

City of Frankfort  
Downtown Development Authority  
November 16, 2015  
Minutes

Called to order 1:34pm

- I. Attendance: Steve Campbell, Rick Schmitt, Josh Mills, Cory Bissell, Karen Leinaar, Tim Bannister - absent and excused: Mike Elwell, Brent Bradley and Bob Johnson
  
- II. Public Input - none
  
- III. Approval of Minutes - motion C. Bissell, second T. Bannister - approved
  
- IV. Approval of Agenda - add VII. 2. Member absence - motion C. Bissell, second S. Campbell - approved
  
- V. Committee Reports
  1. Development / TIF Plan - remove from upcoming agendas - has been approved by City Council, will be posted on City website, DDA members will receive a hard copy and an electronic version.
  2. Corridor Enhancement - will meet on December 1 at 9:00 am to facilitate with City on Capital Improvement plan, included potential parking fixes, and other enhancements.
  3. Marketing - no report - but will have conversations with the RFP
  4. Asset Based Community Development Inventory -
  5. Parking - no report
  6. Superintendent - City received MEQ grant for sanitary systems, Park plan looking at 7th St Beach with Donor funding, reviewing many items on the Park plan over the winter, multiple requests for retail space some available east of 9th Street, an apartment project in the works at the East end of Main Street for the Spring, DEQ to clean up Bayview Party Store removal of old fuel tanks.
  
- VI. Old Business
  1. Vending and Farmers' Market Regulations - request from City Commissioners to include DDA input on changes/adjustments/review of current regulations, applications and processes for the upcoming season. Tim Bannister, Jim Barnes, Mike Elwell, Cory Bissell will form a new committee to work on recommendations. Motion C. Bissell, second T. Bannister - approved for new committee.
  2. RFP for Website / Marketing - will advertise in Record Eagle, and other appropriate media to invite appropriate business for their interest. Want to make sure all is done in good time to cover all bases.
  
- VII. New Business
  1. Streets, Park Facilities and Parking - DDA & Planning Comm. get together to make recommendations to the City for enhancements in this area - Josh & Steve will represent the DDA as these discussion are taking place. Plan will be at the next meeting to review recommendations from this special committee. Discussions about Bathroom facilities at

the Beach with potential at the end of the pier and tie in with Caleb Sutter Memorial and other signage and information, reminder that many of our Park areas need repairs within the restroom areas, need updating to meet ADA codes.

2. Member absences - motion S. Campbell, second K. Leinaar to excuse B. Johnson, M. Elwell and B. Bradley from the meeting today - approved

VIII. Public Input

Jim Barnes will get in contact with Tim Bannister to discuss the Farmers Market and Vending to set up a meeting.

IX. Adjourn Next meeting - December 7 1:30 pm

Planning Commission meets December 8 at 7:00 pm

Motion C. Bissell, second S. Campbell - approved

submitted by K. Leinaar