



DOWNTOWN DEVELOPMENT AUTHORITY

420 N Front St.

Suttons Bay, MI 49682

August 14, 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. Mission North Consulting – Consultant Update
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 September 11, 2024
12. Adjournment



DOWNTOWN DEVELOPMENT AUTHORITY  
420 N. Front St  
Suttons Bay, MI 49682  
Meeting Minutes of May 8, 2024

The meeting was called to order at 9:11 am. p.m. by Chairperson Bahle.

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

Approval of Agenda

Lutke moved, Popke seconded, CARRIED, to approve the agenda as presented.  
Ayes: 5, No: 0.

Approval of Downtown Development Authority Minutes

Popke moved, Lutke seconded, CARRIED, to approve the April 10, 2024, DDA meeting minutes. Ayes: 5, No: 0.

Waterway Grants Confirmation

Larrea stated both Waterways grants applied for were received. The grant for the Marina bathhouse/public bathrooms is for \$406,000 and the match will be the same. Larrea stated he met with the team and architect yesterday. The architect will be providing a conceptual layout for Concept One. The issue for this project will be timing; building demolition, frost laws, etc. The Village also received a grant for \$453,000, a 50% match, for phase one of a new dock project. Agreements for the project should be here in a few weeks. Once the agreements have been received, they will go before Village Council for approval.

Mission North Consulting

Bacigalupi continued the conversation of approaching the taxing authorities. He reminded the board that entities only contribute according to the parcels within the Village, once they have opted in. He stated now that the Village has received a granting opportunity, we now have a focus. Leelanau County currently has an interim manager who understands the value of DDA's so it may be a good time to approach them. Board members discussed the best way to approach the taxing entities and following

discussion the decision was to, once the grant agreements have been received, approach the Leelanau County interim manager first, and then the BATA manager. Bacigalupi suggested a Village representative, such as the Village Manager, accompany him when he approaches the entities. Bacigalupi would like the Village to put together TIF projections, and a written plan to pay for the 50% grant match. Bacigalupi requested to the board to place dollar values on the projects discussed at the April meeting. These items will accompany Bacigalupi at the meeting with the entities. This will help to formulate the amount of money the Village needs for the projects, and how much the Village is short for the projects. The conversation will then be that the circumstances have changed since the last approach, that this DDA is a newer DDA therefore they haven't been able to generate revenue yet, that the taxing authorities have not contributed, and that the DDA has not been able to complete any projects yet. Other talking points could include revenue sharing and a project based five-year opt-in, as examples.

Lutke presented another project option; an ADA compliant Pedestrian Crossing at M-22 and S. Shore Drive, an M-DOT project as part of a larger phased project. This project has been recommended to the Village Council by the General Services Committee.

#### Information and comments

##### Board members

Bahle stated he attended a chamber meeting and that it was a good healthy start to open communication.

##### DDA staff

Larrea stated the Waterwheel Park project is underway, and that the new stream was tested yesterday. It should be another two weeks on the project. A KAL employee donated some big rocks for the project. Larrea stated there is a lot going in the Village.

The meeting adjourned at 10:10 a.m.

Meeting minutes submitted by Shar Fay, Clerk.



## Memorandum

To: Rob Larrea, Village Manager  
From: Rob Bacigalupi, AICP, Mission North  
Re: DDA Board Update  
Date: August 9, 2024

After conversations with officials from Leelanau County and BATA, the recommended approach will be to fashion a request to the County for their consideration. The request should be limited in some way, either by time or by dollars. The Village has three projects with some traction:

Marina/Park Year-Round Restrooms	\$406,016
Marina Pedestrian Bridge- 2022 Estimate	\$345,600
Pavilion in Marina Park	<u>\$100,000</u>
TOTAL	\$851,616

At their meeting on the 14th, we can ask for confirmation from the DDA Board on this approach and get input on how best to fashion it. I will bring TIF projections to the meeting to help with that discussion.