



DOWNTOWN ADVISORY BOARD
Meeting Minutes June 11, 2026
8:30AM -Village Offices

Attendees: Jerry Michael, Kathy Steinbrueck, Rachel Karp, KT Stiles, Justin Wolford, Mike Aguirre, and Mark Coleman

Also Attending: Jeremy Evans-Ex Officio Member, Stephanie Mikesell-SLLDC

Annual Goals:

Woodruff Street- provide input to improvement plans being prepared

Main Street Church to Pine- Explore adding pedestrian safety sidewalk. In addition to Village funding, apply for grants to fund improvements

Riverside Park- Work with PTAB to obtain funding and hire a consultant to prepare a masterplan.

1. **May Monthly Report** – The group reviewed and approved the May report
2. **Appoint Officers and confirm meeting times and location** – Agreed upon Officers: Chair- Jerry Michael, Co-Chair- Kathy Steinbrueck, Secretary- Rachel Karp. Agreed on the second Wednesday of each month at 8:30 AM, location will be in the Village Board room, unless doing the Summer Walk & Talks (location will be publicly announced a week in advance)
3. **Looking for new DAB member** – Josh King will be putting in a resignation. Village staff post announcement on social media and the website for new member, include qualifications.
4. **Community Enhancement Fund Committee Select New Representatives** – Have other boards already chosen new members? Jerry and Kathy will continue through the summer until someone wants to replace them.
5. **CanAm Rugby Volunteers needed** <https://canamrugby.com/volunteer/> - Jerry let the group know of this opportunity.
6. **Request to revise Bike Shelter in “Streetscape Design Guidelines” See and read attached [Amenity Review Procedures](#).** – After Stephanie presented the change, the group reviewed and discussed different aspects of this Bike Shelter and agreed on the following: Board Approved with Conditions that the rafter underside design and wood type be brought back to the board for review. Color will be black on all metal and a brown roof.
7. **Main Street (Church to Pine) update** – Jeremy will present the different options

to the board as next steps.

8. **DAB's Village Parking Study(First steps)** – Bayle will find the old parking study and send it over, so the group can review and update as needed. There is an option to create a parking committee. The idea of turning the Amerigas property into a parking garage was brought up.
9. **Status of Woodruff Street plans** – same as it has been, no change.
10. **Community Development Update** – Mayor Brunette gave direction that there will be no bathrooms at Riverside Park. She would like to see a concept plan for the bandshell to be on the other side of the park. We are about to go out for bid for the Dorsey St and Lake Colby stormwater report and the civil and site work at Lake Colby. A subcommittee will be developed once we hire a subcontractor. Received approval to move forward with applying for NY PLAYS grant towards Ampersand Garwood POW Park. Car Show is next weekend. Working with the finance committee to approve the ghost panels through the CEF committee.
11. **Village Board Update** – Jeremy stated that there is nothing new that has already been mentioned.
12. **Word on the Street- Suggestions heard from Village residents**
13. What's Happening Around Town?

Future Meeting Topics:

Project/Description	Point Person	Next Steps	Requests to Village	Village Feedback
Paint Dorsey and Woodruff Street Bridges	Jerry	Jerry to draft letter for Kelly to fine tune and send to Franklin County	Send letter to Franklin County requesting they allow the Village to paint the bridges like what happen on Broadway Bridge	
Stairs from Berkley parking lot to Library	Jerry	Jerry will sketch a plan showing what we vision could happen.	9-10-2024 Jerry to draft letter for Kelly to fine tune and send to Franklin County	
Main St (church and Pine)	Jerry	Jeremy Evans speak to Village Board on the different options	Jeremy Evans speak to Village Board on the different options	