

CITY OF HARBOR SPRINGS
DOWNTOWN DEVELOPMENT AUTHORITY
AND PRINCIPAL SHOPPING DISTRICT
BOARD MEETING MINUTES
May 5, 2016

Chairperson Mossburg called the Board Meeting of the Downtown Development Authority (DDA) and Principal Shopping District (PSD) to order at 8:03 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, Andy Bultman, Jeff Graham, Cece Johnston, Rob Mossburg and Pringle Pfeifer

Absent: Joshua Baker, Matt Clarke, Mary Ellen Hughes, 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, 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 April 19, 2016 minutes. City Clerk McRae stated that there was a typographical error. Item 5B, page 4, second sentence reads, "...inform the public pf the DDA/PSD..." It should read, "...inform the public of the DDA/PSD..."

Motion by Johnston, second by Bultman, to approve the April 19, 2016 meeting minutes of the DDA/PSD Board, as amended.

Ayes – 6

Nays – 0

Motion carried.

3. Public Comment

None

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

A. General Items

Administrator Smolinski provided a draft of a Harbor Springs Downtown Development Authority (DDA) and Principal Shopping District (PSD) Report. She encouraged everyone to review the report and if changes were proposed, to contact her. She would like to have the report distributed to all of the downtown businesses by passing them out when their stores were visited by either herself or members of the Economic Restructuring Committee.

Administrator Smolinski discussed the Young Americans fund raiser to be held at the Performing Arts Center at the Harbor Springs High School. The fund raiser is to be held on June 26, 2016. The Young Americans plan to raise \$7,000 for the DDA/PSD needs. With the additional funds raised, the Young Americans will provide scholarships for college and for their summer camp program.

Administrator Smolinski stated that the topic of a possible community bike program was planned for the June 1 meeting of the H.A.R.B.O.R., Inc. Executive Committee. A representative with experience from a Charlevoix community bike program was scheduled to attend that meeting. Smolinski encouraged members of the DDA/PSD Board to attend.

B. Economic Restructuring Committee

Vice-Chair Breighner, the Chair of the Economic Restructuring Committee stated that the By-the-Bay Store may have been sold. W-Wear has also moved. Those are the only two open spaces downtown at the present time. Vice-Chair Breighner stated that a survey is being drafted for the downtown business owners. Also, Food Trucks are back on the "consideration list".

Vice-Chair Breighner stated that a "Merchant Walk Around" has been planned. It is scheduled for June 2, 2016. The Walk Around will start at the Chamber Office at 5:15 p.m. The merchants will tour each business in a planned route, becoming familiar with each business and its owners and offerings.

C. Downtown Enhancement Committee

Administrator Smolinski stated that Mike Naturkas is the Chair of this committee. At the last Committee Meeting some of the issues discussed were:

- snow removal
- bicycle parking
- trash collection

City Manager Richards stated that the city's trash pickup procedures have changed. The DPW crew will pick up the garbage Monday through Friday. The marina staff will take care of the garbage pick-up on the weekends. He expected the service to be improved with the new procedures.

D. Third Street Committee

Tim Knapp, the Third Street Committee Chairperson stated that the planned survey was reviewed by the Committee. The survey will provide opinions and concerns from the Third Street property owners and businesses. Some of the issues discussed were:

- lighting improvements;
- the Farmers' Market location
- parking
- conditions of the street and snow removal

E. Waterfront Enhancement Committee

Chairperson Mossburg stated that the Harbormaster Building Plans are ongoing. He stated that City Manager Richards has been working the possible funding with a grant from the Waterways Commission. City Manager Richards reviewed the Waterways Commission grant options. He explained that most of the grants are for smaller projects and require a 100% match from the community. He explained that grants for larger projects are possible but approval of those grants can take three years or longer for approval.

City Manager Richards also stated that a five-year recreation plan is a requirement for the Waterways Commission and other DNR grants. City Manager Richards stated that Administrator Smolinski, Gina Marchio and he have been discussing the process to develop a new five year recreation plan. City Manager Richards explained that while a regional recreation plan would probably be most beneficial, it may be better to pursue a plan specifically for the City to more quickly qualify for State grants.

No further action was taken on this issue.

F. Wayfinding Grant

Administrator Smolinski stated that she was writing an application for a Frey Foundation grant to help fund the Wayfinding Project. Further, the Harbor Springs Schools will contribute \$1250 toward wayfinding project planning for the "bluffs/uptown" district.

5. PSD Special Assessment

City Manager Richards stated that City Council approved the District Projects Monday evening when they approved the Resolution. City Manager Richards stated that he and the City Clerk were reviewing the projects approved. City Clerk McRae stated that he believed that administration could be considered a Project to be funded by the Special Assessment. City Manager Richards stated that he is considering broadening the project list to include the administration costs. Further, City Manager Richards stated that the Board may want to consider whether parking improvements should be considered as one of the District Project priorities. Other project options discussed included were:

- Lighting on Third Street;
- Development of the City's Spring Street parking lot north of East Third Street; and,
- Gateway for the Boardwalk was discussed.

City Manager Richards stated that he would review the final list of projects with the DDA/PSD Board officers and the City Staff.

City Manager Richards stated that the City has to follow the steps to be able to have City Council approve the proposed special assessment. He briefly went over the requirements completed. Discussion followed about the difficult timetable to meet the requirements of placing the special assessment on the summer tax role. The alternative that of carefully refining the district project list and working toward a winter tax assessment was proposed, and supported by the Board

No further action was taken.

5. Old and New Business

A. Outdoor Dining and Sidewalk Café's

City Manager Richards discussed the sidewalk dining issue. Further, he discussed the changes that Council approved Monday evening. The Food Establishments offering Outdoor Dining Service would be required to pay \$250 for administering the program. Further, anyone putting out benches, tables and chairs, but not providing service those tables and chairs would pay nothing.

B. The Gag Rule

City Manager Richards reviewed the "Gag Rule", which would prohibit publicly funded organizations from communicating about a ballot issue within 60 days of an election. City Manager Richards stated that a judge placed an injunction preventing enforcement of the "Gag Rule".

C. Parking Discussion

Board Member Bultman discussed free parking and bicycle sharing. The first question was, "Is it free parking at the stadium parking lot?" City Manager Richards stated that it was. Board Member Bultman then asked, "Would an employee be permitted to ride a bike from the Stadium lot to the Store?" Discussion followed about the adequacy of bike racks to accommodate a high volume of bicycles.

6. Next Meeting

The next regular DDA/PSD Board Meeting shall be at 8:00 a.m., Thursday, June 2, 2016. The meeting will be held in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

7. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 9:40 a.m.

Thomas C. Richards, Secretary

Approved: June 2, 2016

Rob Mossburg, Chairperson