

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 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 by 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 the assessment that is proposed. 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, parking may become a needed commodity.

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 for which the committee was formed

to City Council. One issue would be to support a “user pay for parking” mechanism. Also discussed was the proposal that business owners have their employees park out of the downtown. Discussion followed on how that option may fail because it would be voluntary and difficult to enforce, but it could help.

Chairperson Mossburg asked if the Board was in favor of pushing this issue along to the Planning Commission. Board member Breighner stated that she was. The consensus of the Board members present was to move the issue along. Chairperson Mossburg stated that he would work with City Manager Richards to draft a resolution to be reviewed and hopefully referred to the Planning Commission.

Both of the e-mails from Jim Peery and Margaret Tvedten were reviewed.

No further action was taken on this issue.

## 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 to present their plans to the Harbor Commission at a special Harbor Commission Meeting scheduled for 4:00 p.m., Monday, November 16, 2015 in the City Council Chambers.

### B. Economic Restructuring and Development Committee

Vice-Chairperson Breighner stated that the Economic Restructuring and Development Committee is working on a list of what properties might be considered for 2016.

### C. Administrative Committee

Smolinski stated that the Administrative Committee will be looking at a priority for projects that need to be considered.

D. Promotions Committee

DeWindt discussed the Christmas Tree Program and its history. Further, the Promotions Committee is still working with the Chamber program.

6. New Business

City Manager Richards discussed the potential of having the parking fines contributed to the DDA / PSD from the General Fund of the City. City manager Richards also stated some communities like Petoskey have the arrangement that the revenues serve to help compensate for the costs incurred for doing the parking administration work.

7. Public Comment

School Board Member Paul Fairbairn questioned the possibility of extending the Fourth of July Celebration from one to several days in Harbor Springs to generate more funds.

DDA/PSD Board Meeting Minutes  
November 5, 2015  
Page 6

8. Next Meeting

The next regular DDA/PSD Board Meeting shall be at 8:00 a.m., Thursday, December 3, 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, Chairperson Mossburg adjourned the meeting at 9:45 a.m.

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Thomas C. Richards, Secretary

Approved: December 3, 2015

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Rob Mossburg, Chairperson

