

**CITY OF BRIGHTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING**

*The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, September 18, 2012 at 7:15 A.M. at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI*

AGENDA

- |        |     |  |                    |
|--------|-----|--|--------------------|
|        | 1.  | Call to Order  |                    |
| ACTION | 2.  | Approval of September 18, 2012 Agenda  |                    |
| ACTION | 3.  | Call to the Public   |                    |
| ACTION | 4.  | <u>Approval of Meeting Minutes</u>   |                    |
|        |     | A. Approval of August 21, 2012 Regular Meeting Minutes   |                    |
|        |     | B. Approval of August 21, 2012 Closed Session Meeting Minutes  |                    |
| ACTION | 5.  | <u>Approval of Bills</u>   |                    |
|        |     | A. Lindhout Associates (August 2012)   | \$ 4,763.28        |
|        |     | B. Mancuso & Cameron (August 2012)   | \$ 975.00          |
|        |     | C. Corrigan Construction Service (Banner Install.)   | \$ 1,948.50        |
|        |     | D. Professional Engineering Associates (Millpond plan review)  | \$ 3,400.00        |
|        |     | E. Tetra Tech (North/West/Main-Engrg. Review)  | <u>\$ 1,300.00</u> |
|        |     | TOTAL BILLS  | \$12,386.78        |
| ACTION | 6.  | <u>Financial Reports</u>   |                    |
|        |     | A. FY 12-13 Financial Summary  |                    |
|        | 7.  | <u>Old Business</u>  |                    |
|        | 8.  | <u>New Business</u>  |                    |
| ACTION |     | A. <u>Sub-Committee Reports</u>  |                    |
|        |     | 1. Design  |                    |
|        |     | o Presentation of draft evaluation report for the Millpond Master Plan update - Jeff Smith, Professional Engineering Associates                        |                    |
|        |     | 2. Budget – No report  |                    |
|        |     | 3. Development – No report   |                    |
|        |     | B. <u>Livingston County SBTDC Report</u> – Nancy Johnson, Director   |                    |
|        |     | • Online visibility of Brighton businesses and resources   |                    |
|        |     | C. <u>Event PR/Promotions</u> – Sophia Freni, GBACOC   |                    |
|        |     | • Smokin' Jazz & BBQ Blues Festival feedback   |                    |
|        | 9.  | <u>Lindhout Update</u>   |                    |
|        |     | A. North/West/Main Project update  |                    |
|        |     | B. Review pricing for stairway from North St. to Chamber property and consider authorization to proceed with project                                   |                    |
|        | 10. | <u>Greater Brighton Area Chamber of Commerce Report – Pam McConeghy</u>  |                    |
|        |     | A. Change in PSD Marketing/Events Coordinator position; introduce Jen Ling   |                    |
|        | 11. | <u>City Council Liaison Report – Mayor Muzzin</u>  |                    |
|        | 12. | <u>Administrative Report (Matt Modrack)</u>  |                    |
|        |     | A. Consider approval of proposal for Executive Director signatory authority for check requests where funds have already been approved by the DDA Board |                    |
| ACTION | 13. | <u>Adjournment</u>   |                    |

Next meeting is scheduled for Tuesday, October 16, 2012 at 7:15 a.m.