



VILLAGE OF SUTTONS BAY

COMMITTEE OF THE WHOLE

420 N Front St.

Suttons Bay, MI 49682

Tuesday September 5, 2023 at 8:30 am

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org). Public participation shall be limited to in-person or via written communication received prior to the meeting.

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report
 - b. Marina Report
 - c. WWTP Report
 - d. Treasurer Report
2. Additions / Deletions to the Agenda
3. Reports / Communications
 - a. Managers Work Plan
4. Committee Member Information / Comments
5. Public Comments (*Please limit remarks to no more than three (3) minutes or less*).
6. Old Business
7. New Business
 - a. Report VSB-2023-48 DDA Joint Meeting Set Agenda
8. Public Comments/Written Communication
9. Committee Member Comments
10. Announcements:
11. Adjourn

To: Dave Miller
Rob Larrea

From: Mark Huggard, JACOBS

Date: August 30th, 2023

Copy: Nick Lenzi, JACOBS
Andrew Waldron, JACOBS
Justin Straub, JACOBS

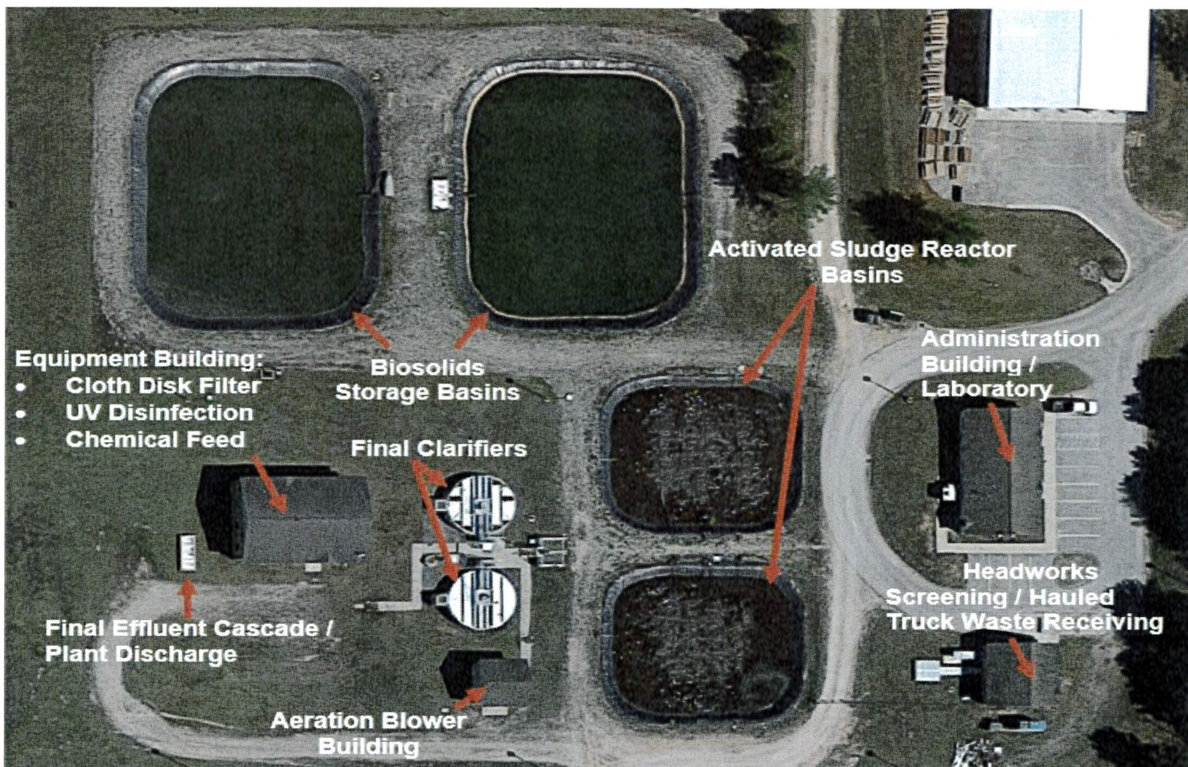
This report describes our activities during the month of August 2023. If there is additional information you would like included in the report, please let us know.

Permit Compliance:

Available lab results for the month of August indicate the facility is in compliance with its National Pollution Discharge Elimination System (NPDES) permit.

JACOBS completed and submitted July's Discharge Monitoring Report (DMR) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). DMR reports are due by the 20th of the following month.

Treatment Plant Aerial View



Operations:

- The treatment plant experienced two power outages in the month of August, specifically on the 16th and 19th. The outage on the 16th was of short duration. However, the outage on the 19th lasted long enough to activate the standby power generator, which initiated due to the extended power loss but was not required for long as the main power was restored shortly after.

To address these incidents, a comprehensive walkthrough of the entire plant was carried out. This involved performing necessary equipment resets and verifying the overall operational status of the plant to ensure its proper functioning.

We reached out to the utility service provider, who identified the cause of the power outage on the 16th as a blown line power fuse. However, they were unable to link the power loss on the 19th to any disruption on their side. Due to the higher frequency of short power interruptions than expected at the facility, we have taken the initiative to request a proposal for the installation of a temporary power monitor at the plant.

This specialized unit will monitor and record the incoming power patterns over a specified duration. This data will then be analyzed to help us determine whether the issue lies with the utility power supply or if there might be other factors within the treatment plant triggering these brief outages.

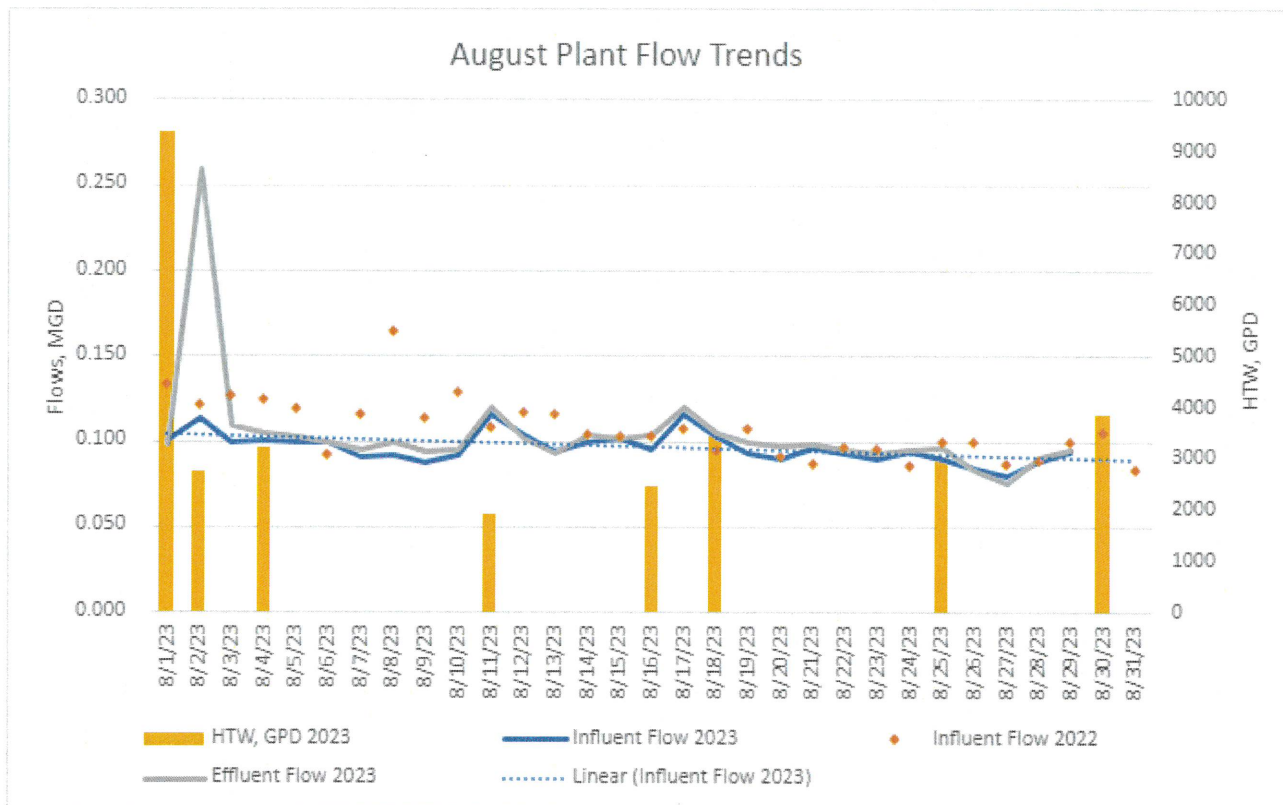
- During our operational checks, we observed that the level of the biosolids storage basin was elevated beyond its usual point. This led us to inspect the decant pumping station of the biosolids storage basin, where we identified a fault with the decant pump. We proceeded to reset the pump and ensured that it was functioning correctly before concluding our assessment. It is highly probable that the pump's fault occurred due to a momentary interruption in utility power.
- The sump pump located in the equipment building experienced a failure this month. We installed a new replacement pump.

August Flow Report

Monthly Average Influent Flow 2023	0.097	Million Gallons per day
Monthly Average Influent Flow 2022	0.107	Million Gallons per day
Total Monthly Hauled Truck Waste 2023	30,002	Gallons
Total Monthly Hauled Truck Waste 2022	202,600	Gallons

The following plant flow graph illustrates the facilities current influent, effluent flow and hauled truck waste for the reporting month. Also provided is the influent flow for the same month of the previous year.

August Plant Flow Trend



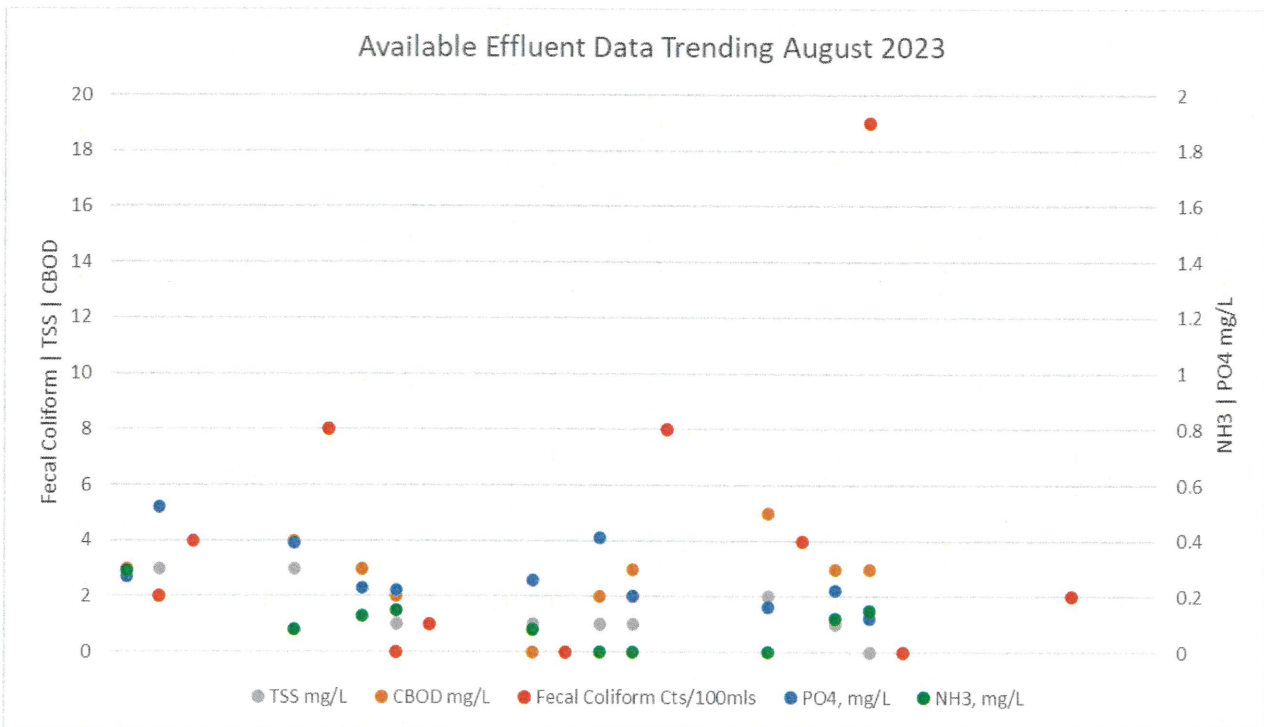
The sudden surge in effluent flow observed on August 2nd was directly attributed to the increased return flows from the decant process, which had increased due to the restoration of the biosolids storage basin decant pump that had previously malfunctioned. When the pump faulted, a larger volume of water accumulated in the basins. Once the pump was reset, the accumulated volume was then released back into the initial stage of the plant, in line with the intended design. This continued until the levels of the basins returned to their standard levels. At that point, the decant pump resumed its typical daily pumping rate.

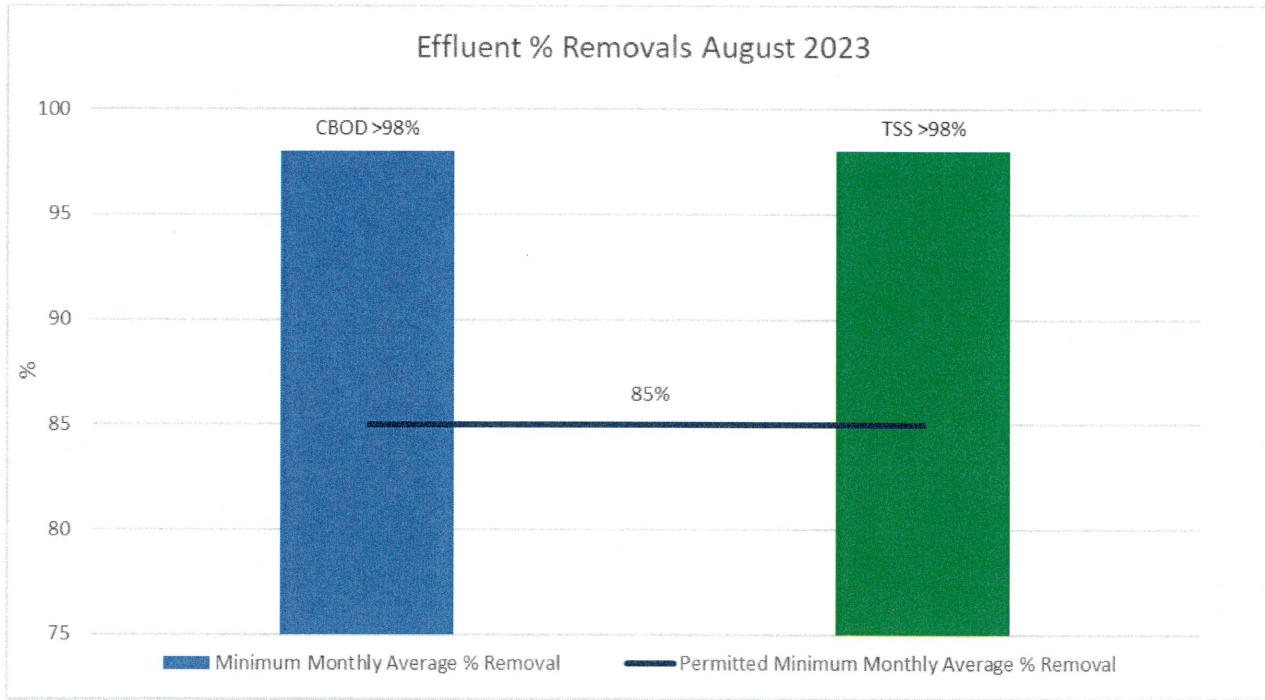
The NPDES permit limits are detailed in the following table. The available lab data for the reporting month is illustrated in the Effluent Permit Data Graphs below.

NPDES Permit Limits

Parameters	Monthly average	7-day average
Total Suspended Solids	30 mg/L	45 mg/L
Fecal Coliform	200 counts/100 mLs	400 counts/100 mLs
Carbonaceous Biochemical Oxygen Demand	25 mg/L	40 mg/L
Total Phosphorus, PO4	0.5 mg/L	No Limit
Ammonia, NH3	Report only, no limit	Report only, no limit
CBOD % Minimum Removal	85%	NA
TSS % Minimum Removal	85%	NA

August WWTP Effluent Data





Out of Service Equipment / Repair Needs

- RAS pump #2 variable frequency drive – Scheduling replacement
- Waste activated sludge flow meter – Meter is in service but is providing erratic flow readings. Awaiting controller replacement quote from Contractor.
- Plant surge protector – Warranty replacement. Contractor is awaiting parts.
- Hauled truck waste rock trap cover latches need replaced. Sourcing other latch options.

CIP Project Updates:

- Upgrade of fine screen and headworks PLC's
 - Update: Upgrade is in process
- Equipment building PLC replacement.
 - Update: Upgrade is in progress

Financial Report

Current Month	Aug-23	Comments
Current Month Repairs	\$ -	
Current Month Repair Labor Hrs	\$ 18.00	
Current Month Chemicals	\$ -	
Current Month Electricity	\$ 2,308.61	
Current Month Natural Gas	\$ -	
YTD Repairs		
YTD Repairs	\$ 3,472.15	
Repair Budget Remaining (\$6,000 Limit)	\$ 2,527.85	
YTD Repair Labor Hrs		
YTD Repair Labor Hrs	37.50	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ 66.50	
YTD Chemicals		
YTD Chemicals	\$ -	
Chemical Budget Remaining (\$8,000 Limit)	\$ 8,000.00	
YTD Electricity		
YTD Electricity	\$ 14,239.50	\$2,308.61 (5/20-6/20)
Utility Budget Remaining (\$25,000 Limit)	\$ 10,760.50	
YTD Natural Gas		
YTD Natural Gas	\$ 6,503.25	\$294.03 (5/17-6/16)
Utility Budget Remaining (\$13,200 Limit)	\$ 6,696.75	

Mark Huggard | Jacobs | Project Manager
 O 231.922.4922 | M: 231.313.5592 | mark.huggard@jacobs.com
 606 Hannah Ave. | Traverse City, MI 49686 | United States

PRIOR TO CLOSING ENTRIES FOR 2022

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BGD USED
Fund 101 - General Fund					
Revenues					
101-000-402.000	Current Property Taxes	730,000.00	0.00	730,000.00	0.00
101-000-404.000	Leased Land Tax Revenue	4,000.00	0.00	4,000.00	0.00
101-000-410.000	Personal Property Tax Revenue	16,000.00	0.00	16,000.00	0.00
101-000-476.000	Permits and Fees	5,000.00	4,349.09	650.91	86.98
101-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,300.00	2,365.82	934.18	71.69
101-000-574.000	State Shared Revenue	57,000.00	20,508.00	36,492.00	35.98
101-000-577.000	State Revenue-Liquor	3,000.00	41.25	2,958.75	1.38
101-000-632.000	Bahle Park Rental	1,500.00	825.00	675.00	55.00
101-000-633.100	Motor Vehicle Leases	108,975.00	0.00	108,975.00	0.00
101-000-648.000	LAUNCH FEES	0.00	2,152.00	(2,152.00)	100.00
101-000-648.100	Annual Launch Pass	0.00	1,166.00	(1,166.00)	100.00
101-000-648.200	COMMERCIAL/LIVERY LAUNCH FEE	0.00	1,550.00	(1,550.00)	100.00
101-000-665.000	Interest Earnings	2,000.00	18,445.18	(16,445.18)	922.26
101-000-695.000	Miscellaneous Income	0.00	414.11	(414.11)	100.00
TOTAL REVENUES		932,025.00	51,816.45	880,208.55	5.56
Expenditures					
101	Village Council	26,080.00	7,808.13	18,271.87	29.94
171	Village Manager	38,150.00	18,821.59	19,328.41	49.34
215	Village Clerk	12,558.00	6,729.40	5,828.60	53.59
253	Treasurer	25,614.00	13,085.73	12,528.27	51.09
265	Village Hall	55,371.00	27,040.44	28,330.56	48.84
345	Police	92,975.00	40,723.48	52,251.52	43.80
441	Public Works	101,675.00	24,316.95	77,358.05	23.92
443	Motor Pool Department	114,935.00	59,128.39	55,806.61	51.45
448	Streetlighting	14,500.00	7,677.90	6,822.10	52.95
701	Zoning & Planning	95,460.00	33,690.39	61,769.61	35.29
751	Parks & Recreation	166,786.00	105,465.29	61,320.71	63.23
999	Transfers to Other Funds	310,100.00	0.00	310,100.00	0.00
TOTAL EXPENDITURES		1,054,204.00	344,487.69	709,716.31	32.68
Fund 101 - General Fund:					
TOTAL REVENUES		932,025.00	51,816.45	880,208.55	5.56
TOTAL EXPENDITURES		1,054,204.00	344,487.69	709,716.31	32.68
NET OF REVENUES & EXPENDITURES		(122,179.00)	(292,671.24)	170,492.24	239.54
Fund 202 - Major Street					
Revenues					
202-000-574.000	State Shared Revenue	94,000.00	52,061.60	41,938.40	55.38
202-000-665.000	Interest Earnings	500.00	6,724.65	(6,224.65)	1,344.93
202-000-691.000	Contributions - Other Funds	90,000.00	0.00	90,000.00	0.00
202-000-692.000	Contrib fr Gov Units - County	32,500.00	40,559.33	(8,059.33)	124.80
TOTAL REVENUES		217,000.00	99,345.58	117,654.42	45.78
Expenditures					
000		300,905.00	58,414.16	242,490.84	19.41
TOTAL EXPENDITURES		300,905.00	58,414.16	242,490.84	19.41
Fund 202 - Major Street:					
TOTAL REVENUES		217,000.00	99,345.58	117,654.42	45.78
TOTAL EXPENDITURES		300,905.00	58,414.16	242,490.84	19.41
NET OF REVENUES & EXPENDITURES		(83,905.00)	40,931.42	(124,836.42)	48.78
Fund 203 - Local Street Fund					
Revenues					
203-000-574.000	State Shared Revenue	59,000.00	34,860.46	24,139.54	59.09
203-000-665.000	Interest Earnings	200.00	1,987.82	(1,787.82)	993.91
203-000-691.000	Contributions - Other Funds	80,000.00	0.00	80,000.00	0.00
203-000-695.000	Miscellaneous Income	0.00	3,849.20	(3,849.20)	100.00
TOTAL REVENUES		139,200.00	40,697.48	98,502.52	29.24

User: LORRIE

PERIOD ENDING 07/31/2023

DB: Suttons Bay

PRIOR TO CLOSING ENTRIES FOR 2022

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BGDG USED
Fund 203 - Local Street Fund					
Expenditures					
000		215,965.00	66,456.51	149,508.49	30.77
TOTAL EXPENDITURES		215,965.00	66,456.51	149,508.49	30.77
Fund 203 - Local Street Fund:					
TOTAL REVENUES		139,200.00	40,697.48	98,502.52	29.24
TOTAL EXPENDITURES		215,965.00	66,456.51	149,508.49	30.77
NET OF REVENUES & EXPENDITURES		(76,765.00)	(25,759.03)	(51,005.97)	33.56
Fund 248 - DDA Fund					
Revenues					
248-000-403.000	CAPTURED TAX REVENUE	30,000.00	0.00	30,000.00	0.00
248-000-665.000	Interest Earnings	10.00	541.92	(531.92)	5,419.20
248-000-695.000	MISCELLANEOUS INCOME	0.00	1.75	(1.75)	100.00
TOTAL REVENUES		30,010.00	543.67	29,466.33	1.81
Expenditures					
000		9,855.00	2,703.95	7,151.05	27.44
TOTAL EXPENDITURES		9,855.00	2,703.95	7,151.05	27.44
Fund 248 - DDA Fund:					
TOTAL REVENUES		30,010.00	543.67	29,466.33	1.81
TOTAL EXPENDITURES		9,855.00	2,703.95	7,151.05	27.44
NET OF REVENUES & EXPENDITURES		20,155.00	(2,160.28)	22,315.28	10.72
Fund 402 - Property Replacement Fund					
Revenues					
402-000-665.000	Interest Earnings	300.00	6,392.25	(6,092.25)	2,130.75
402-000-691.000	Contributions - Other Funds	176,050.00	0.00	176,050.00	0.00
TOTAL REVENUES		176,350.00	6,392.25	169,957.75	3.62
Expenditures					
000		70,000.00	6,426.80	63,573.20	9.18
TOTAL EXPENDITURES		70,000.00	6,426.80	63,573.20	9.18
Fund 402 - Property Replacement Fund:					
TOTAL REVENUES		176,350.00	6,392.25	169,957.75	3.62
TOTAL EXPENDITURES		70,000.00	6,426.80	63,573.20	9.18
NET OF REVENUES & EXPENDITURES		106,350.00	(34.55)	106,384.55	0.03
Fund 590 - Sewer Fund					
Revenues					
590-000-476.000	Permits and Fees	5,500.00	181,500.00	(176,000.00)	3,300.00
590-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
590-000-600.000	Charge for Services	140,000.00	82,462.79	57,537.21	58.90
590-000-628.000	RTS Fees	113,800.00	68,852.13	44,947.87	60.50
590-000-629.000	Waste Hauler Fees	92,000.00	34,932.48	57,067.52	37.97
590-000-630.000	Capital Charge	163,000.00	97,581.65	65,418.35	59.87
590-000-659.000	Penalties	1,300.00	2,683.00	(1,383.00)	206.38
590-000-665.000	Interest Earnings	1,750.00	14,353.18	(12,603.18)	820.18
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	0.00	10,000.00	0.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	0.00	10,000.00	0.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	0.00	5,000.00	0.00
TOTAL REVENUES		543,600.00	482,365.23	61,234.77	88.74
Expenditures					
537	Sewer Fund - Collection	343,030.00	100,913.89	242,116.11	29.42
538	Sewer - Plant	572,257.00	198,777.34	373,479.66	34.74

PERIOD ENDING 07/31/2023


PRIOR TO CLOSING ENTRIES FOR 2022

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BGD USED
Fund 590 - Sewer Fund					
Expenditures					
TOTAL EXPENDITURES		915,287.00	299,691.23	615,595.77	32.74
Fund 590 - Sewer Fund:					
TOTAL REVENUES		543,600.00	482,365.23	61,234.77	88.74
TOTAL EXPENDITURES		915,287.00	299,691.23	615,595.77	32.74
NET OF REVENUES & EXPENDITURES		(371,687.00)	182,674.00	(554,361.00)	49.15
Fund 591 - Water Fund					
Revenues					
591-000-476.000	Permits and Fees	500.00	113,044.12	(112,544.12)	22,608.8
591-000-600.000	Charge for Services	76,000.00	42,815.63	33,184.37	56.34
591-000-628.000	RTS Fees	62,000.00	37,615.70	24,384.30	60.67
591-000-630.000	Capital Charge	55,000.00	33,022.61	21,977.39	60.04
591-000-633.000	Hydrant Rental	25,000.00	0.00	25,000.00	0.00
591-000-659.000	Penalties	600.00	800.41	(200.41)	133.40
591-000-665.000	Interest Earnings	120.00	7,355.61	(7,235.61)	6,129.68
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	0.00	5,000.00	0.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	0.00	5,000.00	0.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	0.00	1,800.00	0.00
591-000-695.000	Miscellaneous Income	0.00	25.00	(25.00)	100.00
TOTAL REVENUES		231,020.00	234,679.08	(3,659.08)	101.58
Expenditures					
000		287,185.00	110,757.45	176,427.55	38.57
TOTAL EXPENDITURES		287,185.00	110,757.45	176,427.55	38.57
Fund 591 - Water Fund:					
TOTAL REVENUES		231,020.00	234,679.08	(3,659.08)	101.58
TOTAL EXPENDITURES		287,185.00	110,757.45	176,427.55	38.57
NET OF REVENUES & EXPENDITURES		(56,165.00)	123,921.63	(180,086.63)	220.64
Fund 594 - Marina Fund					
Revenues					
594-000-631.000	Pump outs	2,500.00	1,375.00	1,125.00	55.00
594-000-642.000	Gas Sales	140,000.00	114,699.22	25,300.78	81.93
594-000-642.100	Gas Sales - Tax Exempt	1,500.00	1,214.77	285.23	80.98
594-000-646.000	Sale of Ice	1,500.00	876.00	624.00	58.40
594-000-649.000	Waiting List	2,500.00	3,800.00	(1,300.00)	152.00
594-000-653.000	Transient Fees	95,000.00	68,117.38	26,882.62	71.70
594-000-653.100	Marina Day Use	2,000.00	1,769.00	231.00	88.45
594-000-653.200	Refunds -Transient Fees	0.00	(8,934.50)	8,934.50	100.00
594-000-654.000	Slip Fees	300,000.00	318,313.00	(18,313.00)	106.10
594-000-659.000	Penalties	0.00	333.80	(333.80)	100.00
594-000-665.000	Interest Earnings	1,000.00	18,997.33	(17,997.33)	1,899.73
594-000-695.000	Miscellaneous Income	0.00	252.52	(252.52)	100.00
TOTAL REVENUES		546,000.00	520,813.52	25,186.48	95.39
Expenditures					
000		756,855.00	234,156.68	522,698.32	30.94
TOTAL EXPENDITURES		756,855.00	234,156.68	522,698.32	30.94
Fund 594 - Marina Fund:					
TOTAL REVENUES		546,000.00	520,813.52	25,186.48	95.39
TOTAL EXPENDITURES		756,855.00	234,156.68	522,698.32	30.94
NET OF REVENUES & EXPENDITURES		(210,855.00)	286,656.84	(497,511.84)	135.95

PERIOD ENDING 07/31/2023

PRIOR TO CLOSING ENTRIES FOR 2022

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/31/2023	AVAILABLE BALANCE	% BDT USED
TOTAL REVENUES - ALL FUNDS		2,815,205.00	1,436,653.26	1,378,551.74	51.03
TOTAL EXPENDITURES - ALL FUNDS		3,610,256.00	1,123,094.47	2,487,161.53	31.11
NET OF REVENUES & EXPENDITURES		(795,051.00)	313,558.79	(1,108,609.79)	39.44

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2023-48	
Prepared:	August 31, 2023	Pages:	1 of 1
Meeting:	September 5, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Joint Meeting		

PURPOSE

To identify any agenda topics for discussion at the VC/DDA joint meeting.


OVERVIEW

Please read the attached report and minutes from the January meeting and bring any questions, comments and or/any discussion points to be placed on the agenda for the joint meeting. I am hopeful that this joint meeting will be productive.

The DDA will also be informed at this meeting that a consultant will be hired to lead them in 2024 and will be paid by way of their tax capture.

RECOMMENDATION

Please read and familiarize yourself with both the report and the discussion following the report.

		<h1>VILLAGE OF SUTTONS BAY</h1>	
		<h2>REPORT VSB -2023-03</h2>	
Prepared:	January 10, 2023	Pages:	1 of 1
Meeting:	January 18, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Bathrooms – DDA Plan – Recommendation		

PURPOSE

To briefly address bathrooms, the DDA adopted plan, and consideration of an achievable goal.

OVERVIEW

We have discussed this topic on numerous occasions however since we have a new member, I will briefly touch on a few facts;

1. Within the DDA boundary there are three permanent bathrooms. These are located at Marina Park, North Park, and Sutton Park, along with portable (porta-john) bathrooms at Marina Park, and Waterwheel Park.
2. The discussion has always revolved around constructing all-season bathrooms, which are uncommon in communities of our population, location and size.
3. The Development & Tax Increment Financing Plan, identifies all-season bathrooms in the plan, and the DDA is tasked with funding this improvement, not the Village Council.
4. The DDA can fund improvements by using the current tax capture to pay down loans or levy an additional tax on themselves to generate funds for the improvement, etc.

Please note: Temporary bathrooms were reviewed and determined not to be a fit due to cost, aesthetics, location etc.

ADOPTED PLAN

The DDA is bound by their adopted plan which has a tiered list of High/Medium & Low priorities - PLEASE SEE ATTACHED LIST:

1. Downtown bathrooms are listed as a high priority project and has an estimated *DDA allocation* of \$350,000. The DDA currently has around \$50,000.
2. To be blunt, a DDA was formed to capture tax dollars to make improvements. The capture is either enough to pay for the improvement outright, pay on a loan used to finance the improvement or in most cases, levy an additional tax on DDA businesses to generate the funds for the improvement.
3. A decision needs to be made to finance the bathrooms and move this subject forward, or we need to refocus our efforts.

STAFF COMMENT

I would encourage the DDA to consider a short-term, achievable goal, that could be identifiable as a DDA accomplishment. The intent of the DDA is to make improvements within our DDA district, that will raise the value of your business (long term) and attract people to our community (short term) to shop, eat, recreate, etc.

RECOMMENDATION

The DDA may want to focus on identifying a project that can likely be afforded without having to levy an additional tax on our businesses, will attract people to our community, and generate excitement. I would encourage members to identify some of these projects in your plan for discussion.

I will begin.....

Item 19(B) Pavilion in Marina Park, tends to meet that intent. The cost of a pavilion in 2022, was in the range of \$35-\$50,000 for the structure, concrete, electricity, etc. If this goal was implemented, the DDA could then bring music to the park and attract people to our community that would eat, shop, and purchase goods weekly.

Your turn.

ACTION REQUESTED

Discussion & Direction.



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.