

**Downtown Development Authority**  
**May 12, 2022**  
**Meeting Minutes**

**Present:** Bardon, Johnston, Bierlein, Bronner, Zimmer, Schmitzer, McClellan, Hiles, Zehnder, and Rummel.

**Absent:** McLeod, Keller, and Banes

**Also Present:** City Manager Smith, City Planner Kraushar, DDA Director Hopp, City Treasurer Jimenez, and Chamber CEO Furbush.

**1. Public Input**

DDA Director Hopp introduced the new Greenspace Manager Michael Laubscher and City Treasurer Richelle Jimenez.

**2. Organization**

**a. Meeting Minutes**

The meeting minutes of May 12, 2022 were approved as presented. Motioned by Rummel, seconded by Zimmer. Carried.

**b. Accounts Payable**

The accounts payable was approved as presented. Motioned by Zehnder, seconded by Hiles. Carried.

**c. YTD Financial Report**

Director Hopp gave a brief overview of the YTD financial report. The fiscal year ended on June 30, 2022. An audited report will be coming in the next few months with a full report over the budget items. There were no budget adjustments at this time.

**3. Old Business**

**a. Pedestrian Bridge**

Administrative staff received a rough draft of the report regarding the condition of the pedestrian bridge. Nothing in need of immediate action was found. An examination for scouring will be conducted in the next month by Spicer group. Full report to come following the inspection.

**b. North End Banners**

The materials for the north end banners are in and the banners are close to completion.

**c. Riverwalk Security Cameras**

Cameras for the riverwalk were received last November. Due to staffing shortages, the project was delayed and a bid was put out for wire pulling. Two local companies were contacted, Neuchterlein and BTE, of which BTE submitted a quote. Director Hopp submitted a quote from BTE as the project was originally approved to be completed on a \$17,000 budget and now is going to cost up to

\$19,000 for the board for approval. Zehnder motioned, McClellan seconded. Carried.

#### **4. New Business**

##### **a. TIF Plan**

DDA Director Hopp had been reviewing the TIF budget and realized there was some discrepancies from last year to this year.. Working with Legacy Assessing to correct this also brought missing parcels to light. While these parcels were accounted for, Director Hopp found differing baseline values from when the TIF started to what it was reported currently. The county has asked the board to prove the original baseline values with all the parcels and their original values. Director Hopp and City Planner Kraushar will be working to either procure the original values or make a trip to the country to use microfiche.

##### **b. Plant 3 Lease**

The Frankenmuth Brewery recently purchased a food truck/trailer and are looking for a place to park it. The brewery and the DDA coordinated with the City to draft an interim lease for \$1,600 for the year. The brewery will pay for the utilities and carry insurance for the vehicle. The Plant 3 lease was received and approved. Zehnder motioned, McClellan seconded. Carried.

##### **c. Weiss Street Outdoor youth Sports Complex**

A site plan committee was identified with members from many stakeholders. This committee has been meeting to determine the company to produce the site plan for the FYSA property on Weiss St. The committee recommended to use Fleis & Vandenbrink based out of Grand Blanc. The company is familiar with MDNR grant work and has worked on a wide range of projects from large to small. The plan will take approximately four months to draft. The site plan committee is recommending the use of Fleis and Vandenbrink Engineering Inc. for the cost \$21,100 for the development of the site plan on the 36 acres of on the corner of Weiss and Jefferson. Zimmer motioned, Bierlein seconded. Carried.

##### **d. Wayfinding**

Director Hopp showed a few images of the wayfinding signs around town that have been deteriorating. Two companies have sent in a bid. The original budget for sign replacement was \$50,000. Corbin Designs, the company that designed the originals, will give us 3 ideas based on an initial visit and assessment. Which will be narrowed down to two, followed by a meeting to fine-tune the final product. The process should take seven months. Director Hopp and Director of Service and Operations of the Chamber and CVB, Lydia Wilder are recommending contracting with Corbin Designs out of Traverse City, MI for \$48,250 to complete a wayfinding plan for the City of Frankenmuth. Schmitzer motioned, Zimmer seconded. Carried

**5. Adjournment**

With no further discussion the meeting was adjourned at 2:45pm.

Respectfully submitted

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Recording Secretary  
Emily Kraushar