Chairperson Mossburg called the Board Meeting of the Downtown Development Authority (DDA) to order at 8:02 a.m. in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

1. Roll Call and Verification of Quorum

Present: Stephanie Baker, Kathie Breighner, Andy Bultman, Jeff Graham, Mary Ellen Hughes, Jeff James, Cece Johnston, Rob Mossburg and Pam Pfeifle

Absent: Josh Baker, Matt Clarke and Al Dika

City Clerk McRae acknowledged that a quorum was present.

Also present: City Manager Tom Richards, Michelle Kruzel, Jan Kellogg and City Clerk Ron McRae

2. Approval of Minutes

It was noted that Item 3A, page 2, fourth paragraph, the last phrase reads, “…moving it to the north.” The phrase should read, “…moving it to the west.”

[Enter S. Baker at 8:05 a.m.]

Motion by Bultman, second by Hughes, to approve the November 7, 2013 regular DDA Board Meeting minutes as amended.

Ayes – 9
Nays – 0

Motion carried.
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3. Committee Reports

A. Design Committee

Chairman Mossburg discussed presenting the conceptual drawings for the waterfront design with two options. Option No. 1 would present a new Harbormaster Building moved to the west, much nearer to the Pier Restaurant. Option No. 2 would present the Harbormaster Building in its current location.

Chairman Mossburg stated that the conceptual design of Option No. 1 would stay the same as it has been previously presented. However, Option No. 2 would show the Harbormaster Building enlarged including a laundry area for the boaters. The parking would be moved further away from the Harbormaster Building with the building being served by a wider sidewalk or promenade.

City Manager Richards stated that the utilities and trash area could be relocated if the Design Committee wanted to review that as part their conceptual plans. Chairman Mossburg stated that he believed that it was important to not disturb any more of the view than was necessary.

Chairman Mossburg questioned the timing of presenting the conceptual drawings to City Council for approval. City Manager Richards suggested reviewing the proposed Option No. 2 conceptual plan with the Planning Commission and Harbor Commission first.

Comments were made concerning the inclusion of the Bike / Walking Path through the waterfront area. The discussion was concerning having a separate path for the Bikes and the Pedestrians and also keeping the trail separate from the drives and streets.

B. Economic Restructuring and Development Committee

Breighner stated that the Economic and Development Committee is rolling along. The committee is planning the “Retail Open House” for Saturday, February 15, 2014, of President’s Day Weekend.

Breighner reviewed properties that are for sale and businesses that were relocating or moving. Breighner stated that many of the downtown spaces are not vacant, but closed for the winter. Breighner noted that the “Retail Open House” is being planned providing an opportunity for potential tenants to walk through some of the open vacant spaces, as well as discussing opportunities for potential entrepreneurs.
S. Baker suggested preparing a list of questions that many people would be asking and be prepared to discuss the points from the list of questions. This may help the potential business owners to make a decision and help to sell the town for relocating or starting a business in Harbor Springs.

Breighner also pointed out that the “Winter Carnival” will start on President’s Day Weekend. Breighner stated that on the Hotel Janelle property plans include a food truck in the parking lot and sledding on the hill.

C. Administrative Committee

City Manager Richards stated that City Assessor Grimm is almost finished with the gathering of the data from the downtown properties for calculating the possible assessments from the downtown properties as a revenue source for the DDA. City Manager Richards also stated some questions would need to be considered concerning the proposed assessments on types of properties or portions of the properties. A couple of examples are:

   a. Does residential use property get assessed?
   b. Does basement storage space get assessed?
   c. What is the maximum assessment to be levied?

Breighner asked when the DDA would have availability to the funds. City Clerk McRae said beginning in mid to late July of 2014. The tax bills would be mailed on June 30, 2014 and the first distribution made on or before July 25, 2014.

City Manager Richards stated that he was also working with City Assessor Grimm on establishing the base year for setting the base taxable values for establishing the Proposed Tax Increment Financing (TIF).

Bultman stated that residential properties and living spaces are proposed to be exempt. Further, a maximum assessment needs to be considered.

d. Promotions

Breighner stated that the Promotions Committee should be chaired by the Executive Director of the DDA. She believes that the Promotions Committee activities could be “tabled” until the Executive Director is hired. Further, the Placemaking Committee could serve as the Promotions Committee.
After Breighner offered her thoughts on this issue, the consensus from the rest of the Board of Trustees was to concur with the recommendation.

4. Proposed Meeting Calendar

Chairman Mossburg requested the Board of Trustees to review the proposed meeting calendar for 2014. The only date requested to be changed was the July 3, 2014 meeting to July 10, 2014. Further, Chairman Mossburg asked if anyone had an issue with meeting at 8:00 a.m. There were no requests to change the meeting time.

The consensus of the Board was to approve the meeting calendar as presented, except the change of the July monthly meeting to the 10th.

5. New Business

James asked about the status of the Trisha Witty space. Graham stated that the building was purchased and the living area is being remodeled. He did not know of any plans concerning the building.

6. Public Comment

A. Chamber of Commerce Annual Meeting

Daniel DeWindt, the Executive Director of the Harbor Springs Area Chamber of Commerce stated that the Chamber’s annual meeting was scheduled for 11:30 a.m., Thursday, January 16, 2014 at the Pier Restaurant.

B. Introduction of Michelle Kruzel

Michelle Kruzel, a partner of Buday and Kruzel Architects, introduced herself. She stated that she was attending the meeting to learn about the roles of the DDA and the Chamber of Commerce. She also questioned the boundary of the DDA District. The maps she has seen shows the boundary running north and south through the Pooter Olooms’ Parking lot behind the new Bakery/Restaurant in front of the building in the rear of the same lot where she and Buday are located.
City Manager Richards stated that he believes the actual boundary goes along the west property line of the lot. He believes that the DDA district drawing that has been used needs to be clarified and checked against the legal description.

C. Status of the Bakery/Restaurant in the Old Pooter Olooms Building

The status of the construction of the new Sam’s Graces Bakery/Restaurant was questioned. Kruzel stated that the new owners wanted to be opened by the Holidays, but have run into issues with getting their appliances in and set up and other construction issues. However, they plan to open as soon as possible.

7. Next Meeting

Chairperson Mossburg stated that the next DDA Meeting is scheduled for 8:00 a.m., Thursday, February 6, 2014.

6. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 9:00 a.m.

Ronald B. McRae, City Clerk

Approved: February 6, 2014

Rob Mossburg, Chairperson