

CITY OF HARBOR SPRINGS
DOWNTOWN DEVELOPMENT AUTHORITY
AND PRINCIPAL SHOPPING DISTRICT
BOARD MEETING MINUTES
October 1, 2015

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, Andy Bultman, Matt Clarke, Jeff Graham, Mary Ellen Hughes, Cece Johnston, Rob Mossburg and Pringle Pfeifer

Absent: Joshua Baker, Jeff James and Pam Pfeifle

City Clerk McRae acknowledged that a quorum was present.

Also present: City Manager Tom Richards, H.A.R.B.O.R., Inc Executive Director Rachel Smolinski, Harbor Springs Area Chamber of Commerce Executive Director Daniel DeWindt and City Clerk Ron McRae

2. Approval of Minutes

Motion by Breighner, second by Hughes, to approve the September 3, 2015 regular DDA/PSD Board Meeting minutes and the September 21, 2015 special DDA/PSD Board Meeting, a joint meeting with the Planning Commission and City Council, minutes, as read.

Ayes – 8

Nays – 0

Motion carried.

[Jeff Graham entered at 8:03 a.m.]

3. Public Comments

There were none.

4. Old Business

A. Identify DDA/PSD Projects

Chairperson Mossburg stated that to justify the special assessment proposed for the DDA/PSD the Board should identify projects that should be related to the assessments proposed. Once the projects are listed, the DDA/PSD Board could decide at that time to address the proposed project and the priority of the proposed projects approved. Chairperson Mossburg identified the accomplishments of the DDA/PSD Board since the DDA has been resurrected. Chairperson Mossburg stated that he would like to identify either projects or roles for the DDA/PSD Board to perform. Some of the suggestions were:

- Continue to work with the City Council and the Planning Commission in an advisory role;
- Continue with the Harbormaster Building Project;
- Continue with the Wayfinding Project;
- Look for a location for the Harbor Springs Area Chamber of Commerce;
- Continue to provide guidance for a location for public restrooms downtown;
- Facilitate discussions with the Harbor Springs Area Chamber of Commerce and the downtown merchants on economic development and parking;
- Study the Spring Street corridor suggestions by the Wade-Trim and Associates Downtown Enhancement Study from the Waterfront north to the bottom of the Bluff;
- Study the Merchants' Walkway for improvements to enhance the downtown businesses; and,
- Develop a consensus to view East Third St. as a priority for the downtown area.

Discussion was held on the parking issues that were brought up at the September 21, 2015 joint meeting with the City Council and the Planning Commission. Perhaps a quantification of parking costs could be developed and a meaningful discussion be held on a split of those costs. Further, City Manager Richards stated that the DDA/PSD Board could look at parking fees as revenue for the DDA/PSD. City Clerk McRae reminded the DDA/PSD Board that the Petoskey PSD actually took responsibility for the hiring of the "meter maids" and paid to maintain the parking meters. In Harbor Springs, the City has those responsibilities.

Hughes stated that she has nightmares of parking meters along East Main Street. Graham stated that he does not believe that there is a parking problem in Harbor Springs, except for the Fourth of July. He has noted some parking inconveniences.

Smolinski asked if administration of the parking enforcement was something that the DDA/PSD Board really wanted to do. Parking issues are seasonal in Harbor Springs. The revenues may be consistent from Memorial Day or the Fourth of July through Labor Day. The consensus of the Board was to look more closely at this issue in the future.

B. Administrative Proposal from H.A.R.B.O.R., Inc.

Smolinski stated that she has prepared a proposal for H.A.R.B.O.R., Inc. to provide

administrative support for the Board and asked if there were any questions or concerns.

Chairperson Mossburg stated that the proposal from Smolinski appears to be fair. Chairperson Mossburg stated that he did not know how much the tax capture has raised yet, but he wanted to clearly understand what services would be performed and how those services would be paid for, but that these funds would be a likely source. City Clerk McRae stated that he would provide that information at the next DDA/PSD Board Meeting.

It was suggested that perhaps the DDA/PSD Board consider a flat fee charge for services. City Clerk McRae stated that \$50 per hour was a very reasonable rate. The question is, "What are the day to day services that the City will continue to provide?" Also, "What services will be provided by H.A.R.B.O.R., Inc. on a day to day basis?"

Chairperson Mossburg suggested that before any commitments are made, the questions raised should be addressed. The consensus of the DDA/PSD Board was to table this issue until the November DDA/PSD Board Meeting.

No further action was taken on this issue.

C. Wayfinding Analysis

Smolinski stated that she has not met with Corbin and Associates since the September 21, 2015 presentation at the joint meeting. Smolinski stated that the next step needs to be reviewed and funding obtained for the implementation of Step 2.

Chairperson Mossburg stated that he thought that the Wayfinding Project seems to have garnered strong support from council and he would Corbin and Associates to provide some range of potential costs for each phase of the project.

5. Committee Reports

A. Design Committee

Chairperson Mossburg stated that the Design Committee has not taken on any new tasks at this time. Further, Next-Terrane is currently working on a more detailed set of drawings for the new conceptually approved Harbormaster Building.

New projects will be taken from the list of projects from the discussion this morning.

B. Economic Restructuring and Development Committee

Vice-Chairperson Breighner stated that the Economic Restructuring and Development Committees are working on plans for events to help support and stimulate wintertime business. They are also working on packets to help attract and advise new businesses.

C. Administrative Committee

Chairman Mossburg stated that the Administrative Committee activities are on hold until the DDA/PSD Board makes its decision on the H.A.R.B.O.R., Inc. proposal at the November Board Meeting.

D. Promotions Committee

DeWindt stated that the Promotions Committee is still working with the Chamber program.

DeWindt stated that the Wine Tasting Event had over 500 people in attendance and 38 suppliers and vineyards were represented.

6. Board Member Comments

None

7. Next Meeting

The next regular DDA/PSD Board Meeting shall be at 8:00 a.m., Thursday, November 5, 2015. The meeting will be held in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

8. Adjournment

With no further business, Chairperson Mossburg adjourned the meeting at 9:35 a.m.

Thomas C. Richards, Secretary

Approved: November 5, 2015

Rob Mossburg, Chairperson