

Downtown Development Authority (DDA)
December 9, 2021
Meeting Minutes

Present: McLeod, Keller, Hiles, Bierlein, Zimmer, Schmitzer, Bronner, Rummel, Zehnder, McClellan, and Johnston

Also Present: City Manager Smith, City Planner Kraushar, City Councilwoman Bernthal, DDA Director Hopp, and Chamber CEO Furbush

Public Input:

There was no public input.

1. Organization

a. DDA minutes of September 2021

- i. The September minutes were approved with administrative edits to the attendance portion. Moved by Bierlien, seconded by Rummel. Unanimously carried.

b. Finance Reports

- i. Director Hopp gave a summary on financial reports for Accounts Payables using these records to also give an update on projects happening within the DDA.
- ii. Hopp went over a one-page summary sheet on the final costs for the Levee and Riverwalk project. Both projects were able to come in on budget and a review of the Water Fund loan to the DDA was discussed. A letter from USACE was also submitted to show their reimbursement to the City to complete the Fish Passage project.

2. Old Business

a. Corridor Traffic Plan Update

- i. The Corridor Study Committee and HRC met in November to discuss the draft presentation of the Traffic study that is planned for January's DDA meeting. There will be a presentation on the options they devised on January 13, 2022. Hopp will email the 200 page study to members who are encouraged to read through it before the meeting.

b. SFA Update

- i. The City of Frankenmuth has paid for a drainage study to better understand how water retention could be routed in the development area. The site plan is the next step for this project and will begin meetings with Osports week of December 13.

c. Board Position Applicants

- i. The DDA received three applications from interested parties for the open board position. There was a discussion on representation on City Boards. Hopp will look for a list of prior applicants and advises all board members to submit names that they wish to investigate further. Selection of a new board member has been tabled to January where a larger list may be appropriate.

d. A-Frame Signs

- i. City Planner Kraushar gave a brief update on the enforcement of the A-Frame signs regarding permits and right of way. Businesses on Main street were given a permit renewal application as well as outlined regulations from the City's Zoning Code detailing signs must be kept out of the right of way. Some businesses have been respectful of this and there was discussion of following up with others who have not complied.

3. New Business

a. 210 N Franklin Lease

- i. The lease for the building on 210 N Franklin has expired and there was an interested party for a one year extension of the sublease. The motion to resign the amendment was made by Zehnder, seconded by Johnston. Zimmer abstained due to affiliation with the building.

b. Christmas Update

- i. Furbush gave an update on the Christmas experience. All elements are currently up and running. The ice rink had a few complications in the beginning that were quickly sorted out with helpful persons and resources. There has been more participation from businesses this year than last year and there has been positive feedback on the shuttles and ice rink.

c. Crowne Castle 5G Update

- i. City Manager Smith detailed where the City is at in regards to their pursuit of 5G updates. Crowne Castle had been helpful in design suggestions and flexible with placement. The next steps for the City would be a contractual agreement.

d. 2022 Meeting Dates

- i. DDA Director Hopp presented meeting dates for the year 2022. There was emphasis on the attendance of the January 13 meeting for the HRC presentation. Rummel motioned to approve, and Zehnder seconded. Unanimously carried.

e. MOU Security Cameras

- i. The Police Department wanted to install a security camera on the NE corner of Main Street and Genesee on a DDA light pole. The memorandum forges an agreement between the two organizations and will be enacted once signed.

4. Communications

a. Directors Notes

- i. DDA Director Hopp presented the Directors notes, most of which had been covered throughout the meeting.

5. Adjournment

With no further business the meeting was adjourned at 3:05 pm.

Respectfully Submitted

**Dan Hopp
DDA Executive Director**