays	
January	4 8:30 a.m.
March	8 8:30 a.m.
April	5 8:30 a.m.
June	7 8:30 a.m.
August	9 8:30 a.m.
October	4 8:30 a.m.
November	8 8:30 a.m.

COMMITTEE OF THE WHOLE- Tuesday	
February	7 8:30 a.m.
May	2 8:30 a.m.
September	5 8:30 a.m.
December	5 8:30 a.m.