Chairman Rob Mossburg called the meeting to order at 8:05 AM in the City of Harbor Springs, City Hall, City Council Chambers, 160 Zoll Street, Harbor Springs, MI, 49470

1. **Roll Call and Verification of a Quorum**

   Present:  Kathie Breighner, Jeff Graham, Mary Ellen Hughes, Cecelia Johnston, Jeff James, Rob Mossburg, Pam Pfeifle, Scott Herceg

   Absent:  Josh Baker, Stephanie Baker, Andy Bultman, Mathew Clarke, and Al Dika.

   Also Present:  City Manager Tom Richards, Deputy Clerk Kathy Saddison

2. **Approval of Minutes**

   A motion was made by Hughes, supported by Pfeifle, to approve the minutes of the December 21, 2012 meeting “as read”. The motion was passed by a unanimous vote of the Board.

3. **Introduction of New Board Member**

   Chairman Mossburg introduced Jeff James, the newly appointed Downtown Development Authority (DDA) Board member. Chairman Mossburg also announced that Darrell Lavender took a job out of town, so he is unable to serve on the DDA Board any longer.

4. **Old Business**

   A. **Analysis and Planning Consultant - Discussion of Process and Request for Proposals (RFP)**

   Richards stated that he has included in the Board packet a Request for Proposals (RFP) for Consulting Services. The goal is to take the first step toward getting professional assistance in preparing a downtown enhancement strategy and DDA plan.
These resumes' and the RFP process will be used to develop the list of potential consultants to be considered. City Manager Richards stated that a subcommittee, consisting of Mossburg, Breighner and himself, has met to review a number of resumes they'd received from organizations that had been recommended to the DDA.

Chairman Mossburg asked if the Board had any comments about the RFP.

Graham stated that the study should take into consideration the adjacent areas of the DDA, specifically Third Street and Bay Street. He would like the consultants to also consider bike and walking traffic patterns and potential improvements.

City Manager Richards stated that the consultants would be noting the effect of the areas outside the DDA and not just what's within the DDA boundaries. The DDA should expect the consultants to interview full and part time residents, business owners, and property owners within and around the DDA boundaries.

City Manager Richards gave a brief explanation of Tax Increment Financing (TIF), as well as other ways to fund DDA projects. He explained that improvements within the DDA boundaries could also be funded by private individuals, foundations, a millage, a special assessment, or grants.

City Manager Richards stated that the estimated time for the process of sending out the RFP, selecting a consultant, the consultant collecting data, receiving public input, and recommended improvements would likely be 6-9 months and include the summer season.

With no comments, Chairman Mossburg stated that the RFP will be sent out as presented.

B. DDA Boundaries

Chairman Mossburg stated that there has been some discussion as to whether the DDA boundaries should be expanded.

City Manager Richards stated that the concept of expanding the boundaries of the DDA District should be looked at in the context of how it would benefit the City as a whole.

Chairman Mossburg stated that a map will be provided to the DDA Board and the expansion of the DDA District boundaries would be on the agenda for the next meeting.
5. **New Business**

Breighner stated that there will be a Placemaking meeting February 7, 2012 at the Pier.

Herceg stated that the Chamber sponsored Customer Service Boot Camp seminar on January 25, 2012 has been relocated to Nobs Nob.

6. **Public Comments**

Barbara Young, representing the Friends of the District Library and Community Center, presented 2011 statistics from District Libraries in our neighboring communities that are located in their downtown.

7. **Adjournment**

With no further business, the meeting adjourned at 8:50 a.m.

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Kathy Saddison, Deputy Clerk