

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
June 21, 2011**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, June 21, 2011 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

1. **Call to Order** - Chairperson Herbst called the meeting to order at 7:15 a.m.

**Members Present:**

Ricci Bandkau, Dave Beauchamp, Linda Botka, Tim Corrigan, Scott Griffith, Bob Herbst, Mond Miller, Pam McConeghy, Lisa Nelson (arrived at 7:20), Shawn Pipoly, Greg Strouse and Al Wirth

**Members Absent:** Mark Binkley

Motion by Mr. Corrigan, supported by Ms. Bandkau, to excuse Mr. Binkley from today's meeting. Motion carried 11-0-2.

**Also present:**

Mr. Doug Cameron, McCririe-Cameron Law Office

Mr. Piet Lindhout, Lindhout Associates

Mr. Matt Modrack, DDA Director/Community Development Director, City of Brighton

Also present was an audience of four.

2. **Approval of June 21, 2011 Agenda**

Chairperson Herbst noted an addition to the agenda – add Item 7D, Nancy Johnson from the SBTDC. Motion by Mr. Griffith, supported by Mr. Pipoly, to approve the June 21, 2011 meeting agenda as amended. Motion carried 12-0-1.

3. **Call to the Public** was made at 7:16 a.m. Susan Walters-Steinacker, 950 Brighton Lake Road, advised that the Mill Pond drinking fountain is not working. Also, the pocket park's northwest wall looks terrible and in talking to the contractor, he thinks it should be torn down and replaced. Regarding the proposed parking lot, she noted that the three houses on the Barton property are on a Sanborn map from the 1800's and that the City will be taking down historical homes that could be used for housing or live-work units. She stated that she would be sending comments to the state.

Keith Karp, Oh My Lolli, commended the DDA for their hard work. He belongs to a recently formed merchant group and they have volunteered to help with DDA items from the Envision Brighton World Café. They are working on getting later hours for the merchants, and eight merchants have extended their hours on Friday and Saturday. They have put together a 4 x 6 postcard to advertise the later hours, which starts this weekend. Ms. Miller noted that her son was open at the Artisan's Bench until 10:00 p.m. on Saturday and reported that it was very busy, almost like at the Christmas holiday.

Hearing no further response, call to the public was closed at 7:22 a.m.

4. **Approval of the May 17, 2011 Regular and Closed Meeting Minutes and May 26, 2011 Special and Closed Meeting Minutes**

Motion by Mr. Corrigan, supported by Mr. Strouse, to approve the May 17, 2011 regular meeting minutes as presented. Motion carried 10-0-3 with Mr. Strouse and Ms. Botka abstaining.

Motion by Mr. Griffith, supported by Ms. McConeghy, to approve the May 17, 2011 closed session meeting minutes as presented. Motion carried 10-0-3 with Mr. Strouse and Ms. Botka abstaining.

Motion by Mr. Corrigan, supported by Ms. Nelson, to approve the May 26, 2011 special meeting minutes as presented. Motion carried 9-0-4 with Mr. Beauchamp, Ms. Botka and Ms. Miller abstaining.

Motion by Mr. Pipoly, supported by Mr. Corrigan, to approve the May 26, 2011 closed session meeting minutes as presented. Motion carried 9-0-4 with Mr. Beauchamp, Ms. Botka and Ms. Miller abstaining.

5. **Approval of Bills**

Motion by Mr. Corrigan, supported by Mr. Pipoly, to approve the bills as presented. Motion carried 12-0-1.

6. **Financial Report**

A. Financial Summary – Motion by Mr. Wirth, supported by Ms. Bandkau to accept receipt of the financial summary as presented. Motion carried 12-0-1.

7. **Administrative Report (Matt Modrack)**

A. Façade Loan Program proposal update – Mr. Modrack reported that we received preliminary approval from City Council to use funds other than TIFA for the DDA façade improvement program (a commitment from two banks for \$100,000 each and MEDC grant funds). Mr. Cameron has produced contracts between the banks and the DDA and the agreements between the DDA and building owners. Copies of the agreements have been forwarded to the City attorney for review as well as the two banks. The next step will be to set up a meeting between the two banks, Mr. Cameron, Mr. Modrack and perhaps a couple of the Development subcommittee members to review the documents. Mr. Modrack also noted that a façade improvement grant application was submitted to the MEDC for approximately \$108,000 of the estimated \$143,000 construction costs, with the balance provided by the building owner and the DDA façade loan program.

B. Satellite parking strategy update – Mr. Modrack advised that Jeff Kelly from Great Harvest has asked to be on the Parking Strategy Subcommittee. His appointment will be made by the PSD Board at their next meeting on July 12, 2011.

C. Barton property – Mr. Modrack noted that he received Planning Commission's site plan approval at last night's meeting. His office has submitted the SHPO Section 106 review and the pre-application for an infrastructure grant to the MEDC, which should be approved within the next two months.

D. Nancy Johnson, Small Business & Technology Development Center, discussed the Fast Track New Venture Program run by her office. Last year's program was held in Howell due to space issues but future programs will be held in Brighton at the new

Chamber office. She handed out an overview of the program modules and noted that Greg Strouse was one of the speakers last year. She also advised that Steve Pilon from the Wooden Spoon went through the program, and she can provide a list of participants to the DDA Board members. Funding was provided by the MEDC, but they have changed that for 2011 and she is looking for sponsors to help with funding this year. The next program will run from the end of September through Thanksgiving (10 week program, 3 hours per week). Pam McConeghy noted that the new Chamber site will be hosting 30-50 manufacturing people through LHRA sessions at the new building.

Matt Modrack also noted that he spoke to Coral Adas at the Brighton Garden Club yesterday. She would like the sprinkler system for the Chamber garden turned on and would like it to be run once a week. Pam McConeghy volunteered to take care of getting that done.

**8. Lindhout Update**

Mr. Lindhout noted that he did not have much to add to his memo in the board members' packet. He reported that they are still working with the contractor to get the walls right at the pocket park. Once we are satisfied with them, the pavers and benches will be installed. He has been working on façade drawings with a few building owners. He noted that the landscape maintenance program was a little behind this year due to bad weather in the early spring. The details of winter damage and the necessary repairs will be discussed at the July meeting.

**9. New Business  
Sub-Committee Reports**

**A. Budget** – Matt Modrack passed out the FY 11-12 and 11-13 budget worksheets that were reviewed with the Budget subcommittee on June 15. He pointed out that we have added \$100,000 façade loan program line of credit to the "Revenue" for FY 11-12 and have added placeholder amounts for the service organizations who further the mission of downtown (BACC, Historical Society, etc.). He also noted that the "Streetscape" expense shows zero for FY 11-12; that is because we moved it to the FY 12-13 budget (the construction will be done in calendar year 2012). We will have enough funds to do the Barton parking lot even if we don't receive grant money from the MEDC.

For FY 12-13, the North/West/Main streetscape grant funds are shown in "State Grants" in the Revenue section, which includes all components of the project and which will be bid in spring 2012.

There was some discussion regarding the budget for contributions to service organizations and whether they would back off on fundraising and become dependent on the DDA contribution. Mr. Pipoly noted that the DDA would just be giving them some help on programs that are already in place; the Garden Club is self-funding right now and the Historical Society is planning to learn how to repair headstones in the Village Cemetery. Mr. Modrack pointed out that he will spend time with each organization and create service agreements that will be reviewed by the Business Recruitment/Promotions subcommittee and then presented to the full board.

**B. Development – No report**

**C. Design – 6/6/11 Joint DDA/BACC Subcommittee – Mill Pond Design Plan**

Ms. Miller reported that the subcommittee held their first organizational meeting on June 6 and that they would be using materials from the Envision Brighton session and the DDA visioning sessions to develop what people want for the Mill Pond area. The design will be brought to the full DDA Board for approval. The subcommittee will meet once a month and the next meeting is July 18.

**D. Business Recruitment/Promotions – No report**

**10. Old Business**

Mr. Modrack reviewed the PSD co-op ad for two digital billboards for the downtown restaurants. There are 11 restaurants participating in the ad campaign. The PSD pays 50% and the restaurants split the other 50%. This is a continuation of the co-op for billboards that was done last November/December with the retailers.

He also showed a photo taken by City Manager Dana Foster from a recent visit to Mt. Clemens of a downtown directory that he thought the DDA might be interested in. Mr. Modrack pointed out that the PSD has been working on a walking map that could be used for this type of directory. Ms. McConeghy suggested putting a list of events on the other side of the board if that was possible.

**11. Merchants Advisory Subcommittee (Lisa Nelson) – Ms. Nelson advised that the subcommittee business had already been discussed this morning. She noted that it's hard to convince retailers to extend their hours since sometimes the amount of business generated isn't worth it to them.**

Mr. Beauchamp reported there is a new digital billboard going up just south of Lee Road and that the BrightonDining.com group might want to advertise on it.

Ms. Bandkau asked the Board to consider putting bike racks up at a couple of locations in the City. She also noted that the back sides of our entranceway signs going out of town are blank and asked if we could consider putting something on the back, too, even if we was just the City logo.

**12. Adjournment**

Motion by Mr. Corrigan, supported by Mr. Pipoly, to adjourn at 8:40 a.m. Motion carried 12-0-1.

Respectfully submitted,

Lauri French, Community Development Department  
June 21, 2011