

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
September 15, 2015**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, September 15, 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, Tim Corrigan, Phil Garbacz, Scott Griffith, Bob Herbst, Ashley Israel, Pam McConeghy, Jim Muzzin, Shawn Pipoly, Claudia Roblee, Mark Binkley and Lisa Nelson

**Members Absent:** Linda Botka

*Motion by Mr. Muzzin, supported by Mr. Griffith, to excuse the absence of board member Botka. The motion carried 12-0-1.*

**Also present:**

Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Michelle Miller, Marketing and Promotions Coordinator; and Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton.

**2. Approval of September 15, 2105 Agenda**

Mr. Modrack noted that he would like add to his report “DTE Tree Grant Funding”. *Motion by Ms. McConeghy, supported by Mr. Corrigan, to approve the September 15, 2015 agenda as amended. The motion carried 12-0-1.*

Mr. Modrack introduced Michelle Miller, who has taken Lauri French’s position, and Patty Thomas, who will be taking the minutes for the DDA meetings.

**3. Call to the Public** was made at 7:18 a.m. Hearing no response, the call to the public was closed.

**4. A. Approval of the August 18, 2015 Regular Meeting Minutes**

*Motion by Mr. Corrigan, supported by Mr. Pipoly, to approve the August 18, 2015 regular meeting minutes as presented. The motion carried 9-0-3-1, with one absence and Board Members Beauchamp, Nelson, and Israel abstaining.*

**5. Approval of Bills**

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

## **6. Financial Report**

A. FY 14-15 Adopted Budget and YTD Summary (through 9/1/15) – *Motion by Ms. Roblee, supported by Ms. McConeghy, to accept the FY 14-15 Adopted Budget and YTD Summary (through 9/1/15). The motion carried 12-0-1.*

## **7. New Business**

### A. Sub-Committee Reports

1. Design – No meeting
2. Budget – No meeting
3. Development – No meeting
4. Executive – No meeting
5. Parking Strategy – No Meeting

B. Review and consider public improvement project for Second Street relative to the Granger Senior Housing proposal.

Mr. Modrack gave an update of the Granger Senior Housing project for North Second Street. When testing the soils, the developer found some contamination. They are investigating if there is a need for remediation. If this project were to go forward, there would be a need for the City to upgrade the sanitary sewer system in this area. If this work is going to be done, the streetscape could be changed at that time. The question Mr. Modrack had for the Board is should the improvements to the utilities and the streetscape continue if the Granger project does not. The estimated cost for the underground work is \$1 million and \$1 million for the streetscape work.

Mr. Griffith noted that this is a residential neighborhood and the DDA should not focus its projects to improve a residential area.

Mr. Pipoly feels all of these upgrades should be dependent on the Granger project.

Ms. Roblee stated there have been other projects on the table that have not been able to be done because of finances. Now that the DDA can bond again, she does not want to lose sight of those projects.

After a brief discussion, all members agreed to have TTMPs make a presentation to the Board of what streetscape upgrades are proposed.

## **8. Lindhout Report**

A. Dairy Mart Demolition Status Report – Mr. Lindhout reported that they are currently working on the inside of the building to remove the mercury and asbestos that was found.

B. CSX West Lot Update - Mr. Lindhout stated the lights that were received from the supplier were incorrect. They are waiting for new ones to be delivered and then they will be installed.

Mr. Lindhout noted that he has received the final report for the soil borings at the proposed theater site and they are the same as what was reported at the last meeting.

Mr. Muzzin questioned if the same improvements that were done to the Excelda lot could be done to the Johnson lot. Mr. Lindhout stated that if parking spaces are placed in that lot, they would need to follow City standards, and the capacity would decrease from the number of vehicles that are able to be parked

there currently with no delineated parking spaces. Mr. Muzzin suggested at least putting down the hard surface, and not stripe it. Mr. Lindhout and Mr. Modrack advised they will investigate this option.

Ms. McConeghy noted that the CSX West parking lot was used at last weekend's Jazzfest.

## **9. Administrative Report**

A. Consider establishment of a Parking Lot Maintenance Subcommittee and appointment of Board Members to the subcommittee – Mr. Modrack suggested establishing a committee to a parking lot maintenance sub-committee to develop a schedule and determine funding sources for the a downtown parking lot maintenance program. Mr. Corrigan, Mr. Muzzin, Mr. Garbacz, and Mr. Pipoly volunteered.

B. Theater Study Status – Mr. Modrack noted that the theater study is continuing. They will be meeting with Mr. Gerdon in the next two weeks to receive a preliminary funding report. Mr. Modrack will have an update at the next DDA Meeting.

C. Request from Becker Brewery for pavers along First Street – The owner of Brewery Becker asked the DDA to pay for brick pavers to be put in front of his business on First Street to replace the existing grass. He will pay for them to be installed. The cost of the bricks is \$700.

Mr. Pipoly noted that he appreciates the business owner offering to cover the cost of the installation.

*Motion by Ms. McConeghy, supported by Mr. Israel, to approve no more than \$800 to purchase brick pavers for Brewery Becker to install on First Street in front of their business. The motion carried 12-0-1.*

D. DTE Tree Grand Funding – Mr. Modrack noted that the City has received a \$4,000 grant from DTE, which requires a \$2,000 match. This will allow ROW trees in the downtown and along Grand River to be planted. DTE has advised that they have additional funding available so Mr. Modrack is asking for approval to spend additional matching funds. *Motion by Mr. Pipoly, supported by Mr. Corrigan, to approve spending an additional \$3,000 in matching funds for the DTE Tree Grant. The motion carried 12-0-1.*

Mr. Modrack questioned if the DDA should consider a plan to clean up the Millpond itself as part of the improvements that are proposed as part of the Millpond Master Plan.

**10. Chamber of Commerce Report** –Ms. McConeghy stated Jerry Spitler is interested in investing money into having a new gazebo built at the Millpond. She added that he may have other people who would be interested in investing as well.

The Big Boy ribbon cutting ceremony is this afternoon and the SkyZone ribbon cutting is Saturday, September 19<sup>th</sup>.

The Jazzfest was a success.

The event that was held with Detroit Mayor Mike Duggan was a success. She particularly liked the portion where Mayor Duggan and Mayor Muzzin asked each other questions.

**11. City Council Report** – Mr. Muzzin stated that the City Council has contracted with the Michigan Municipal League to perform the search for a new City Manager.

## **12. Adjournment**

Downtown Development Authority Board Meeting Minutes  
September 16, 2015

*Motion by Mr. Griffith, supported by Ms. Nelson, to adjourn at 8:13 a.m. Motion carried 12-0-1.*

Respectfully submitted,

Patty Thomas, Recording Secretary  
September 16, 2015