

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

March 2, 2017

In the absence of Chairman Mossburg, Board Member Baker called the Downtown Development Authority (DDA/PSD) to order at 8:05 a.m. in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

1. Roll Call and Verification of Quorum

Present: Josh Baker, Bill Brown, Matt Clarke, Jeff Graham, and Cece Johnston

Absent: Kathie Breighner, Mary Ellen Hughes, Jeff James, Rob Mossburg

Also present: City Manager Tom Richards, DDA/PSD Administrator Rachel Smolinski, Deputy Clerk Michelle Main, and Harbor Springs Area Chamber of Commerce President Marcie Wolf

Deputy Clerk Main acknowledged that a quorum was present.

2. Approval of Minutes

The February 2, 2017 DDA/PSD Board Meeting Minutes were presented and a motion was entered to approve the minutes.

Motion by Clarke, second by Johnston, to approve the February 2, 2017 minutes of the DDA/PSD Board Meeting as read.

Ayes – 5

Nays – 0

Motion carried.

3. Presentation

Administrator Smolinski stated that the scheduled presentation by invited guest, Harold Love, Business Services Coordinator, Northwest Michigan Works!, has been rescheduled to April 6, 2017.

4. Administrator's Report

Administrator Smolinski presented a review of her recent activities on behalf of the DDA/PSD Board.

A. Administrators current Activities

Administrator Smolinski gave a brief summary of her current activities in the following areas:

- i. Proposed language for the by-laws relative to DDA/PSD Board Member attendance
- ii. TIF Compliance and best management practices reporting requirements
- iii. Wayfinding project

B. Committees

- i. Third Street Committee

Third Street Committee Chair, Tim Knapp, stated that he continues to work on the Holiday Lighting project on Third Street and discussed issues they've found with the health of some of the trees they had anticipated lighting. The committee is now looking into other options. Discussion followed about the process of tree trimming, tree removal, and how it is funded.

- ii. Wayfinding

Administrator Smolinski gave a brief update on the current status of the Wayfinding Plan, stating that the committee has met to review each proposed sign as part of the documentation phase. The documentation was submitted to Corbin Design and the next step will be the Design phase.

- iii. Waterfront

City Manager Richards stated that the City has submitted the adopted Marina Park Recreation Plan to the DNR, which is a required in order to be considered for a grant. The next step of the project is to submit a grant application for potential funding from the Waterways Commission.

5. Old Business

Administrator Smolinski presented the proposed Amendment to the DDA/PSD Bylaws, Article IV: Board Membership, relative to board member attendance. City Manager Richards reviewed the recent discussions that have been taking place about the attendance issues on various Boards and Commissions, and the need for a procedure to be put in place by way of an amendment to the by-laws for each Board. Mayor Brown stated that he has asked the Chairperson of each of the City's Boards to manage their

Board and have a conversation with anyone who they believe has an attendance issue. Board members agreed that the language presented was acceptable as presented. Discussion followed about the need for a thorough review of all of the DDA/PSD Board by-laws for the consideration of additional amendments.

A motion for a roll call vote was entertained to amend the by-laws as written.

Motion by Graham, second by Clarke, to approve the amendment to Article IV: Board Membership, of the by-laws of the DDA/PSD

Roll Call Vote:

Ayes: Josh Baker, Bill Brown, Matt Clarke, Jeff Graham, Cece Johnston
Nays: none
Absent: Kathie Breighner, Mary Ellen Hughes, Jeff James, Rob Mossburg

Motion carried.

6. New Business

A. Harbor Springs Area Chamber of Commerce Update


- i. Chamber President, Marcie Wolf, reviewed the background of the newly hired Chamber Director, Georgia Abbott, who will begin on Wednesday, March 8, 2017. The Chamber will be hosting a "Meet the Director" roundtable event at 8:30 a.m. on Wednesday, March 15 at the Harbor Springs Historical Museum. Administrator Smolinski stated that one of the goals for future roundtable events is to increase the collaboration between the DDA and Chamber of Commerce. Wolf briefly discussed the Chamber's strategic plan for 2017. They plan to shift the main focus from being a visitor's bureau and focus more on their relationship with Chamber members for the benefit of business growth and continued success.
- ii. Chamber President Wolf stated that fourteen local restaurants will be participating in Harbor Springs restaurant week, Friday, March 3 to Sunday, March 12. Lunch and dinner specials will be offered. More information about participating restaurants, their menus, and special pricing can be found on the homepage of the Chamber's website.
- iii. Chamber President Wolf stated that the Waterfront Wine Festival will now be combined with the Red, White, and Brew Festival, which is scheduled to be held on the waterfront on Saturday, July 1, 2017. Discussion followed about the reasons for combining the events, the planned security, potential street closures, and the possibility of leaving the tent up for any additional add-on events for other organizations.

7. Public Comment

HARBOR, Inc. representative, Bill Mulder, spoke about an upcoming meet-up event they are hosting. The event is a networking event to bring individuals together who work from home, which is an increasing business and social trend. Mulder is hoping to carve out a niche for Harbor Springs, and further explore the concept of making Harbor Springs the best place in state to work remotely or from home. The event will take place this evening at The Pier in Downtown Harbor Springs at 5:30 p.m., more information can be found at www.meetup.com

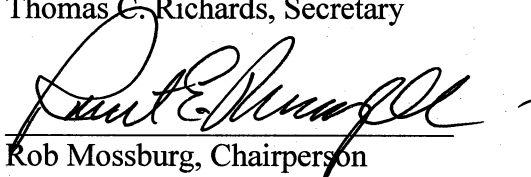
8. Adjournment

With no further business, Vice Chairman Baker adjourned the meeting at 9:13 a.m.



Thomas C. Richards, Secretary

Approved: April 6, 2017



Rob Mossburg, Chairperson