

CITY OF HARBOR SPRINGS

DOWNTOWN DEVELOPMENT AUTHORITY
AND PRINCIPAL SHOPPING DISTRICT
BOARD MEETING MINUTES
July 7, 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: Kathie Breighner, Matt Clarke, Mary Ellen Hughes, Cece Johnston, Rob Mossburg and Pringle Pfeifer

Absent: Joshua Baker, Andy Bultman, Jeff Graham, Jeff James, and Pam Pfeifle

City Clerk McRae acknowledged that a quorum was present.

Also present: City Manager Tom Richards, DDA/PSD Administrator Rachel Smolinski and City Clerk Ron McRae

2. Approval of Minutes

Chairperson Mossburg requested a motion to approve the minutes of the June 2, 2016 DDA/PSD Meeting.

Motion by Breighner, second by Hughes, to approve the June 2, 2016 meeting minutes of the DDA/PSD Board, as read.

Ayes – 6

Nays – 0

Motion carried.

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

A. Administrative Report

Administrator Smolinski stated that the Community Report is in its final draft. She reviewed the Report with the Board. Administrator Smolinski stated that the \$7,000 check from the Young Americans Fundraiser has been received.

Administrator Smolinski discussed the proposed special assessment on all commercial parcels in the amount of \$365. She and City Manager Richards reviewed some of the steps that need to be completed to go City Council for their consideration.

Administrator Smolinski also discussed the DDA/PSD Facebook page. There were some negative hits on the Facebook page. Administrator Smolinski stated that perhaps a social media policy is needed. Breighner also discussed some of the negative hits on the Facebook page.

City Manager Richards discussed the “Freedom of Information Act” and what can be done with the negative hits.

B. Downtown Enhancement Committee

Administrator Smolinski stated that Mike Naturkas is the Chair of this committee. The Downtown Enhancement Committee has been discussing the Spring Street parking lot, downtown parking, and the “Bike Share Program Concept”. An August Committee Meeting is being planned and it is proposed to form a “Bike Harbor Springs Subcommittee”.

C. Economic Restructuring Committee

Committee Chair Breighner discussed talking to business owners and or property owners (very few) the survey comments received. The Committee will continue to implement the survey and discuss the community report with business owners and property owners. Chair Breighner discussed some of the feed back received on the survey.

D. Third Street Committee

Administrator Smolinski stated that there will be no committee meeting this month. However, the Committee will be working on a plan for Holiday Lighting for East Third Street at the August 2016 Committee Meeting.

E. Wayfinding Project Committee

Administrator Smolinski stated that there will be no Committee Meeting this month. However, at the August Committee Meeting the Committee will be determining the funding sources for the Wayfinding Project. Also, Administrator Smolinski stated that she believes that she will hear from the Frey Foundation on the grant request. Administrator Smolinski stated that she will schedule a late August Committee Meeting.

F. Waterfront Enhancement Committee

Chair Mossburg stated that the Committee is working on a narrative update with Next-Terrain. Further, Chair discussed the update of the Marina Park Recreation Plan with City Manager Richards.

4. Old Business

A. PSD Special Assessment Resolution and Approval of District Projects

City Manager Richards reviewed three proposed projects to be funded either totally or partially by the proposed special assessment. The projects are:

- a. Administration for the DDA and PSD which includes the development and implementation of goals, initiatives and activities within the City of Harbor Springs PSD;
- b. The development and implementation of a wayfinding system within the City of Harbor Springs PSD to assist with navigation, branding, and to maintain consistency with informational and directional signage; and,
- c. Planning and implementation of holiday lighting on the portion of East Third Street located within the City of Harbor Springs PSD.

Administrator Smolinski and City Manager Richards addressed the questions and concerns of the board. After the discussion, the following motion was offered:

Motion by Pfeifer, second by Johnston, to approve recommending to City Council to approve the Harbor Springs PSD Resolution to levy a special assessment on the commercial, non-residential properties within the City of Harbor Springs PSD.

Ayes – 6

Nays – 0

Motion carried.

B. Update on the Harbor Way Project

Administrator Smolinski updated the DDA / PSD Board on the proposed Harbor Way Project. City Manager Richards projected the proposed route of the proposed Harbor Way Project. Administrator Smolinski reviewed the proposed route from the non-motorized trail at the northeast corner of M-119 and Park Drive to the park at the Harbormaster Building on East Bay Street.

Questions from the Board were addressed by City Manager Richards and Administrator Smolinski. Some of the questions centered on the proposed islands. City Manager Richards reviewed the safety aspects of the islands.

The proposed path would cross M-119 by the eastern most island and enter Tourist Park on the south side of M-119. The path way would then go to the south side of the Tourist Park and follow M-119 down to Zoll Street. The path would be separated from the sidewalk on Zoll Street just south of the southern entrance to the City's parking area near City Hall. The path would cross over Pennsylvania Street then turn to the west and cross over Zoll Street and head west on the south side of Bay Street to the park area by the Harbormaster Building.

No further action was taken on the Harbor Way.

6. New Business

A. DDA / PSD Meeting / Open House at the Waterfront

Administrator Smolinski stated that she proposes to hold the next DDA / PSD at the waterfront by the Harbormaster Building at 6:00 p.m. Weather permitting, this would be a good location for the next meeting because it would give everyone an opportunity to go through the Harbormaster Building for an open house.

This issue was discussed by the Board Members present. It became a consensus to hold the next DDA / PSD Meeting at 6:00 p.m. on August 4, 2016 at the waterfront by the Harbormast Building, as proposed.

B. Establish a Bike Harbor Springs Project Committee

Administrator Smolinski stated that the “Bike Harbor Springs Project Committee” would establish and define the parameters for a proposed Bike Share Program.

There was no further action taken on this issue.

7. Legislative Update

City Manager Richards discussed the outdoor displays and outdoor seating for non-restaurant businesses. The City Staff is looking to make sure everyone complies with the rules. However, there is not much happening with this issue.

8. Board and Public Comments

Hughes commented on employees not parking on East Main Street. This is leaving parking spaces for potential customers.

There was also discussion of how many restaurants the City of Harbor Springs has per capita.

9. Next Meeting

The next regular DDA/PSD Board Meeting shall be at 6:00 p.m., Thursday, August 4, 2016. The meeting will be held in the park by the Harbormaster Building, 250 E. Bay Street, Harbor Springs, MI 49740.

10. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 9:20 a.m.

Thomas C. Richards, Secretary

Approved: August 4, 2016

Rob Mossburg, Chairperson