DOWNTOWN DEVELOPMENT AUTHORITY
420 N Front St.
Suttons Bay, MI 49682
Thursday November 12, 2026 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. Comfort Station/Public Restroom Project
   b. DDA Budget 2027
   c. 2027 Meeting Schedule
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 to be determined
12. Adjournment

VILLAGE OF SUTTONS BAY
MEETING SCHEDULE
2027

PLANNING COMMISSION		
January	20	5:00 P.M.
February	17	5:00 P.M.
March	17	5:00 P.M.
April	21	5:00 P.M.
May	19	5:00 P.M.
June	16	5:00 P.M.
July	21	5:00 P.M.
August	18	5:00 P.M.
September	15	5:00 P.M.
October	20	5:00 P.M.
November	17	5:00 P.M.
December	15	5:00 P.M.
3rd Wednesday		

DDA		
February	10	9:00 A.M.
March	10	9:00 A.M.
April	14	9:00 A.M.
May	12	9:00 A.M.
June	9	9:00 A.M.
July	14	9:00 A.M.
August	11	9:00 A.M.
September	8	9:00 A.M.
October	13	9:00 A.M.
November	10	9:00 A.M.
December	8	9:00 A.M.
2nd Wednesday		

VILLAGE COUNCIL		
February	*16	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.
3rd Monday		

ZBA		
January	13	5:30 P.M.
February	10	5:30 P.M.
March	10	5:30 P.M.
April	14	5:30 P.M.
May	12	5:30 P.M.
June	9	5:30 P.M.
July	14	5:30 P.M.
August	11	5:30 P.M.
September	8	5:30 P.M.
October	13	5:30 P.M.
November	10	5:30 P.M.
December	8	5:30 P.M.
2nd Wednesday		

UTILITY/MARINA COMM		
Feb	1	8:30 A.M.
March	1	8:30 A.M.
April	5	8:30 A.M.
June	7	8:30 A.M.
August	2	8:30 A.M.
October	4	8:30 A.M.
November	1	8:30 A.M.
1st Monday		

GENERAL SERVICE		
Feb	2	8:30 A.M.
March	2	8:30 A.M.
April	6	8:30 A.M.
June	8	8:30 A.M.
August	3	8:30 A.M.
October	5	8:30 A.M.
November	2	8:30 A.M.
1st Tuesday		

ADMIN/PERSONNEL COMM		
Feb	3	8:30 A.M.
March	3	8:30 A.M.
April	7	8:30 A.M.
June	9	8:30 A.M.
August	4	8:30 A.M.
October	6	8:30 A.M.
November	3	8:30 A.M.
1st Wednesday		

COMMITTEE OF THE WHOLE		
May	4	8:30 A.M.
September	7	8:30 A.M.
December	7	8:30 A.M.
1st Tuesday		

No Meetings

DDA TBD

*** Meetings scheduled for the Tuesday following Holiday-Meetings may be canceled due to lack of business/or Quorum**

2026 AMENDED BUDGET PROPOSAL
2027 PROPOSED BUDGET
Submitted for November Committees

Master for 2026/7

Acct #		2025 Adopted	2025 Actual	2026 Adopted	2026 Amended	2027 Proposed	
248					Downtown Development Authority		
	Revenues						
403	Property Taxes - Capture	89,000	101,654	100,700	110,700	112,000	fire dept and village capture rev, based on incr in tax
665	Interest Revenue	3,500	6,742	3,500	6,900	6,000	willl be less as funds are expended
695	Miscellaneous	0	0	0	0	0	contributions from gen fund
	Total Downtown Development Authority Revenue	92,500	108,396	104,200	117,600	118,000	
	Expenditures						
702	Administrative Wages	17,365	17,365	18,674	19,600	20,100	office admin wage/Bathroom Project Mngt etc..
708	Unemployment Insurance	87	0	94	95	99	
709	FICA Contribution	1,328	1,327	1,430	1,500	1,540	
716	Retirement Contribution	1,736	1,736	1,868	1,960	2,010	
718	Medical Insurance	1,361	1,720	1,954	1,880	2,200	
724	Workers Compensation	132	44	145	99	120	
725	Life, AD&D Insurance	93	90	145	135	145	
752	Office Supply	100	0	100	100	100	
756	Operating Supplies	250	157	250	400	5,250	
801	Contractual Service	9,000	900	9,000	9,000	19,000	Consultant, addt'l for restroom maintenance
807	Audit Services	350	343	400	400	450	DDA portion of audit (2%)
809	Legal Services	1,500	0	1,500	1,000	1,000	
851	Postage	100	0	100	100	100	
900	Printing & Publishing	1,000	0	1,000	500	500	increase due to restrooms project
955	Misc	2,000	0	2,000	2,000	2,000	MTT Expense Adjustment Pd to County DBOR
	Transfer to Prop Replacement Fund			0	235,000	125,000	Comfort Station DDA Portion
974	Capital Outlay	105,000	55,485	150,000	1,000	1,000	Banner Arms $1000
	Total Downtown Development Authority Expenditures	141,402	79,167	188,660	274,769	180,614	
	Total Expenditures	141,402	79,167	188,660	274,769	180,614	
	Total Revenues	92,500	108,396	104,200	117,600	118,000	
	Excess Revenues or Expenses (-)	(48,902)	29,229	(84,460)	(157,169)	(62,614)	
	Beginning Fund Balance	223,569	223,569	252,798	252,797	95,628	
	Ending Fund Balance	174,667	252,798	168,338	95,628	33,014	