

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
July 19, 2011**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, July 19, 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 7:16 a.m.

Members Present:

Ricci Bandkau (arrived at 7:17 a.m.), Dave Beauchamp, Mark Binkley, Linda Botka, Tim Corrigan, Scott Griffith, Bob Herbst, Mondy Miller, Pam McConeghy, Shawn Pipoly, Greg Strouse and Al Wirth

Members Absent: Lisa Nelson (excused)

Also present:

Mr. Doug Cameron, McCririe-Cameron Law Office

Mr. Piet Lindhout, Lindhout Associates

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

Also present was an audience of seven.

2. **Approval of July 19, 2011 Agenda**
Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the July 19, 2011 meeting agenda as presented. Motion carried 11-0-2.
3. **Call to the Public** was made at 7:17 a.m. Keith Karp, Oh My Lolli, commented on the poor maintenance of the public restrooms at the pavilion and the fact that the garbage containers are overflowing by Friday and don't get emptied over the weekend. He said it is especially bad in the area behind his building on Mill Pond Lane and it makes the City look bad. He also noted that while it's a good thing that more people are coming downtown, they would not be coming downtown for long if something isn't done about keeping the City presentable. He noted in particular that a group of 90 children from South Lyon were here last week to visit the Imagination Station, but the adults present told him they wouldn't be coming back due to the poor condition of the restrooms plus the non-working drinking fountains at the pavilion. Mr. Karp asked members of the DDA to please pass this information along to the appropriate people at the City.

Hearing no further response, call to the public was closed at 7:20 a.m.

4. **Approval of the June 21, 2011 Regular Meeting Minutes**
Motion by Ms. McConeghy, supported by Ms. Botka, to approve the June 21, 2011 regular meeting minutes as presented. Motion carried 11-0-2 with Mr. Binkley abstaining.
5. **Approval of Bills**

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

6. Financial Report

A. Financial Summary – Mr. Modrack noted that the budget amounts in the June 2011 report includes the budget amendment that was approved by City Council. He passed out the FY 11-12 budget spreadsheet that is used to keep track of current and potential projects and their impact on the fiscal year budget. He asked the board members to note that the revenues for this fiscal year have been amended to include \$108,000 in State grant money for the Mayday façade; this project goes to the MEDC Michigan Strategic Fund board meeting in September and he expects it will be approved. He also noted that new items under Community Promotion have been added to reflect requested allocations to various organizations that will be discussed later in his administrative report. *Motion by Mr. Corrigan, supported by Ms. McConeghy to accept receipt of the financial summary as presented. Motion carried 12-0-1.*

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

A. Budget – No report.

B. Development – Consider offer to purchase DDA property

Mr. Modrack handed out a proposed purchase agreement that he and Doug Cameron have been working on with representatives from Excelda Manufacturing, who plan to buy the Chamber site at 131 Hyne owned by the DDA. Mr. Griffith reviewed the purchase agreement. The property would be bought to build a 10-12,000 square foot, 2 or 3-story office building for 40-50 Excelda employees. Mr. Modrack introduced Anthony Pitts, Excelda CFO, who gave a presentation with an overview of their company. He explained that they chose Brighton over two other alternative locations in Green Oak Township and Fowlerville because of our city's walkability and energy. They like the fact that employees can walk or bike to work in downtown Brighton and that some employees may move to Brighton to be closer to work. They also will have better access to restaurants and stores in downtown versus the other two locations that were considered.

Mr. Modrack noted some key points in the purchase agreement; namely, the \$27,000 REU payment will be paid at closing; the existing building will be demolished and the DDA will pay up to \$25,000, with Excelda paying the demo costs over and above \$25,000; and the Phase I has already been done for the property. Mr. Cameron noted the \$450,000 cash purchase price with \$25,000 in earnest money deposit clause. There is a 60-day inspection period and Excelda can terminate the Purchase Agreement during that period for any reason. He stated this is a very "clean" agreement and is not onerous to the DDA. The DDA would have to pay off the existing Land Contract in order to provide clear title to Excelda.

Motion by Mr. Griffith, seconded by Ms. Bandkau, to approve acceptance of the Purchase Agreement as presented and to authorize Chairperson Herbst to sign the Agreement with Excelda on behalf of the DDA. Motion carried 12-0-1.

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

Ms. Miller reported that the subcommittee met for the second time on July 18. They reviewed Matt Modrack's preliminary Millpond "Plaza" design and asked Piet Lindhout to incorporate it into the Millpond Master Plan update. The subcommittee members also reviewed photographs from Ms. Miller's trips to Charlevoix, Saugatuck and Holland to get ideas for the Mill Pond Design. She asked them to take pictures of other communities as they travel this summer and bring them to future meetings. She also noted that the most recent Mill Pond update was in 1992.

D. Business Recruitment/Promotions – No report

8. Old Business

9. Administrative Report (Matt Modrack)

- A. Façade Loan Program proposal update – Mr. Modrack noted that the façade improvement grant pre-application was reviewed by the MEDC and was approved to go to the Michigan Strategic Fund Board for approval in September. The grant will be 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. MEDC approval will make it easier to get the loan funds from the two banks.
- B. Satellite parking strategy update – Mr. Modrack advised that Jeff Kelly from Great Harvest was appointed to be on the Parking Strategy Subcommittee by the PSD Board at their meeting on July 12, 2011.
- C. Barton property update – Mr. Modrack noted that his office has submitted the SHPO Section 106 review and the pre-application for an infrastructure grant to the MEDC, and we are waiting for SHPO's response.
- D. Request for event banner funding – Mr. Modrack asked the DDA Board to consider allocation of \$3,500 for Art Festival and Smokin' Jazz and Blues Festival banners for Main Street similar to the ones that were done for the Americana Festival. He confirmed that the banners are reusable; they were designed to hang a separate date banner from grommets at the bottom of the main banner. *Motion by Mr. Binkley, seconded by Mr. Corrigan to allocate \$3,500 for purchase of Art Festival and Smokin' Jazz and Blues Festival reusable banners for Main Street. Motion carried 12-0-1.*
- E. Downtown Partners Service Agreement Proposal – Mr. Modrack asked that Nancy Johnson, Livingston County Small Business Technology & Development Center Director, speak about the proposed service agreement between her office and the DDA. She gave an update about the Fast Trac Program, which has received a \$10,000 grant for this fall's program. She noted that the new Chamber conference center would allow the Fast Trac meetings to be held there instead of outside the City, bringing in 25 people on Fridays from 9-12 a.m. for 10 weeks. The program is for people considering opening a new business and those who have been in business up to three years. She is also working on an economic impact tool – how many jobs have been created, funds invested, jobs retained and business development as well as a "Fiscal Fitness" program. Some of the tools used are a Strategic Needs Assessment and a "Profit Sense" program. Ms. Johnson has proposed to do a monthly report to the DDA to let everyone know what's new at the SBTDC.

Mr. Modrack advised that he wants to formalize the DDA's relationship with the SBTDC with a 1-year partnership agreement in the amount of \$1,000 per month

beginning August 1, 2011 and ending June 30, 2012. The agreement would be reviewed annually for renewal. *Motion by Mr. Beauchamp, seconded by Mr. Strouse, to authorize Chairperson Herbst to sign a partnership agreement with the Livingston County Small Business & Technology Development Center in the amount of \$1,000 per month for the period August 1, 2011 through June 30, 2012, with an annual review prior to the expiration date of the agreement. Motion carried 12-0-1.*

Mr. Modrack also reviewed the other service organizations that he suggests the DDA execute 1-year service agreements and the annual allocation amounts as presented in the budget worksheet. *Motion by Ms. McConeghy, seconded by Ms. Bandkau, to approve service agreements and FY 11-12 budget amounts as presented for SELCRA (\$3500 for kid-centric events), Brighton Area Historical Society (\$5,000 for headstone repair), Farmers Market (\$1,500 for signage/advertising), CoBACH (\$5,000 for maintenance), Brighton Garden Club (\$1,000 for flowers/supplies) and the Brighton Arts and Culture Commission (\$5,000 to promote public art). Motion carried 12-0-1.*

10. Lindhout Update

Mr. Lindhout noted that the bill for Landscape Design approved earlier in the meeting was for irrigation start-up issues. The estimate in the packet in the amount of \$617.71 is to replace dead trees and shrubs. *Motion by Mr. Beauchamp, seconded by Mr. Binkley, to approve the Landscape Design & Associates estimate in the amount of \$617.71. Motion carried 12-0-1.*

Mr. Lindhout reported that the pocket park sculptures were installed yesterday and the benches will be installed as soon as they come in. The Millpond Park Master Plan update is proceeding and he wants to collect ideas for incorporation into the design. He asked that ideas be forwarded to Mond Miller who is chairperson of the joint BACC/DDA Mill Pond Design Subcommittee. He also explained what is going on at the former Singer Press site/The Pound. The owners tried to maintain the original walls and roof to save some money but found that there were no reinforcements in the walls and roof and are now in the process of some redesigns. New footings were in as of last week.

Ms. Bandkau commented that the flowers are outstanding this year and she asked if the public could purchase flowers from our supplier. It was noted that this was an option available for a couple of years but was discontinued because it wasn't being taken advantage of. It was suggested that Landscape Design's contact information could be posted on the PSD's website. Mr. Lindhout discussed the Imagination Station and its need for repairs. He also said the community needs to step up and report necessary information to the City as discussed in the Call to the Public (garbage cans overflowing, dirty restrooms, etc.). Mr. Herbst also noted that many of the lights in the crosswalks are not working and wanted to make Staff aware of that if they didn't already know. Mr. Modrack noted that the City's DPS is aware of the need to replace the crosswalk lights but has some manpower issues that have prevented them from doing so.

11. Livingston County SBTDC Report – Nancy Johnson, Director – this item was covered in Item 9. above.

12. Other

A. Merchants Advisory Subcommittee (Lisa Nelson) – Mr. Modrack noted that Lisa Nelson is attending a merchants training session today in Grand Rapids, so there is no report.

Mr. Modrack noted there are lots of projects in the works and we will be close to zero percent vacancies downtown.

There was discussion about the reports in the paper regarding building a new Imagination Station. Claudia Roblee, Brighton City Council and a member of the volunteer group working on this, clarified that there is to be an assessment of what needs to be repaired and/or replaced at the playground and stressed that Council did not approve tearing down the Imagination Station and building a new one. Mr. Pipoly, also a Council member, confirmed that there was not a vote taken by Council at the last meeting regarding this issue.

13. Adjournment

Motion by Ms. McConeghy, supported by Mr. Griffith, to adjourn at 8:55 a.m. Motion carried 12-0-1.

Respectfully submitted,

Lauri French, Community Development Department
July 20, 2011