



**REGULAR MEETING OF THE
PORT HURON
DOWNTOWN DEVELOPMENT AUTHORITY**

Municipal Office Center
100 McMorran Blvd.
Port Huron, MI 48060
810-984-9740
www.porthuron.org

Tuesday, May 16, 2017

8:30 AM

Conference Room 408

Agenda

A. CALL TO ORDER –

B. ROLL CALL –

Chairperson Laurie Charron
Member Thomas Barrett
Member Kurt Eppley
City Manager James R. Freed
Member Casey Harris
Member Wendy Krabach
Member John Kuithe
Member Rick Mills
Member Korissa Wilkins

C. APPROVAL OF MINUTES –

1. Downtown Development Authority - Regular Meeting - Apr 18, 2017 8:30 AM

D. PUBLIC AUDIENCE –

E. REPORTS, RECOMMENDATIONS AND RESOLUTIONS –

1. CP #17-001: Receive and file details of expenditures report as of May 8, 2017, for Fiscal Year 2016 - 2017. *(Note: Item was renumbered in minutes as DDA #17-001)*
2. RES #17-001: Recommending the Downtown Development Authority budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, and requesting for levy a special ad valorem tax. *(Note: Item was renumbered in minutes as DDA #17-002)*
3. CP #17-002: Letter received from the City of Port Huron for a notice of public hearing on an amended OPRA application received from Port Huron Citadel, LLC, for the property located at 609 Huron Avenue. *(Note: Item was renumbered in minutes as DDA #17-003)*
4. Bike Share Program

5. Update from DDA Director, Natalie Watson

F. ADJOURNMENT –

The next DDA meeting is scheduled for September 19, 2017.

James Freed, City Manager

PLEASE NOTE: If the meeting is after 4:30 p.m., doors to the Municipal Office Center building will open 15 minutes before the start of the meeting.

The City of Port Huron complies with the Americans with Disabilities Act and Title VI. If auxiliary aids or services are required at a public meeting, please contact the City Clerk's Office, City of Port Huron, 100 McMorran Blvd., Port Huron, Michigan 48060, 810-984-9725 Ext. 0, at least three (3) business days prior to any such meetings.



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Tuesday, April 18, 2017

8:30 AM

Conference Room 408

Minutes

A. CALL TO ORDER –

Chairperson Laurie Charron called the meeting to order at 8:36 AM

B. ROLL CALL –

PRESENT: Charron, Eppley, Harris (8:30 AM - 9:15 AM), Krabach, Wilkins

ABSENT: Barrett, Freed, Kuithe, Mills

STAFF: Downtown Development Director Watson, Planning Director Haynes, and Planning Administrative Assistant Posey

C. APPROVAL OF MINUTES –

- 1. Downtown Development Authority - Regular Meeting - Jan 17, 2017 8:30 AM

RESULT:	ACCEPTED AS SUBMITTED [5 TO 0]
MOVER:	Kurt Eppley, Member
SECONDER:	Casey Harris, Member
YES:	Charron, Eppley, Harris, Krabach, Wilkins
ABSENT:	Barrett, Freed, Kuithe, Mills

D. PUBLIC AUDIENCE –

No one spoke.

E. REPORTS, RECOMMENDATIONS AND RESOLUTIONS –

DDA Director, Natalie Watson, gave updates on the following items:

- 1. Downtown Promotions

DDA Director Watson showed the Members the new logo for Downtown and said the goal is to brand the Downtown and put the logo on everything.

Minutes Acceptance: Minutes of Apr 18, 2017 8:30 AM (APPROVAL OF MINUTES)

Art Hop is May 12, 2017, from 6:00 PM to 9:00 PM. There are currently 22 locations participating and posters are being posted to advertise the event. A Little Something shop Downtown will have balloons available to put out at participating Art Hop locations during the event. DDA Director Watson is also working with the graphic designer at McMorran to come up with a brochure that includes a map for the event.

There has been success with cross promotions between businesses in the DDA and McMorran.

The first 4th Fridays event is June 23, 2017, from 6:00 PM to 9:00 PM. A new logo has been created for 4th Friday events and staff is working on themes for the upcoming months.

A Downtown website is being created to highlight the business and events Downtown. The idea is to have a centralized location where people can go to get information.

DDA Director Watson is also working on LIVE Downtown, which is a Facebook video promoting a different business each time and as an opportunity for cross promotion. During the video, trivia questions are being asked and there is an opportunity to win tickets to a show at McMorran.

The Downtown Facebook, Instagram and Twitter pages are all live. DDA Director Watson encouraged the group to share posts to get more information out.

A quote was obtained for an eight part video series that would highlight the different areas of Downtown. The quote came in a little high and therefore DDA Director Watson is looking for other options to create this video series.

2. Business Interactions

Last month, a meeting was attended by business owners and managers at Sperry's to touch base regarding Art Hop, 4th Fridays and the Downtown streetscape. DDA Director Watson is trying to find the best way to contact local business owners and managers about the meetings. This time letters were sent out but she is not sure if that is the best route. The next meeting is scheduled for April 21, 2017, at 8:00 AM in the Memorial Room at McMorran. These meetings are a great way to convey concerns and ask questions to the Director.

Now that the weather has broken, DDA Director Watson has a goal to stop in and visit ten businesses door-to-door each week.

3. New Business

Training through the Michigan Economic Development Corporation (MEDC) regarding Redevelopment Ready Communities was attended.

DDA Director Watson has been working on a few facade grants that are in progress and working with the developer, City staff and the MEDC regarding the new loft project at the old Ballentine Building.

Chair Charron suggested all information regarding the Downtown be in a central location.

Member Wilkins suggested DDA Director Watson's business cards be available at the Chamber office and to also have a sign with "Downtown Port Huron Headquarters" at McMorran to guide visitors there.

There are Downtown Port Huron logo stickers available for \$10.00.

Member Krabach suggested the DDA invest in a tent for their use and to rent out if it is allowed.

F. ADJOURNMENT –

On Motion, the meeting was adjourned at 9:24 AM

James Freed, City Manager

City of Port Huron
DOWNTOWN DEVELOPMENT AUTHORITY
May 16, 2017

DDA #17-001

Receive and file expenditure report as of May 8, 2017, for Fiscal Year 2016-17.

See attached.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
OPERATING FUND

DETAILS OF EXPENDITURES

<u>As of May 8, 2017</u>	<u>Adopted Budget 2016-2017</u>	<u>Expended to Date 2016-2017</u>
<u>PHYSICAL IMPROVEMENTS:</u>		
Studio 1219	\$ 9,000	\$ 1,484
Facade Program	5,000	14,901
Facade Program - Kramer Grant		14,901
	<u>\$ 14,000</u>	<u>\$ 16,385</u>
<u>REPAYMENT OF ADVANCES:</u>		
Studio 1219	\$ 15,750	\$ 15,750
Welcome Center	26,100	26,100
	<u>\$ 41,850</u>	<u>\$ 41,850</u>
<u>SPONSORSHIP - CHILLYFEST</u>	<u>\$</u>	<u>\$ 5,000</u>
<u>DDA OPERATIONS</u>	<u>\$ 500</u>	<u>\$ 1,706</u>
<u>DDA/DOWNTOWN DIRECTOR</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<u>CAPITAL - STREET AND OTHER IMPROVEMENTS</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>
<u>TOTAL</u>	<u>\$ 156,350</u>	<u>\$ 164,941</u>

NOTE: The expenditures for the Kramer Facade Program are not budgeted. There is specific grant revenue dedicated to offset those expenditures.

Attachment: Expenditures; FY 2016-17; Through May 8, 2017 (DDA #17-001 : Expenditures Report; FY 2016-17; Through May 8, 2017)

City of Port Huron
DOWNTOWN DEVELOPMENT AUTHORITY
May 16, 2017

DDA #17-002

Recommending the Downtown Development Authority budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, and requesting for levy a special ad valorem tax.

WHEREAS, Act 197 of 1975, the Downtown Development Authority Act, requires that the director of the Authority shall prepare and submit for the approval of the board, a budget for the operation of the Authority for the ensuing fiscal years; and

WHEREAS, Act 197 of 1975, further requires that the budget shall be approved by the governing body of the municipality before it may be adopted by the board; and

WHEREAS, on April 24, 2017 the Port Huron City Council received the proposed budget of the Downtown Development Authority for the fiscal year 2017-2018; and

WHEREAS, the 2017 taxable value of the ad valorem real and personal property in the downtown district of the City of Port Huron Downtown Development Authority is \$66,524,418;

NOW, THEREFORE, BE IT RESOLVED, that the budget of the City of Port Huron Downtown Development Authority for the fiscal year beginning July 1, 2017, and ending June 30, 2018, is determined and recommended as follows (subject to approval of the Port Huron City Council):

	Tax Increment Funds	Operating Fund	Total
<u>MEANS OF FINANCING:</u>			
Estimated fund balance, July 1, 2017	\$ 90,000	\$	\$ 90,000
Taxes:			
Real property taxes	769,000	62,000	831,000
Personal property taxes	21,000	7,000	28,000
TOTAL MEANS OF FINANCING	\$ 880,000	\$ 69,000	\$ 949,000

ESTIMATED REQUIREMENTS:

Downtown Development Authority activities:			
Grant Programs (EDA and Foundation)	\$	\$ 5,000	\$ 5,000
DDA Operations/Director		15,000	15,000
Contractual Services:			
Professional and other services	26,000		26,000
Repayment of advances	586,000	41,850	627,850

Capital Outlay:			
Infrastructure and other improvements	10,000	7,150	17,150
Available for public improvements and/or services	<u>258,000</u>	<u> </u>	<u>258,000</u>
TOTAL ESTIMATED REQUIREMENTS	<u>\$ 880,000</u>	<u>\$ 69,000</u>	<u>\$ 949,000</u>

BE IT FURTHER RESOLVED, that there is hereby requested for levy a special ad valorem tax in the downtown district of 1.9874 mills on each dollar of taxable value for the purpose of meeting all operations of the Authority in accordance with Act 197, Public Acts of 1975.

CITY OF PORT HURON DOWNTOWN DEVELOPMENT AUTHORITY

**Budget Summary
2017-2018**

	Tax Increment Financing Plans					Total	Operation	Grand Total
	Water Street	Bank	Harrington Hotel	Edison Redevelopment	Mainstreet			
MEANS OF FINANCING								
Estimated designated fund balance, July 1, 2017	\$	\$	\$ 90,000	\$	\$	\$ 90,000	\$	\$ 90,000
Taxes:								
Real property taxes	297,000	11,000		281,000	180,000	769,000	62,000	831,000
Personal property taxes	13,000	4,000		2,000	2,000	21,000	7,000	28,000
TOTAL MEANS OF FINANCING	\$ 310,000	\$ 15,000	\$ 90,000	\$ 283,000	\$ 182,000	\$ 880,000	\$ 69,000	\$ 949,000
ESTIMATED REQUIREMENTS:								
Downtown Development Authority activities:								
Contractual services:								
Professional and other services	\$ 2,000	\$ 2,000	\$ 10,000	\$ 5,000	\$ 7,000	\$ 26,000	\$	\$ 26,000
Façade Grant Program (EDA)							5,000	5,000
DDA operations/Director							15,000	15,000
Repayment of advances:								
Land Purchase fund - Prior Construction	303,000	10,000		273,000		586,000		586,000
Land Purchase fund - Studio 1219							15,750	15,750
Land Purchase fund - Welcome Center							26,100	26,100
Capital outlay:								
Infrastructure and other improvements	5,000	3,000		5,000		10,000	7,150	17,150
Available for public improvements and/or other services			80,000		175,000	258,000		258,000
TOTAL ESTIMATED REQUIREMENTS	\$ 310,000	\$ 15,000	\$ 90,000	\$ 283,000	\$ 182,000	\$ 880,000	\$ 69,000	\$ 949,000

City of Port Huron
DOWNTOWN DEVELOPMENT AUTHORITY
May 16, 2017

DDA #17-003

Receive and file letter from the City of Port Huron regarding a notice of public hearing on an amended OPRA application received from Port Huron Citadel, LLC, for the property located at 609 Huron Avenue.

See attached.



City of Port Huron

100 McMorran Boulevard

Port Huron, Michigan 48060

Office of the City Clerk

Phone: 810-984-9725 • Fax: 810-982-7872

www.porthuron.org

May 9, 2017

Downtown Development Authority
c/o Municipal Office Center

Dear Board Members:

In accordance with the Obsolete Property Rehabilitation Act (OPRA), which is Public Act 146 of 2000, this is notification that the City of Port Huron has received an amended application from Port Huron Citadel, LLC, (Michelle Witt), for an Obsolete Property Rehabilitation Exemption Certificate for 609 Huron Avenue.

State law provides that notification is given for the public hearing scheduled for the exemption certificate application. The City Council has scheduled the public hearing for 7:00 p.m., **Monday, May 22, 2017**. The hearing will be held in the Public Meeting Room, Municipal Office Center, 100 McMorran Boulevard, Port Huron, Michigan.

If you have any questions, please feel free to give me a call.

Sincerely,

Susan M. Child, MMC
City Clerk
childs@porthuron.org

/smc

Attachment: Letter; Notice of Public Hearing; OPRA App; 609 Huron Ave. (DDA #17-003 : Public hearing notice; OPRA; Port Huron Citadel; 609