

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
January 20, 2015**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, January 20, 2015 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:

Dave Beauchamp, Linda Botka, Tim Corrigan, Phil Garbacz, Scott Griffith, Bob Herbst, Ashley Israel, Pam McConeghy, Jim Muzzin (left at 8:40 a.m.), Lisa Nelson, Shawn Pipoly and Claudia Roblee

Members Absent: Mark Binkley

Also present:

Mr. Doug Cameron, DDA Attorney, Mr. Piet Lindhout, Lindhout Associates, Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton, and Adam Kokenakes, Brighton City Intern. Also present was Tom Neff from Traffic & Safety Control Systems to do a presentation to the board.

Motion by Mr. Pipoly, supported by Mr. Corrigan, to excuse the absence of Board member Mark Binkley. The motion carried 12-0-1.

2. **Approval of January 20, 2015 Agenda**

Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the December 16, 2014 meeting agenda as presented. The motion carried 12-0-1.

3. **Call to the Public** was made at 7:16 a.m. Hearing no response, call to the public was closed.

4. **Election of Officers**

Motion by Mr. Griffith, supported by Mr. Pipoly, to nominate the current slate of officers – Bob Herbst, Chairperson; Mark Binkley, Vice-Chairperson; and Tim Corrigan, Secretary – for the next year. The motion carried 12-0-1.

5. **A. Approval of the December 16, 2014 Regular Meeting Minutes**

Motion by Mr. Muzzin, supported by Mr. Corrigan, to approve the December 16, 2014 regular meeting minutes as presented. The motion carried 10-0-1-2, with one absence and Board Members Botka and Garbacz abstaining.

- B. Approval of December 16, 2014 Closed Session Minutes**

Motion by Mr. Corrigan, supported by Mr. Pipoly, to approve the December 16, 2014 closed session minutes as presented. The motion carried 10-0-1-2, with one absence and Board Members Botka and Garbacz abstaining.

6. **Approval of Bills**

Motion by Mr. Griffith, supported by Mr. Garbacz, to approve the bills as presented. The motion carried 12-0-1.

7. **Financial Report**

A. FY 14-15 Adopted Budget and YTD Summary (through 1/15/15 – Mr. Modrack noted that the FY 14-15 budget will be discussed in detail later in the meeting.

Motion by Mr. Muzzin, supported by Ms. Botka, to receive the FY 14-15 Adopted Budget and YTD Summary through 1/15/15 as presented. The motion carried 12-0-1.

8. New Business

A. Sub-Committee Reports

1. Design – No meeting

2. Budget – 1/15/15 meeting

a. Review of FY 14/15 projected and proposed FY 15/16 budgets and 6-year DDA Fund forecast – Mr. Modrack noted that he met with the Budget subcommittee last week to review the latest changes to our budget forecast as a result of meetings with City Manager Foster and Finance Director Kelly. Ms. French reviewed the FY 14/15 year-end projections. The CSX West lot construction appropriation from the General Fund is shown in this fiscal year along with the projected construction expense; the payback from the DDA Fund to the General Fund will occur in FY 15/16.

Ms. French reviewed the proposed FY 15/16 budget. She noted that additional money has been allocated for property taxes for the proposed property purchase (it will be on the tax roll until December 31, 2015) as well as for insurance due to additional requirements in the CSX West lease. The budget also includes a full year of land contract interest expense for the proposed property purchase and for the part-time parking enforcement officer. The Hyne Street parking lot repaving expense is included in the FY 15-16 budget as an appropriation to the Street Fund.

Mr. Modrack noted that the DDA will be in a much better position in FY 16/17 to put money toward projects such as grant matches, redoing the Flint, Beaver and Liberty street entrances and other projects outside the core downtown within the DDA district. He agreed with Mr. Griffith that we should be setting money aside for upcoming land contract balloon payments for Fifth Third and the Johnson property and that if there is development on Second Street in the future, we should consider streetscape improvements to bring it up to downtown standards (pedestrian lights, raised crossings, etc.).

Motion by Mr. Muzzin, supported by Mr. Beauchamp, to approve the proposed FY 15/16 DDA Fund budget. The motion carried 12-0-1.

3. Development

a. Request for closed session to consider the lease or purchase of real property – *Motion by Ms. McConeghy, supported by Ms. Nelson, that the Board of the City of Brighton Downtown Development Authority enter closed session to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained pursuant to the provisions of Section 8(d) of the Open Meetings Act. A roll call vote was taken as follows:*

Mr. Beauchamp – Yes

Mr. Binkley – Absent

Ms. Botka – Yes

Mr. Corrigan – Yes

Mr. Garbacz – Yes

Mr. Griffith – Yes

Mr. Herbst – Yes

Mr. Israel - Yes

Ms. McConeghy - Yes

Mr. Muzzin - Yes

Ms. Nelson - Yes

Mr. Pipoly - Yes

Ms. Roblee - Yes

The motion carried 12-0-1. The regular session was closed and the DDA Board, Mr. Lindhout, Mr. Cameron and Mr. Modrack went into closed session at 8:04 a.m.

The DDA Board resumed the regular session at 8:20 a.m.

b. Action as may be required pursuant to closed session

Motion by Mr. Corrigan, supported by Mr. Muzzin, to accept the Purchase Agreement as discussed in closed session as written and to authorize Chairperson Herbst to sign the Purchase Agreement on behalf of the Downtown Development Authority. The motion carried 12-0-1.

4. Executive – no meeting
5. Parking Strategy – no meeting

8. Lindhout Report

A. CSX West Parking Lot project update – Piet Lindhout revised the latest site plan done by Desine Engineering that includes a gate separating the paved area from the overflow, grassy area. He noted there are a couple of changes that board needed to know about since they could increase the construction cost. He advised that we will lose one parking space due to the location of a DTE guy wire and that an additional bio-swale had to be added because one wasn't sufficient. He noted that there is a contingency in the construction estimate that should cover any increased costs. He also advised that one large tree, a 24" walnut, will have to be removed when we widen the sidewalk. Mr. Modrack noted the tree was not in very good shape. Mr. Lindhout also reviewed other design details and advised that we will be going before Planning Commission at their February meeting. He hopes to get the bid out and back in March, with construction to start in April.

Motion by Mr. Muzzin, supported by Ms. McConeghy, to accept the updated site and engineering plans as presented. The motion carried 12-0-1.

9. Administrative Report – Matt Modrack

A. Consider approval of Fifth Third amendment to lease agreement and authorize Chairperson Herbst to sign the amendment on behalf of the DDA Board - Mr. Modrack noted that he negotiated deferral of the October 2014 annual lease payment to Fifth Third due to our tight budget and we have received the lease agreement amendment to be signed and returned.

Motion by Mr. Griffith, supported by Ms. Nelson, to approve the Fifth Third lease amendment as presented and to authorize Chairperson Herbst to sign it on behalf of the DDA Board. The motion carried 11-0-1-1, with one absence and Mr. Garbacz abstaining.

10. Chamber of Commerce Report – Pam McConeghy – No report.

11. City Council Report – No report. Mr. Modrack noted that Council has received four applications for the City Council vacancy created by Chad Cooper's resignation and they should be selecting a replacement in February.

12. Adjournment

Motion by Mr. Corrigan, supported by Mr. Griffith, to adjourn at 8:50 a.m. Motion carried 11-0-2.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
January 20, 2015