

City of Frankfort  
Downtown Development Authority  
January 11, 2016  
Minutes

Called to order 1:50pm

- I. Attendance: Steve Campbell, Rick Schmitt, Josh Mills, Clark Most, Karen Leinaar, Cory Bissell - absent and excused: Mike Elwell, Tim Bannister, Brent Bradley and Bob Johnson
- II. Public Input - none
- III. Approval of Minutes - motion C. Bissell, second S. Campbell - approved
- IV. Approval of Agenda - add VII. 2. Member absence - motion C. Bissell, second K. Leinaar - approved (make this a regular item on agenda)
- V. Committee Reports
  1. Corridor Enhancement - meeting minutes provided to all from Dec 1
  2. Marketing - no report
  3. Parking - no report - but need to set dates are any of the following workable dates Jan 18, 21, 22 - include members from the Planning Commission to have one group looking at all the parking issues reporting back to the DDA & City Council - Mayor Johnson has been in attendance during previous conversations
    - (1) Waterfront
    - (2) Ally Parking
    - (3) RV's - designated area
    - (4) Central pay station
  4. Superintendent -
    - (1) C. Most has reviewed the RFP with Josh and some adjustments were made - Josh is trying to find grants to assist in paying the whole RFP costs rather than doing only partial items at a time
    - (2) DEQ cleaned up Bayview Party Store removal of old fuel tanks.
    - (3) Monty's Smokehouse will be cleaned up by DEQ this spring - on the market for sale
    - (4) Bellows Park project - private donation of \$200,000 to nearly complete the upgrades, new pavilion, parking

upgrades, fire pit - will work with Crystal Lake Watershed - bids will go out in March/April.

(5) Capital Improvement plan will be completed this Spring.

(6) The Tobin project appears to be on track to begin this Spring - 12 units on the water side and 30 units across M22.

(7) Puccio project of 24 units (next to VFW) with Spring start

## VI. Old Business

1. Vending and Farmers' Market Regulations - T. Bannister have had 2 meeting + individualized assignments completed - minutes/notes distributed to all. Vending is the primary concern with what do we want to do for the upcoming season - the committee provided a proposed plan for community discussions with a proposed deadline so this is ready for Spring 2016. Farmers Market issues are dealing with foods vs crafts and should there be limits - currently our Market seems to like the mix of crafters with the food sales -
  - a. This topic has lots of discussion items -
    1. impact parking
    2. where located
    3. utility needs - electricity, garbage
    4. who is eligible
    5. types of foodstuff, other products
    6. local business - first right or refusal options
  - b. Process for approval -
    1. City Council requested DDA establish subcommittee to review current policies & procedures and report back to City Council
    2. DDA review recommendations from subcommittee -
      - a. subcommittee did great work
    3. Need to slow down to have more local discussions to make all voices are heard so best discussions can be made
    4. Need to bring in a professional facilitator and host a discussion about - [1] Where we are, [2] What we have, [3] Do we want change or not
  - c. Motion from K. Leinaar, seconded S. Campbell - DDA will host a Community Forum with a Facilitator to discuss the pros & cons of what does the Community want when it comes to Vending - must use all available data bases, advertise in local media, use social media, invite all Chamber of Commerce members, all DDA & subcommittee make personal invitations. Motion passed.

2. Street, Park Facilities & Parking - January 12 Planning Committee meeting will review a new beach layout from last month - will review parking issues - direction of traffic, pay stations, opportunity for maximizing parking areas, need to determine advantage for using bus shuttles

VII. New Business

1. Industrial Park - 6.3 acres vacant on M-115 northside coming down the hill - MEDC wants DDA to be property purchaser with loans available that have no payments made until property is sold -- Currently this property is outside the DDA corridor. Lots of discussions going on since September and more to come. Josh will continue to update. Planning Commission has new Master Plan update might be time now to review and update to include light housing in the Industrial Park, but the DDA will need to include this area in the corridor and it might be at the same time to review the corridor area to make sure we have all covered that needs to be.
2. Member absences - motion S. Campbell, second C. Bissell to excuse B. Johnson, T. Bannister, M. Elwell and B. Bradley from the meeting today - approved

VIII. Public Input - Sam B - recommends that gathering information on the Vending Issues - to notify people on the water bill / tax notices of upcoming meetings - maybe use April 1 deadline - do not rush decisions.

Maury - question about the abandoned power bank near the old cold storage - should it be removed from the power pole - 3 transformers that have Hazardous Waste - whose responsibility - Consumer Power???

IX. Adjourn

Next meeting - February 8, 2016 1:30 pm  
Motion C. Bissell, second K. Leinaar - approved

submitted by K. Leinaar