

CITY OF HARBOR SPRINGS

DOWNTOWN DEVELOPMENT AUTHORITY  
AND PRINCIPAL SHOPPING DISTRICT  
BOARD MEETING MINUTES  
June 2, 2016

Chairperson Mossburg called the Board Meeting of the Downtown Development Authority (DDA) and Principal Shopping District (PSD) to order at 8:00 a.m. in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

1. Roll Call and Verification of Quorum

Present: Joshua Baker, Kathie Breighner, Andy Bultman, Jeff Graham, Mary Ellen Hughes, Rob Mossburg and Pringle Pfeifer

Absent: Matt Clarke, Jeff James and Pam Pfeifle

City Clerk McRae acknowledged that a quorum was present.

Also present: City Manager Tom Richards, Harbor Springs Area Chamber of Commerce Executive Director Daniel DeWindt, DDA/PSD Administrator Rachel Smolinski, Third St. Committee Chairman Tim Knapp and City Clerk Ron McRae

2. Approval of Minutes

Chairperson Mossburg requested a motion to approve the minutes of the May 5, 2016 DDA/PSD Meeting.

Motion by Hughes, second by Pfeifer, to approve the May 5, 2016 meeting minutes of the DDA/PSD Board, as read.

Ayes – 7

Nays – 0

Motion carried.

3. Public Comment

None

4. DDA/PSD Administrator's Report and Committee Reports

A. Wayfinding Project Committee

Administrator Smolinski stated that the grant application has been submitted for funding of the Wayfinding Project.

B. Community Report

Administrator Smolinski stated that the Community Report will be finalized during the week.

C. Facebook

Administrator Smolinski stated that the DDA/PSD facebook page is up and running. Hopefully, the facebook page will serve as a communication tool.

D. Economic Restructuring Committee

Vice-Chair Breighner, the Chair of the Economic Restructuring Committee stated that the proposed survey will go through another draft. After the final draft is completed, Breighner stated that the survey will be delivered to the business locations, hopefully reaching the owners as each business is visited on a walk around.

Breighner stated that each of the businesses will be visited and asked if they have any issues and to complete a survey. The DDA Community Report will be distributed at the same time. There will be approximately two hundred surveys to distribute.

E. Third Street Committee

Third Street Committee Chairperson, Tim Knapp, reviewed the survey results from his visits with the Third Street business owners, property owners and residents. The priorities for the respondents were:

1. Utility Improvements, 88.89%;
2. Sidewalk Repairs, 84.21%;
3. Holiday Lighting, 78.95%;
4. Boardwalk Improvements, 77.78%; and,
5. New Trash / Recycling cans or containers 73.69%

Committee Chairperson Knapp stated that approximately 77% of the respondents supported the special assessment of \$1.00 per day, as proposed.

Committee Chairperson Knapp also stated the recommendations he had received from the committee:

1. Add holiday lighting on Third Street to integrate with the lighting on Main Street;
2. Identify sidewalk areas needing to be replaced or repaired;
3. Evaluate the need for additional trash and recycling containers on Third Street;
4. Pursue a project to make improvements to the Boardwalk;
5. Evaluate the feasibility of other Third Street Projects received in the survey process.

Committee Chairperson Knapp stated that the Third Street Committee includes Sara Smith, Margaret Tvedten and Dick Elliott. He is hoping for more Third Street property owners and or business owners to become active.

5. Special Assessment

Administrator Smolinski and City Manager Richards stated that the approval process for the special assessment will require some additional effort to meet the standards prescribed by City Attorney Ramer in his recommended approval process. It is hoped that the required public hearings and approval process can be completed by October to put the special assessment on the December 1, 2016 property tax bills.

6. Old and New Business

A. Bike Share Program

Administrator Smolinski discussed a presentation at a HARBOR Inc. meeting about the Charlevoix bike share program. She noted that Ed Wagar, the owner of the Touring Gear, is not a fan of the proposed "Bike Share Program". Further input will be sought from affected business owners and other community members.

7. Legislative Update

City Manager Richards discussed the pick-up / drop-off area request by the Lyric Theater. City Manager Richards also discussed the issue of construction crews utilizing the sidewalks and public rights-of-way. The deadline for permitted street obstructions in the downtown area is June 15, 2016.

City Manager Richards stated that there appears to be movement in the State Legislature to make amendments to the Tax Increment Financing (TIF) enabling laws. Further, Representative Chatfield has proposed an amendment to remove the option of "taking" property, currently permitted in the DDA regulations.

8. Young Americans' Concert

Vice-Chairperson Breighner reminded every one to support the Young Americans' Concert on Sunday evening at the Performing Arts Center at 7:00 p.m. on June 26, 2016. Breighner stated that part of the funds (up to \$7,000) will be given to the DDA / PSD for their programs.

9. Separator for Sewage in the Storm Water Outfalls

City Manager Richards stated that 5<sup>th</sup> graders from Shay Elementary School are going to present a demonstration of the effects of pollution that gets into the storm water drainage mains on Monday evening, June 6, 2016 at the City Council Meeting. City Manager Richards welcomed everyone to attend the presentation and demonstration.

10. Next Meeting

The next regular DDA/PSD Board Meeting shall be at 8:00 a.m., Thursday, July 7, 2016. The meeting will be held in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

11. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 9:31 a.m.

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Thomas C. Richards, Secretary

Approved: July 7, 2016

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Rob Mossburg, Chairperson