



**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](http://www.porthuron.org)

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**Tuesday, September 19, 2017**

**8:30 AM**

**Conference Room 408**

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**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 - May 16, 2017 8:30 AM

**D. PUBLIC AUDIENCE –**

**E. REPORTS, RECOMMENDATIONS AND RESOLUTIONS –**

1. DDA #17-006: Receive and file expenditure report as of September 12, 2017, for Fiscal Year 2017-18.
2. Follow-up on parking meeting from City Manager Freed
3. Update on projects/sites from City Manager Freed
4. Update on Downtown Loft Statistics from DDA Director Watson
5. Update on Downtown Events from DDA Director Watson
6. Presentation of Downtown Promotional Videos created by Andrew Jowett

**F. NEXT MEETING –**

*The next DDA meeting is scheduled for October 17, 2017.*

**G. ADJOURNMENT –**

*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 McMorrان 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, May 16, 2017

8:30 AM

Conference Room 408

Minutes

A. CALL TO ORDER –

Chairperson Laurie Charron called the meeting to order at 8:30 AM

B. ROLL CALL –

PRESENT: Charron, Barrett, Eppley, Freed, Harris (8:30 AM - 9:22 AM), Krabach, Kuithe, Wilkins

ABSENT: Mills

STAFF: DDA Director Watson, City Controller Seppo, and Planning Administrative Assistant Posey

C. APPROVAL OF MINUTES –

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

<b>RESULT:</b>	<b>ACCEPTED AS SUBMITTED [8 TO 0]</b>
<b>MOVER:</b>	Wendy Krabach, Member
<b>SECONDER:</b>	Casey Harris, Member
<b>YES:</b>	Charron, Barrett, Eppley, Freed, Harris, Krabach, Kuithe, Wilkins
<b>ABSENT:</b>	Mills

D. PUBLIC AUDIENCE –

- 1. No one spoke.

E. REPORTS, RECOMMENDATIONS AND RESOLUTIONS –

- 1. DDA #17-001: Receive and file expenditure report as of May 8, 2017, for Fiscal Year 2016-17.

Minutes Acceptance: Minutes of May 16, 2017 8:30 AM (APPROVAL OF MINUTES)

**RESULT:** RECEIVE & FILE [8 TO 0]  
**MOVER:** James R. Freed, City Manager  
**SECONDER:** Casey Harris, Member  
**YES:** Charron, Barrett, Eppley, Freed, Harris, Krabach, Kuithe, Wilkins  
**ABSENT:** Mills

- 2. 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.

City Manager Freed gave an overview of the proposed budget and stated funds should loosen up in the next couple of years to use on new projects. He also mentioned the possibility of the Community Foundation buying out the DDA of their partnership on Studio 1219. This would free up cash flow to use on other projects. He hopes a formal agreement will come to the Authority in June.

**RESULT:** ADOPTED [8 TO 0]  
**MOVER:** James R. Freed, City Manager  
**SECONDER:** Korissa Wilkins, Member  
**YES:** Charron, Barrett, Eppley, Freed, Harris, Krabach, Kuithe, Wilkins  
**ABSENT:** Mills

- 3. 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.

**RESULT:** RECEIVE & FILE [8 TO 0]  
**MOVER:** Casey Harris, Member  
**SECONDER:** Kurt Eppley, Member  
**YES:** Charron, Barrett, Eppley, Freed, Harris, Krabach, Kuithe, Wilkins  
**ABSENT:** Mills

- 4. DDA #17-004: Motion to approve a \$4,500.00 allocation to assist with sponsoring the Zagster Bike Share Program to be run by Blue Water Transit.

City Manager Freed gave an overview of the Zagster Bike Share Program and showed the members two videos of how the program works. Blue Water Transit is going to be running the program, which has an initial cost of \$36,000. A \$12,000 grant has been awarded for the program. The remainder of the cost will come from Blue Water Transit (\$6,000) and then \$4,500 from each sponsor. The current sponsors are SC4, the Visitor's Bureau, and Fletcher Law Firm. It was

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requested that the Downtown Development Authority approve a \$4,500 sponsorship for the program. Motion to approve the request follows:

<b>RESULT:</b>	<b>ADOPTED [8 TO 0]</b>
<b>MOVER:</b>	John Kuithe, Member
<b>SECONDER:</b>	Laurie Charron, Chairperson
<b>YES:</b>	Charron, Barrett, Eppley, Freed, Harris, Krabach, Kuithe, Wilkins
<b>ABSENT:</b>	Mills

5. DDA #17-005: DDA Director Natalie Watson provided an update on Art Hop, the downtown website, promotional videos, speakers and office space.
- Art Hop: Although the event was a success, there are definitely things to improve/change for the next Art Hop event. Some of the comments included having a longer event, possibly adding Saturday, and having a designated location for a kid zone. Her goal is to grow the event and hopes to eventually get statewide recognition where artists from all over the State will participate. A copy of the Art Hop SWOT Analysis is attached.
  - Downtown Website: The Downtown website is currently in the works and the hope is that it is live in early June.
  - Promotional Videos: An eight-part video series is going to be created to promote the downtown. Each video will have a specific concentration like downtown dining, events, shopping, retail, and the water.
  - Speakers: DDA Director Watson has been working with the City electrician and music licensing to get the speakers working downtown. There is no timeframe for completion of this project.
  - Office: The DDA Director now has an office location at The Underground at Sperry's. There are no set hours at this time but she hopes to have set hours in the near future.

#### F. NEXT MEETING –

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

#### G. ADJOURNMENT –

On Motion, the meeting was adjourned at 9:34 AM

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*James Freed, City Manager*

Minutes Acceptance: Minutes of May 16, 2017 8:30 AM (APPROVAL OF MINUTES)

City of Port Huron  
DOWNTOWN DEVELOPMENT AUTHORITY  
September 19, 2017

**DDA #17-006**

*Receive and file expenditure report as of September 12, 2017, for Fiscal Year 2017-18.*

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See attached.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)  
OPERATING FUND

DETAILS OF EXPENDITURES

<u>As of September 12, 2017</u>	<u>Adopted Budget 2017-2018</u>	<u>Expended to Date 2017-2018</u>
<b><u>PHYSICAL IMPROVEMENTS:</u></b>		
Studio 1219 - Elevator Repairs	\$	\$ 3,881
Facade Program	5,000	
Facade Program - Kramer Grant		3,020
	<u>\$ 5,000</u>	<u>\$ 6,901</u>
<b><u>REPAYMENT OF ADVANCES:</u></b>		
Studio 1219	\$ 15,750	\$ 15,750
Welcome Center	26,100	26,100
	<u>\$ 41,850</u>	<u>\$ 41,850</u>
<b><u>DDA/DOWNTOWN DIRECTOR</u></b>	<u>\$ 15,000</u>	<u>\$ 3,750</u>
<b><u>BIKE SHARE, WEBSITE DEVELOPMENT &amp; OTHER</u></b>	<u>\$ 7,150</u>	<u>\$ 4,970</u>
Bike Share-\$4500; Website-\$405; Other-\$65		
<b><u>TOTAL</u></b>	<u>\$ 69,000</u>	<u>\$ 57,471</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 2017-18; Through September 12, 2017 (DDA #17-006 : Expenditures Report; FY 2017-18; Through September 12,