

CITY OF HARBOR SPRINGS

DOWNTOWN DEVELOPMENT AUTHORITY
AND PRINCIPAL SHOPPING DISTRICT
BOARD MEETING MINUTES
December 3, 2015

Vice-Chairperson Breighner 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, Jeff Graham, Mary Ellen Hughes, Pringle Pfeifer and Pam Pfeifle

Absent: Josh Baker, Andy Bultman, Matt Clarke, Jeff James, Cece Johnston, Rob Mossburg 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

Breighner noted that the minutes were not consistent. "DDA/PSD" was also written as "DDA / PSD".

Motion by Pfeifer, second by Hughes, to approve the November 5, 2015 regular DDA / PSD Board Meeting minutes, as amended.

Ayes – 5

Nays – 0

Motion carried.

3. Public Comments

There were none.

4. Treasurer's Report

City Clerk McRae reviewed the revenues and expenditures received to date. Smolinski asked if the revenues could be reviewed because contributions from the Petoskey-Harbor Community foundation did not appear to be included. McRae stated that he would check, and correct the report.

4. Old Business

A. Proposed DDA/PSD Amended 2015 and Recommended 2016 Budgets

Vice-Chairperson Breighner requested the City Manager to review the Budgets presented. City Manager Richards deferred the explanation to City Clerk McRae. McRae reviewed the budgets and discussed the items in both the proposed Amended 2015 and Recommended 2016 Budgets. Both the City Manager and City Clerk addressed the questions and concerns expressed by the Board members.

After the discussion, the following motion was offered:

Motion by Hughes, second by Pfeifle, to recommend adoption of the proposed Amended 2015 Budget and the Recommended 2016 Budget by City Council, as presented by the City Manager and the City Clerk.

Ayes – 5

Nays – 0

Motion carried.

B. Identifying DDA/PSD Projects

City Manager Richards stated that he and Rachel Smolinski discussed some upcoming projects which could be funded through a proposed assessment. Smolinski reviewed some of the projects that she discussed with City Manager Richards. She also noted that the projects should be funded wholly or in part from the assessment revenue.

Some of the proposed projects reviewed were:

- The Spring Street Corridor Project;
- The Third Street Utility Replacement Project;
- The Third Street Façade Enhancement and Beautification Project; and,
- Phase 2 of the Waterfront and Bay Street Enhancement Project.

Smolinski stated that the proposed projects reviewed are not approved projects, but suggested. Smolinski suggested that the proposed projects be discussed again next month.

C. Parking Resolution

Vice-Chairperson Breighner stated that the proposed Parking Resolution was drafted to encourage the Planning Commission (the “PC”) to consider a comprehensive review of the City’s current parking standards and policies and look at ways to fund future parking costs.

Vice-Chairperson Breighner asked City Manager Richards to review the Parking Resolution. City Manager Richards discussed the Parking Resolution as it was drafted. After his review, several Board members questioned the phrase “pay-for-parking system”. They were objecting to the fact that it sounded or referenced a “parking meter” system. Further, Bill Brown’s letter was discussed.

After discussion, the phrase “pay-for-parking system” was changed to “funded parking system”. Vice-Chairperson Breighner stated that this resolution only requests that the PC work on a plan or policy that would allow a system of charges or rates to fund future parking needs. Graham stated that the DDA has provided a lot of parking in the downtown area in the past.

City Manager Richards noted that the issue is that a funding mechanism needs to be set up for future parking needs. There may be ample parking, except for a few days of the year, but when the Theater is fully operational, the Hotel and the new restaurants are all doing business, additional parking may be needed, with no funding available to provide it.

After the discussion, the following motion was offered:

Motion by Breighner, second by Pfeifer, to approve the “Parking Resolution”, with the amended language of “...(2) a funded parking system...” in the proposed “Parking Resolution”.

Ayes – 5

Nays – 0

Motion carried.

D. Proposed 2016 DDA/PSD Board Meeting Schedule

Vice-Chairperson Breighner stated that the proposed DDA/PSD Board Meeting Schedule for 2016 is in the Board packet for consideration. City Manager Richards stated he did not believe that the proposed 2016 DDA/PSD Board Meeting Schedule had any conflicts with Holidays or other Board Meetings.

The consensus of the Board members present was to authorize the City Manager to publish the proposed Meeting Schedule for 2016. No further action was taken on this issue.

E. Reorganized Committee Structures

Smolinski stated that she reviewed the current structure of the DDA/PSD Organizational Structure and Committees. Smolinski stated that she would like consideration for changes that she has offered.

Smolinski stated that she would like to have “standing committees” and “project committees”. The standing committees would be permanent. The project committees would only function as long as the project lasts for which the committee was formed.

Smolinski suggested the “Organizational Committee”, which would combine the Promotions and Administrative Committees. She suggested that she and City Manager Richards co-chair that committee. Smolinski also requested that the Waterfront Development Committee be a “standing committee” instead of a “project committee”. List of standing committees are was:

- Organizational, co-chaired by Smolinski and Richards;
- Economic Restructuring, chaired by Breighner;
- Third Street, chaired by Knapp;
- Main Street District, looking for a volunteer to serve as chair; and
- Waterfront Development (the current Design Committee), chaired by Mossburg.

Currently, the only project committee is the Wayfinding Project, chaired by Smolinski. Smolinski stated that the current membership of the Wayfinding Project Committee is City Manager Richards, Superintendent Mark Tompkins, DDA Chair Mossburg, DDA Vice-Chair Breighner, Police Chief Branson, Donna Weber and Tim Knapp. The committee hopes to attract more volunteers.

For her work in representing the DDA/PSD, Smolinski stated that she would like to have a DDA title. The title that was proposed was “DDA Administrator”. The purpose for the title is to relate her position to the DDA/PSD when she applies for grants and other funding.

There were no objections voiced for Smolinski’s suggestions.

F. Wayfinding Project Committee

DDA/PSD Administrator Smolinski stated that the Wayfinding Project (the “Project”) is about to go to the next phase. Further, she is going to begin looking for the funding to complete the implementation phase of the Project. One of the funding organizations she intends to apply to is the Frey Foundation.

5. Committee Reports

A. Design Committee

City Manager Richards stated that the Harbor Commission (the “HC”) and the City Council have conceptually approved the new Harbormaster Building conceptual design and advised the committee that he is seeking an estimate for the construction of the building.

City Manager Richards stated that once the estimated cost for construction is known, grant funding may be sought. It is hoped that next spring a Waterways Grant will be applied for.

B. Economic Restructuring and Development Committee

Vice-Chairperson Breighner stated that the Economic Restructuring and Development Committee have nothing to report.

C. Administrative Committee

Smolinski stated that the Administrative Committee report has already been covered with her earlier reorganization report.

D. Promotions Committee

DeWindt stated that the Christmas Tree Program was a success and lots of people were on hand for the program. There was nothing else to report.

E. Third Street Committee Report

Knapp stated that the Third Street Committee is hoping that the Third Street power lines could be converted to underground. City Manager Richards discussed the Third Street Circuit Rebuild Project.

Knapp stated there was nothing else to report.

6. New Business

None

7. Public Comment

Smolinski discussed the Harbor Way Multi-Use Trail. To complete the project design, the Petoskey-Harbor Community Foundation has awarded an \$8,000 grant and Walstrom Marine has pledged a \$5,000 matching grant.

8. Next Meeting

The next regular DDA/PSD Board Meeting shall be at 8:00 a.m., Thursday, January 7, 2015. The meeting will be held in the City Council Chambers, City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

9. Adjournment

With no further business, Vice-Chairperson Breighner adjourned the meeting at 9:20 a.m.

Thomas C. Richards, Secretary

Approved: January 7, 2015

Rob Mossburg, Chairperson