

CITY OF HARBOR SPRINGS
DOWNTOWN DEVELOPMENT AUTHORITY
AND PRINCIPAL SHOPPING DISTRICT
BOARD MEETING MINUTES

November 3, 2016

Chairperson Mossburg called the Annual Meeting of the Downtown Development Authority (DDA) 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, Andrew Bultman, Matthew Clarke, Cece Johnston, Rob Mossburg and Pringle Pfeifer

Absent: Joshua Baker, Jeff Graham, 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, City Assessor C. Jeffrey Grimm, Deputy City Clerk Michelle R. Main, and City Clerk Ron McRae

2. Approval of Minutes

It was noted that in the opening paragraph of the October 13, 2016 meeting minutes, there was no mention of this meeting being a joint meeting between the DDA/PSD Board and the Chamber of Commerce. Therefore, added to the second sentence of the opening paragraph is "Chairperson Mossburg stated that this meeting was a joint meeting between the DDA/PSD Board and the Harbor Springs Chamber of Commerce."

Also, it was noted that the phrase in the Title reads, "Annual Board Meeting Minutes". It should read "Board Meeting Minutes". Further, the first sentence of the call to order reads, "...the Annual Meeting of the..." It should read, "...the Meeting of the..."

Motion by Pfeifer, second by Clarke, to approve the October 13, 2016 minutes of the DDA/PSD Board Meeting as amended.

Ayes – 6

Nays – 0

Motion carried.

3. Financial Report

Administrator Smolinski asked City Clerk McRae to explain the financial reports. City Clerk McRae stated that there were two reports on the page. The report on the left side of the sheet was the operational report for the fiscal year ending December 31, 2015, and the period from January 1, 2016 through October 31, 2016. City Clerk McRae noted that in 2015, the DDA/PSD had a surplus operating balance of \$16,829.88. This included the General Fund transferring \$13,596.70 to the DDA/PSD Fund to cover the operating costs, as there was very little cash for administrative costs.

The financial report on the right side was a trial balance of all accounts. Again, the same operational surplus was noted 2015 and 2016. Further, City Clerk McRae noted that as of October 31, 2016, there was a cash balance of \$15,956.46. Also, the special assessment approved by City Council, at the request of the DDA / PSD Board has not yet been levied. The special assessment will be in the amount of \$42,000.

City Manager Richards stated that the proposed special assessment is in process to be levied on the December 1, 2016 property tax bills. Further, the second half of the special assessment will be levied on the July 1, 2017 property tax bills. City Manager Richards explained the steps that were taken in the approval process for the special assessment levy.

4. Administrator's Report

Administrator Smolinski reviewed her activities. They are:

A. Results from June 2016 Downtown Survey

Administrator Smolinski stated that thirty eight responses were received. Highest priorities indicated in the responses were waterfront enhancement, wayfinding, beautification of the downtown district, and promotion of businesses. A common response was that people don't necessarily want to be involved in a committee but would like to be notified of updates and activities via e-mail. Administrator Smolinski indicated that the responses would be prioritized and discussed in depth at a later date.

B. Downtown Enhancement Committee

Administrator Smolinski stated that the Downtown Enhancement Committee has met. Items discussed at the meeting were:

- Bike Share Program;
- Snow removal, including snow bank removal;
- The plantings around the trees on Main Street;
- Boardwalk maintenance; and,

- Parking and ways to fund future parking needs.

C. The Third Street Committee

Tim Knapp, Third Street Committee Chairperson discussed the following:

- Sidewalk improvements;
- Christmas Lights;
- Electric pole replacement project;

D. Waterfront Update

City Manager Richards indicated that the City is proceeding with Phase 1 – Waterfront Recreation Plan. The final results of the plan would be used in the planning and funding of a new Harbormaster Building and Waterfront Park. A filing with the Department of Natural Resources will need to be done by March 1, 2017. Administrator Smolinski discussed the two different surveys that were conducted, one public, and one from the dock and kayak contract holders. One hundred sixteen responses were received of which Smolinski will further review, formulate, and summarize the results.

E. Wayfinding

Administrator Smolinski notified the Board that a check for \$10,000.00 was received from the Fry Foundation which will go towards funding the next two phases. In addition, Administrator Smolinski invited everyone to the next meeting of the Wayfinding Committee on Monday, November 7th, 12:00 p.m., at the Harbor Springs Historical Museum. Documentation and design costs were discussed and Smolinski asked for approval for these costs, to proceed with the meeting, and further planning.

Motion by Breighner, second by Bultman to authorize Administrator Smolinski to continue with the project, proceed to documentation and design phase, and conduct the meeting on November 7th, 2016.

Ayes – 6

Nays – 0

Motion carried.

F. Young Americans

Administrator Smolinski formally thanked the Young Americans, Susie Johnson, and the California Board for its support of the Downtown Development Authority.

5. Old Business

A. Action Items

Administrator Smolinski discussed the following action items from the October 13, 2016 joint meeting between the DDA/PSD and Harbor Springs Chamber of Commerce:

- Consistent hours among downtown businesses;
- Development of a business directory;
- Downtown Harbor Springs Branding initiatives;
- Promotion of the Connected Community status;
- Consideration of obtaining “Communities for a Lifetime” formal designation;
- Proposed Fringe Festival;
- Need for promotion of service industries, not just retail and restaurants;
- Further discussion of long term issues such as inability to obtain and retain staff for service industries due to lack of affordable housing

B. TIF Legislation

City Manager Richards updated the Board on TIF Legislation that was passed by the Senate in October 2016. Richards summarized some of the key components of the bill such as reporting requirements, transparency, and limiting the use of the funds to infrastructure only.

C. Special Assessment Roll

City Manager Richards discussed the special assessment that was recently approved, the first collection will be on the winter tax roll. February and August will be the collection periods; therefore the funds will be accessible at that time.

D. Sign Regulations


City Manager Richards updated the Board on the discussions recently had by the Planning Commission about sign regulations and explained that the City is seeing an increase in the number of authorized signs used by businesses and the difficulty of enforcement of such signage. In an effort to work together on any proposed changes to the sign ordinances, City Manager Richards invited everyone to attend the next Planning Commission Meeting to be held on Thursday, November 17th, 2016 at 6:00 p.m. in Council Chambers at 160 Zoll Street.

6. New Business

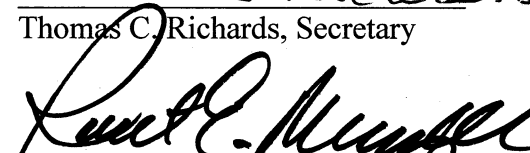
Chairman Mossburg asked the Committee if anyone had any new business to discuss. Third Street Committee Chairperson Knapp commented that the DDA/PSD and City need to look at the big picture and long term replacement cost and plan for Christmas Tree lighting as well address long term parking needs.

7. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 9:15 a.m.


Thomas C. Richards, Secretary

Approved: January 5, 2017


Rob Mossburg, Chairperson