

Downtown Development Authority Minutes
Thursday, December 13, 2018

Attending: Wayne Bronner, Mary Ann Hiles, Lyle Davis, Randy Bierlein, Willy Rummel, Zak McClellan, Vickie Schmitzer, Al Zehnder and G. Grossi

Absent: Judy Keller, Brian McLeod and Scott Zimmer

Also attending were Mark Johnston, Bridget Smith and Sheila Stamiris.

Mark Johnston introduced himself to the Board and left prior to discussion of the Board Membership.

The minutes of the November 8, 2018, meeting were approved as written. Zehnder moved; Davis seconded. The Accounts Payable report for month ending November 25, 2018, was approved. Rummel moved; Hiles seconded.

The Audit Report for Fiscal Year ending June 30, 2018, was approved. Zehnder moved; Davis seconded. The Audit is completed by a third-party independent auditor at the same time the City's audit is completed. The summary report of the audit prepared for publication in the Frankenmuth NEWS and for mailing to the City, County, Delta College and the Wickson District Library will be signed by chairman, Wayne Bronner, and was approved by the Board. Schmitzer moved; Grossi seconded.

Open Board Seat. Three applications were received for the open seat newly vacated by Dave Johnston: Leone Koester, Dave Johnston and Michael Southgate. The board expressed gratitude to all applicants. Koester is owner of Koester Builders and property owner, Johnston is owner of Subway and T'dubs and Southgate is a financial planner with Edward Jones on North Franklin Street. Stamiris shared that Southgate applied for an open seat on the EDC, as well. Members agreed that Mrs. Koester has a great knowledge base and that she had been an active and influential board member when she served previously.

Stamiris shared that both state law and DDA bylaws limit board membership to 13; only one opening is available. Smith said the Planning Commission allows members to "job shadow" the board prior to appointment and the Zoning Board appoints alternates who serve when a necessary to make a quorum. This allows for "training" time for new members, allowing them to participate but not vote. Stamiris recommends the appointment of an "advisory" board member who would have no legal or fiduciary responsibilities, but could participate in discussions regarding board decisions.

After discussion, Davis motioned to recommend to the City Council for appointment, Mark Johnston, for the board seat and Leone Koester as an advisory board member. Hiles seconded. The motion passed unanimously. Stamiris will prepare an amendment for the bylaws to enable the creation of the advisory board seat for review and discussion in January.

Executive Committee. Bronner reported that the Executive Committee participated in the annual review for Stamiris. She was given an above average review.

Treasurer. Bronner spoke with member Brian McLeod who has agreed to serve as DDA Treasurer. Stamiris will contact McLeod to begin budget preparations for discussion in February.

Board Member Job Description. The board approved the Job Description document. Rummel moved; Bierlein seconded. Stamiris will share the copy of the job description with the RRC coordinators at MEDC.

Levee & Dam Projects. Smith shares there is incremental progress on the dam remediation project. Levee plans are ready to send to the Cincinnati office of the Corps of Engineers for review. Once approved in Cincinnati, the plans will be submitted to Joy Brooks of the MDEQ office in Bay City. She is coordinating the dam remediation project and the levee project. The projects will be handled as one permit. The City wants to manage the dam and levee project simultaneously. No plans for project staging are confirmed and won't be until a contractor is identified. The City wants to avoid placing restrictions on the contractor to reduce costs.

STARS (Saginaw Transit Authority/bus) met with Stamiris and Smith to discuss mutual opportunities using the STARS system to provide transport for employees, in-town dial a ride services, event services and other programs. The system is currently paid 100% by City of Saginaw residents. Any involvement with Frankenmuth would be at local expense. Smith discussed an option to begin with an experiment shuttle system (TBD) to move visitors during large events, taking advantage of underused parking at the Schools or City or elsewhere. There may be an option with management of traffic during the levee project, also. Comments about communication and marketing systems to visitors were shared as the system will only be used if customers know their options before visiting. A suggestion to use a ferry system to Heritage Park at the boat dock was made.

Access Management Study. Staff has reviewed a recent draft of the Access Management Plan completed by MDOT and consultants for M83 between Townline and Tuscola. A task force meeting, followed by a public meeting will be scheduled after the first of the year. A three-lane plan is not recommended north of Jefferson Street, but is recommended south of Jefferson to Townline. Also, mid-block crossings could be identified with rapid-flash pedestrian blinkers and/or raised crosswalks. Raised crosswalks, have varying profiles based on speed of traffic and designs. Staff asked MDOT to add an option for a raised cross walk at major intersections that could also be constructed for use with a "scramble" design to allow pedestrians to cross in any direction (including diagonally or "kitty corner".) If this is a reasonable option, the DDA should study the impact for the non-traditional treatment for the engineering for the Jefferson & Main Street intersection, scheduled for crosswalk replacement in the Spring 2019.

The City has hired an engineer, Kenton Scherzer, who can design the new crosswalk standard. Davis will share raised crosswalk photos taken in Boulder, Colorado university campus.

Communications, including the Director's Notes and a copy of the Wirt Rivette Group Flex Space building brochure, were received.

The meeting was adjourned. Members are reminded that the next meeting will be on TUESDAY, JANUARY 15 at 1:30 PM in City Hall.

Respectfully submitted,

Sheila Stamiris