



Village of Suttons Bay
420 N. Front Street, Suttons Bay, MI 49682
Village Council &
Downtown Development Authority
Joint Meeting Agenda
September 13, 2023
9:00 a.m.

1. Special Meeting Called to Order
2. Roll Call -Village Council
3. Roll Call – DDA Members
4. Approval of Agenda-Village Council
5. Approval of Agenda -DDA Members
6. Downtown Development Authority Minutes Approval
7. Public Comments/Written Communication
8. Items for Consideration/Action
 - a. VSB Report 2023-48 DDA Joint Meeting
8. Reports
 - a. Manager Update
9. Information and Comments
 - a. Board Members
 - b. Staff
10. Public Comment - PLEASE LIMIT REMARKS TO NO MORE THAN THREE (3) MINUTES
11. Announcements – Next regular DDA meeting: November 15, 2023
12. Adjournment



VILLAGE OF SUTTONS BAY
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES OF JANUARY 18, 2023

The meeting was called to order at 9:04 a.m. by Chairperson Donna Popke.

Present: Erik Bahle, Dan Derigiotis, Steve Lutke, Amy Peterson, Kim Pontius, Donna Popke and Nick Young.

Absent: Lee Millns and Nick Wierzba

Staff present: Fay

Approval of Agenda

Pontius moved, Peterson seconded, CARRIED, to approve the agenda as presented.

Ayes: 7, No: 0.

Approval of minutes

Pontius moved, Lutke seconded, CARRIED, to approve the DDA meeting minutes of November 16, 2022 as presented. Ayes: 7, No: 0.

Election of Officers

Popke nominated Wierzba as Secretary. Popke moved, Lutke seconded, CARRIED, to elect Nick Wierzba as Secretary. Ayes: 7, No: 0.

Bahle nominated Popke as Chairperson. Bahle moved, Peterson seconded, CARRIED, to elect Donna Popke as Chairperson. Ayes: 7, No: 0.

Bahle nominated himself as Vice Chairperson. Bahle moved, Lutke seconded, CARRIED, to elect Erik Bahle as Vice Chairperson. Ayes: 7, No: 0.

Public Restrooms – Continued discussion

Discussion points included:

- Grant funding, Rotary grant money, Go Fund Me and infrastructure grants should all be explored.
- Pop-up (container) bathrooms should be considered. These types of restrooms are on trend. It was noted that Village Council previously discussed this option and it is not what Council is looking for. This could, however, be a temporary solution.
- DDA members do not support taxing the businesses.
- Would the Village help pay an individual/company to clean maintain restrooms?
- Would the Village subsidize the water and sewer if a business opens their restroom up to the public?

- It is a courtesy to allow the public to use the restroom in your business and some businesses already allow it.
- It is the responsibility of the Village to solve the restroom issue. The Village is not doing the research necessary to find funding/grants.
- The Village does not have the funding necessary for new restrooms.
- The DDA would be willing to work to raise dollars but the Village needs to assist.
- The DDA has the ability to apply for grants.

Pontius moved, Popke seconded, FAILED, to ask the Village Council to move forward to raise funds to fulfill restroom needs, temporary or permanent. Ayes: 0, No: 7.

Discussion points:

- The need to explore funding prior to approaching Village Council.
- Village Manager may be able to assist however he does assist all other boards.
- If you want customers to come to your business, provide them with a restroom.
- DPW should clean restrooms; it is part of their job.
- Most businesses have their staff cleaning restrooms.
- Easy and affordable to fix up the Marina restroom.
- There are services that clean restrooms.
- In Traverse City, some businesses are subsidized if they open their restroom up to the public.
- Could restrooms be built in the basement of the Village Hall?
- What about the library's restroom?
- Pre-existing restroom facilities should be subsidized.
- The Suttons Bay Chamber could conduct a survey to verify what businesses currently open their restrooms to the public, either seasonally or permanent. A public list could be created of those who open their restrooms to the public.
- If the Village isn't willing to subsidize the costs of opening up restrooms at businesses, such as for products and cleaning, is the DDA willing to subsidize costs?

Pontius moved, Popke seconded, CARRIED, to verify with Village Council that it is ok to pursue options for a permanent restroom solution and to raise dollars for new restrooms. Ayes: 6, No: 1.

It was the consensus of board members to have Peterson arrange for the Suttons Bay Chamber to send out an email/survey to verify if their business has a restroom available to the public, seasonally or year-round, and are they willing to add their business to a list provided to the public? In addition, Pontius will begin the process of looking at funding/granting. Pontius will also ask the Traverse City DDA if they subsidize restroom costs to businesses who open their restrooms up to the public.

DDA Goals – DDA Plan

Members discussed the need to market the DDA and let it be known the amenities the Village has to offer so that we can reach out for economic development. Suttons Bay has the largest waterfront area and largest beach in the County and it is a great place to visit. We need to put together an informational list of things that are significant to Suttons Bay; an educational component. We need to give value to the DDA to attract the other entities to buy in.

Goals and plans were discussed and following are ideas:

- The need for shade at Marina Park. It could be in the form of the pavilion previously discussed in other boards, or sail cloths.
- Beautification. Planter boxes or removable potted trees to enhance the aesthetics downtown.
- Benching and seating, perhaps sponsored by businesses.
- DDA sponsored events to generate income. Issues could be volunteers to pull off the event.
- Parking meters in high demand areas to generate income. Issues could be who would employ the person to oversee meters, and enforcement, noting that M-22 is not a Village Road. Would it be profitable?
- The Village should be improving roads, not the DDA.


It was the consensus of board members to place beautification and marketing as a goal on the next meeting agenda.

Did the Manager put together the list previously discussed to use in approaching other entities? Approaching the other entities should wait until the DDA has been marketed.

It was suggested that if the Manager is unable to attend a DDA meeting in the future, that the meeting should be postponed to a date he is able to attend.

The meeting adjourned at 10:15 a.m.

Meeting minutes submitted by Shar Fay, Clerk.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2023-48	
Prepared:	September 7, 2023	Pages:	1 of 1
Meeting:	September 13, 2023	Attachments:	<input type="checkbox"/>
Subject:	Joint Meeting		

PURPOSE

To ensure a positive and productive discussion between the DDA and Village Council.

OVERVIEW

The DDA is comprised of mostly business owners in our community. Clearly, this is an educated and successful group of individuals who have come forward to assist in advancing the goals and objectives of the DDA. Their time is valuable and therefore their need for progress is essential to keep their attention. Unfortunately, their lack of tax capture has limited the DDA's interest to the point of having a quorum for less than 30% of the scheduled meetings since 2021.

The lack of tax capture to date is directly attributed to the lack of taxing authority participation (Leelanau County, Suttons Bay Township, BATA, etc). In fact, the amount of money accumulated by tax capture since its inception until 2022, totaled a mere \$65,938. Their sights have never waned from the estimated \$350,000 bathroom project listed in the plan.

Fast forward to 2023. The Village will be capturing approximately **\$87,662.00!** Therefore, after expenses the DDA's funds at the end of the year will be an estimated **\$143,800.** The capture has more than doubled in one year. This capture should provide a sense of relief and excitement to members of the DDA as they can now afford to invest in improvements, match grants etc. In essence, the DDA should start planning.

Staff has contacted two planning consultants who have extensive experience working with DDA's to gauge their interest in working with ours. Consultants offer a fresh perspective that often results in a renewed focus, increased attendance, and a more productive plan of attack. The consultant chosen will be solely directed by the DDA. This should improve attendance and productivity, while our yearly joint meetings will improve communication.

CONCLUSION

The intent of this meeting is to encourage discussion and communication as we work towards the shared goal of improving our community.