



**Village of Suttons Bay
Downtown Development Authority
Meeting Agenda
August 19, 2020**

9:30 A.M.—Gathering Space Located by Marina Park behind Suttons Bay Bikes

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. Tap Updates
 - b. Viking Cruise Line Discussion
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: September 9, 2020
12. Adjournment



VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF FEBRUARY 12, 2020

Present: Peterson, Wierzba, Bahle, Lambdin, Lutke and Pontius

Absent: Popke

Staff present: Petroskey and Larrea

Guest: Karen Pontius

The meeting was called to order at 9:30 a.m. by President Peterson.

Agenda: Pontius moved, Lutke seconded, CARRIED to approve the Agenda as presented.

Ayes: 6, No: 0

Minutes: Pontius moved, Bahle seconded, CARRIED to approve the minutes of October 9, 2019 as presented. Ayes: 6, No: 0

Public Comment: Karen Pontius addressed the Board regarding the Visitor center and Public restrooms. A copy of her comment is attached to these minutes.

Discussion regarding the Visitor Center will be placed on next month's agenda.

Steve Lutke asked that the subject of the Public Restrooms be placed on the next General Service Committee agenda.

Election of Officers: Bahle moved, Lambdin seconded, CARRIED to approve the slate of officers as follows: President: Amy Peterson, Vice President Nick Wierzba. Ayes: 6, No: 0

Old Business:

Harbor Master Ferry Assessment/Ideas/Elk Rapids Update

Harbor Master Aylsworth assessment was presented. Kim Pontius and Manager Larrea attended the Elk Rapids DDA. Pontius also attended the Elk Rapids council meeting on

February 3. Pontius indicated that Elk Rapids is ready to move forward with a feasibility study. Pontius indicated the next step is to identify a firm to complete the feasibility study to determine the cost and then to identify possible funding sources.

Pontius indicated that he was looking to confirm that there is collaboration between the entities which will help with grant dollars. If a partnership or memorandum of understanding could be secured between the entities to seek a feasibility study, then we would seek funding sources.

DDA Members voiced concerns regarding funding as the DDA has not captured any TIF dollars and essentially relies on funds from the general fund, which the Village council allocates. In addition, the dollars spent for the Ferry Feasibility could be put towards a visitor center, 365 bathroom, Park Improvements and smaller projects.

After discussion, the DDA recommended that Manager Larrea contact Elk Rapids and work together to develop a RFP/RFQ for a feasibility study and then bring the cost back to the DDA.

2020 Budget: Moved by Pontius seconded by Bahle to adopt the 2020 budget as presented.
Ayes: 6, No: 0

2020 Meeting Schedule: Peterson asked if the meeting time could be moved up to 9:00 a.m.
Moved by Bahle seconded by Lambdin to set the meeting time for 9:00 a.m. Ayes: 6, No: 0

Pontius moved, Bahle seconded to adopt the 2020 meeting dates as presented with the time changed to 9:00 a.m. Ayes: 6, No: 0

Manager Update

Report as presented. Larrea added that the Village will be purchasing a new vehicle and the TAP project is scheduled to begin in April. In addition, the Village has been awarded a grant from Michigan Par Plan for a Risk Reduction Grant in the amount of \$2500 for security cameras at the lift station.

Board Comments: Comment received regarding Blight in the Village.

The meeting adjourned at 10:39 a.m.

Next Meeting: March 11, 2020 at 9:00 a.m.

Minutes Submitted by Dorothy Petroskey, Office Assistant