

Downtown Development Authority

Regular Meeting Agenda

Tuesday, June 25, 2013
Noon, Council Chambers



City of South Haven

MISSION STATEMENT: The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – May 8, 2013 Regular Meeting
June 5, 2013 Workshop
5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

UNFINISHED BUSINESS

6. DDA will be asked to consider the purchase of property to be used for future additional parking in the Central Business District.
7. Other Business
8. Adjourn

RESPECTFULLY SUBMITTED,

Deb Davidson
DDA Director

South Haven City Hall is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0700.

Downtown Development Authority

Regular Meeting Minutes

Wednesday, May 8, 2013
Noon, Council Chambers



City of South Haven

1. Call to Order by Whiteford at noon.

2. Roll Call

Present: Braun, Burr, Marcoux, Maxwell, Zuckerman, Whiteford
Absent: Maxwell (excused), Olson (excused)

Also present: Brian Dissette, City Manager; Steve Oosting, City Engineer; Ken Lane, Clark-Hill, City Attorney

3. Approval of Agenda

Motion by Marcoux, second by Burr to approve the May 8, 2013 regular meeting agenda with the following change: move Item 8 closed session to Item 5a.

All in favor. Motion carried.

4. Approval of Minutes – March 13, 2013

Motion by Marcoux, second by Burr to approve the March 13, 2013 regular meeting minutes as written.

All in favor. Motion carried.

5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

5a. DDA will be asked to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(d) to consider the purchase or lease of real property.

Motion by Braun, second by Marcoux to enter closed session.

All in favor. Motion carried.

Motion by Braun, second by Marcoux to come out of closed session.

All in favor. Motion carried.

6. DDA will receive a report of the Wi-Fi system on Phoenix Street and consider approval of the proposal from Secant Technologies in the amount of \$18,500.

Dissette gave an overview of the provision in the Phoenix Street project to provide free Wi-Fi which will be a huge upgrade for the downtown. Dissette explained that Secant, which is a firm that provides various electronic services for the city, would design the proposed Wi-Fi system and oversee the construction and completion of the project. Dissette stated that the city does not have the ability to do the design or completion in house. Dissette noted that he is looking for a motion from the board to approve the proposal from Secant Technologies.

Dissette stated that the city does have public Wi-Fi in various places in the city, which was done as a kind of pilot program. There is not a lot of maintenance involved, according to Dissette. It is the process of getting the system up and running that is difficult.

Marcoux inquired whether a business owner will be able to use the Wi-Fi in place of current paid Wi-Fi. Oosting clarified that the city should expect reliable internet service within the outdoor environment. Oosting stated that the city is not guaranteed reliable internet service anywhere within the buildings. That remains to be seen, Oosting explained until the system is up and running. Dissette agreed that we cannot know for sure, but pointed out that a person can stand on the front lawn of City Hall and access the city's Wi-Fi. After a question by Burr, Oosting said the fiber optic service provides city hall with high speed internet service. The downtown Wi-Fi will be an extension of city hall's internet service.

Dissette reiterated that the city does not have staff to implement the Wi-Fi project; the board needs to approve this item so the Wi-Fi can be included in the Phoenix Street project. This project will target the entire Central Business District.

Motion by Marcoux that the Downtown Development Authority approve the proposal from Secant Technologies in the amount of \$18,500 for design services for the installation of a Wi-Fi system on Phoenix Street. Second by Zuckerman.

All carried.

7. Other Business

Dissette explained that the City recently applied for two separate grants and the MEDC application was approved for \$750,000. A secondary grant (MSHDA) application was submitted to re-locate the welcome island and fund improvements to City Hall up to \$500,000. The City has been denied the MSHDA grant funding. What it means for the Downtown Development Authority is that the welcome island will remain at its current location. Dissette overviewed what costs are accounted for in the \$750,000 grant.

In regards to Phoenix Street parking, Oosting stated the original project scope for Phoenix Street improvements - reconstructing the street with the exception of the welcome island - will result in a loss of 5 parking spaces. If the island was re-located, there would be a net loss of 10 spaces.

Davidson updated the board on the Downtown Development Authority Plan Amendment. After the Kentucky Avenue project is completed, the residential properties can be removed. The marketing portion of the amendment did go through, and staff will be working with Lambrix Design to market the Phoenix Street project.

8. DDA will be asked to go into closed session pursuant to the Michigan Open Meetings Act; Public Act No. 267 of 1978; 15.268; Section 8(d) to consider the purchase or lease of real property.

This item was moved to Item 5.a. during agenda approval.

9. Adjourn

Motion by Marcoux, second by Braun to adjourn at 12:53 p.m.
All in favor. Motion carried.

RESPECTFULLY SUBMITTED,
Marsha Ransom
Recording Secretary

Downtown Development Authority

Workshop Meeting Minutes

Wednesday, June 5, 2013

Noon, Northside Municipal Marina Clubhouse



City of South Haven

MISSION STATEMENT: The Downtown Development Authority (DDA) is to be a leader in helping to fulfill the City of South Haven Municipal Plan; through planning, funding, and development of projects within the DDA District which promote, encourage and contribute to the overall economic growth and development of the community.

1. Call to Order

Call to Order by President Olson. Director Davidson introduced Sally Newton as a new DDA Board Member.

2. Roll Call

Present: Burr, Braun, Marcoux, Newton, Olson, Whiteford, Zuckerman

Absent: Maxwell

Davidson noted that the DDA Board has one vacancy but is required to be filled by a resident of the DDA District.

3. Approval of Agenda

Motion by Marcoux, second by Braun to approve the workshop agenda. All in favor.

4. DDA will be asked to review/discuss logo designs from Lambrix Design Inc. for the Phoenix Street Improvement Project.

The members of the DDA Board were presented with four designs from Lambrix Design, Inc. for marketing of the Phoenix Street improvement project. Board members agreed on one design which will be used to give a positive message through communications (emails, website, posters, brochures, etc.) to business owners, the community, and visitors. Davidson will move forward with the marketing campaign using the "Dig SoHa" design.

5. DDA will be asked to review the HarborWalk interpretive markers program as it relates to the DDA District.

Davidson explained the HarborWalk interpretive markers program and that no tax dollars are used. The markers are funded solely by donations. Davidson is working with the Michigan Maritime Museum to eventually replace all of the markers. The DDA Board agreed that the DDA would not sponsor a marker due to the fact that the DDA is funded by tax dollars. The DDA is in support of the program however.

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6. Adjourn

Motion by Whiteford, second by Marcoux to adjourn the meeting. All in favor.
The meeting was adjourned at 12:45.

RESPECTFULLY SUBMITTED,

Deb Davidson
DDA Director

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Agenda Item 6

DDA will be asked to consider the purchase of property to be used for future additional parking in the Central Business District.

The DDA Board will be asked to approve/not approve the purchase agreement for property to be used for additional downtown parking in the near future.

At the May 8, 2013 DDA regular meeting, the DDA Board went into closed session to consider the purchase of property to be used for future public parking spaces. Ken Lane, legal counsel from Clark Hill, was in attendance to explain the legal process of property acquisition by the DDA. The DDA Board did have discussion and agreed that purchasing the property would be a wise investment and would assist in gaining additional parking spaces in the CBD.

Note: Although the purchase agreement that was presented to you for your consideration stated the purchase price was \$150,000, the owner desires to cover his costs and is asking an additional \$10,000. The owner paid \$150,000 for the property, however, spent \$10,000 more due to survey work, environmental work, excessive utilities costs, and haul-away of items from the building. He has assured the City that he is not making a profit, but only desires to be reimbursed for his investment. The purchase price in the agreement is \$160,000.

The DDA Board will not go into closed session for this item. You have discussed this item previously and all terms remain the same except for the asking price. Information about this item will be handed out at the meeting (to avoid news getting out prior to the meeting.) I will contact the owner to inform him that this item will be on the agenda and that it will be general knowledge at that time.

RESPECTFULLY SUBMITTED,

Deb Davidson
DDA Director