



DOWNTOWN DEVELOPMENT AUTHORITY

420 N Front St.

Suttons Bay, MI 49682

May 8, 2024 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. Waterway Grants Confirmation
  - b. Mission North Consulting - discussion regarding additional captures
8. Reports
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 June 12, 2024
12. Adjournment



VILLAGE OF SUTTONS BAY  
DOWNTOWN DEVELOPMENT AUTHORITY  
420 N FRONT ST  
SUTTONS BAY, MI 49682  
MEETING MINUTES OF APRIL 10, 2024

The meeting was called to order at 9:01 a.m. by Chairperson Bahle.

Present: Bahle, Lutke, Millns, Peterson, Popke, Sitkins, and Wierzba  
Absent: Derigiotis and Young  
Staff present: Fay and Larrea

Approval of Agenda

Popke moved, Lutke seconded, CARRIED, to approve the agenda as presented.  
Ayes: 7, No: 0.

Members Conflict of Interest

Sitkins stated he sits on the Waterways Commission.

Approval of DDA Meeting minutes

Popke moved, Millns seconded, CARRIED, to approve the March 13, 2024, DDA meeting minutes. Ayes: 7, No: 0.

VSB-2024 DDA Considerations

Public Bathrooms –

Larrea stated the grant submitted could be a cost-effective opportunity for the DDA to invest in public bathrooms should the MDNR Waterways grant be received, which is a 50% match on the grant. The Marina portion of the building includes bathrooms, sinks and showers that would be paid for with Marina funds, and the public portion would be paid for with DDA captured dollars. The DDA would be responsible for funding the cleaning and maintenance of the public side. Currently the DDA captures approximately \$90,000 per year. It could be October before the Village knows whether it was awarded the Waterways grant.

Discussion took place concerning the interest of the DDA to join this effort and invest in public bathrooms. It was the consensus of the board to cease the opportunity for public bathrooms if the grant is received. In the public portion of the building, board members

would like to see two men stalls, two women stalls, and one family bathroom, and the appropriate number of sinks per code, all ADA compliant. They would like the public bathrooms to be open year-round and heated. The board would like to stay around 400 square feet for the project, however understanding it may need more square footage to accommodate their requests.

Larrea will provide the actual grant at the next DDA meeting. The board would also like to see a chart of possible captures from the other entities should they decide to buy into the DDA plan.

Pedestrian Bridge –

Board members discussed this option and it was the consensus to consider this option at a later date.

Other improvements/priorities –

Board members discussed the following other options:

Public Art – Popke will bring to the board ideas for art installations.

Benches, bike racks and sun shades – Board members support the idea of sunshades in Marina Park. Bahle will work on the sunshade aspect. Larrea noted that benches need to be uniformed to provide continuity within the Village.

Parks – Educational and interactive enhancements with a walkability aspect were supported by board members. A water trail around Inland Seas and the coal dock was suggested.

Park Mobile – It was the consensus of the board that this requires additional information and that it should be placed on the back-burner at this time.

#### Information and Comments

Larrea reported the S. Shore ditching project is underway. In addition, a pre-con meeting for Waterwheel Park is scheduled. The project will start immediately following the meeting and will take around 30 days.

Bahle stated that based on communication, he will be attending the S B Chamber meetings to accurately reflect the DDA to the Chamber. A Village representative will also be attending the S B Chamber meetings.

The meeting adjourned at 10:21 a.m.

Meeting minutes submitted by Shar Fay, Clerk.