

**Downtown Development Authority**  
**August 10, 2023**  
**Meeting Minutes**

**Present:** Ackerman, Johnston, Bierlein, McLeod, Hiles, Zehnder, and Rummel.

**Absent:** Bardon, Banes, McClellan, Bronner and Keller Zehnder.

**Also Present:** City Manager Smith, City Planner Kraushar, DDA Director Hopp, Chamber CEO Jamie Furbush, and Vickie Schmitzer.

**1. Public Input**

There was no public input.

**2. Organization**

**a. Meeting Minutes**

The minutes of the July 13 meeting were approved as presented. Moved by McLeod seconded by Hiles. Carried.

**b. Accounts Payable**

The accounts payable were approved as presented. Moved by Rummel, seconded by Bierlein. Carried.

**c. Board Position**

City Manager Smith briefly reviewed the memo included in the DDA packet that concerned the vacant spot on the Board and Vickie Schmitzer's nomination. Smith shared Council's discussions with the City attorney that detailed council members were considered "City Officials" and only permitted to serve one incompatible office along with their council seat. Due to Schmitzer's position on the Economic Development Corporation Board and her being a council member, a voting position on the board would not be possible. Hiles motioned to nominate Vickie Schmitzer to the Volunteer Advisory role on the board, as noted in DDA By-Laws Article 3 Section 4, due to her knowledge and experience. Rummel seconded. Carried.

**3. Old Business**

**a. Social District**

Director Hopp presented a map of the social district boundaries to be reviewed and approved. There was discussion on businesses that laid outside the boundaries and barriers that made it difficult to connect them to the district such as lack of sidewalks. There was discussion on the potential branding of the social district cups. Smith clarified that the City would own the liquor license for the district and would be subject to renewal annually. The board reached an agreement on the

boundaries. McLeod stated that the DDA reviewed the revised the district boundaries that were proposed and recommend the Social District Plan and revised boundaries be sent to Council for approval along with any changes they see fit.

**b. Shuttle and Weiss St Improvements**

Hopp shared that ridership on the summer shuttle route is steadily increasing every week and concrete for crosswalks on Weiss St were being poured to bring them to ADA compliance. These crosswalk improvements were made possible by the Frankenmuth Community Foundation Grant that was awarded in August.

**c. Pedestrian Bridge**

Hopp shared that construction was continuing on the bridge, and reviewed the budget for the project and what each entity involved was paying for. Hopp shared that the project was saving \$52,000 from painting and wished to add the installation of two light poles by the DPW. The board moved to approve the addition of the two light poles for an amount of \$4,300. Moved by Hiles, seconded by Bierlien. Carried.

**d. Wayfinding**

Hopp presented the final package of the Wayfinding signage. The board reviewed the 3D model rendering of the signs to be located at the entrances of the City. This will complete the design portion of this project and next steps would be bidding. The board moved to approve the Wayfinding Signage Plan including design, locations and budget. Moved by Rummel, seconded by Hiles. Carried.

**4. Communication**

Hopp shared that he would be attending an MEDC conference in Marquette the following week. Smith and Hopp recently met with a contractor from MDOT to discuss the Main St. bridge and that the conversation was illuminating. Smith shared that the public safety special assessment for the DDA district would be a conversation had with an attorney before a further discussion with City Council about the financials and safety of said district. Smith hoped to have a final decision by December.

**5. Adjournment**

With no further business the meeting was adjourned at 2:45pm. Moved by Bierlein seconded by Zehnder. Carried.

Respectfully submitted

---

Recording Secretary

Emily Kraushar