

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
October 18, 2016**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, October 18, 2016 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 7:17 am.

Members Present: Dave Beauchamp, Bob Herbst, Tim Corrigan, Shawn Pipoly, Lisa Nelson, Jim Muzzin, Mark Binkley, Pam McConeghy, Claudia Roblee, and Ashley Israel

Members Absent: Phil Garbacz and Scott Griffith

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Community Development Associate; and an audience of 2.

Moved by Mr. Corrigan, supported by Mr. Pipoly, to excuse Board Members Garbacz & Griffith. The motion carried 10-0-2.

2. Approval of the October 18, 2016 Agenda

Moved by Ms. McConeghy, supported by Mr. Pipoly, to approve the October 18, 2016 agenda as presented. The motion carried 10-0-2.

3. Call to the Public

The Call to the Public was made at 7:19 am with no response.

4. Approval of the September 20, 2016 Regular Meeting Minutes

Moved by Mr. Corrigan, supported by Mr. Pipoly, to approve the September 20, 2016 regular meeting minutes as presented. The motion carried 9-0-2 with Board Member Roblee abstaining.

5. Approval of Bills

Moved by Mr. Muzzin, supported by Mr. Israel, to approve the bills as presented. The motion carried 10-0-2.

7. Financial Report - FY 15-16 Adopted Budget and YTD Summary (through September 30, 2016)

Mr. Skopek stated there are no updates.

Moved by Mr. Corrigan, supported by Ms. McConeghy, to accept the FY 15-16 Adopted Budget and YTD Summary (through September 30, 2016). The motion carried 10-0-2.

7. Old Business

a. Discussion: Tridge closing during winter months

The Board discussed the possibility of closing the Tridge during the winter months. Mr. Geinzer stated that plowing it causes damage to the boards and as everyone is aware, DPW personnel have been working on replacing all of the boards this fall. Additionally, it cannot be salted.

After a brief discussion, it was decided to open and close the Tridge dependent on the weather during the winter months. Mr. Geinzer will discuss this with City Council as well.

8. New Business

a. City of Brighton 150th Anniversary Logo Presentation by Mark Binkley

Mr. Binkley stated that the PSD has designed a logo for the 150th Anniversary of the City of Brighton. The logo will be able to be used by all City entities. The cost is \$600 and he is asking for a three-way split between the PSD, DDA, and City.

Ms. Roblee asked if this should be put out to the community to have people submit designs. Mr. Binkley advised the PSD has contracted with Nick Palizzi, who does all of the PSD artwork. Mr. Palizzi was not able to attend today's meeting, so he will be showing the proposed design to the DDA next month.

b. Tridge or Treat Sponsorship

Mr. Skopek stated that the Brighton Area Schools were scheduled to be at the last PSD meeting to ask for sponsorship for the Tridge or Treat Civic Event. There was no representative present, so the PSD did not approve giving them the donation. Chairman Herbst, under his authority, approved the DDA sponsoring this event at a cost of \$3,000.

Mr. Pipoly and Ms. Nelson, both members of the PSD Board, stated that the PSD did not support the sponsorship because no one from the school was present at the meeting to request the money and provide details of the event. Mr. Pipoly agrees with Mr. Herbst's decision to donate; however, he feels that if an organization is asking for money, they should be present to request it.

c. Consider Approval of Environmental Phase II Study Pursuant to the Purchase Agreement Signed August 16, 2016

Mr. Skopek stated that Phase I of the environmental study has been done on the N. Second Street property. They found that bulk fuel storage had been on that site, so they are recommending a Phase II study, which will include soil borings. The maximum cost will be \$7,500.

Motion by Mr. Corrigan, supported by Mr. Pipoly, to spend no more than \$7,500 for the Environmental Phase II Study on the N. Second Street property. The motion carried 10-0-2.

d. Discussion: Michigan Main Street Association Level Resolution

Mr. Geinzer asked the Board if they would like to continue with the Michigan Main Street membership at the Association Level per the resolution contained in today's packet. There is no cost for this membership.

Motion by Mr. Muzzin, seconded by Ms. Nelson, to adopt the resolution contained in today's meeting packet. The motion carried 10-0-2.

e. Discussion: Pedestrian Crosswalk at Main Street and DSX Parking Lot

Mr. Geinzer stated that there have been requests from the community to have lighted pedestrian crossing signs on Main Street at the CSX Parking Lot to make it more visible. The pricing for two signs is \$4,100; however it does not include the cost of the installation of the signs or the electricity.

It was noted that this was planned to be included when the parking lot was installed; however, it was removed. It is unclear as to why. Mr. Geinzer will research this further and provide the information at a future DDA meeting.

f. Discussion: Challis Road Design and Consider Related Design Proposals

Mr. Geinzer stated that the Challis Road project will be moving up in MDOT's schedule. It is anticipated to occur in 2018. Also, MDOT is going to be paying more than what was anticipated, so the City's match will be reduced.

Mr. Lindhout stated that Tetra Tech will be doing the engineering for the intersection and they asked him to provide a design that will include DDA-like enhancements. They will both be working with U of M. The cost for Tetra Tech's work will not exceed \$4,700 and his cost will be \$7,000 to \$9,000.

Mr. Geinzer advised that staff is recommending approval of this work.

Ms. Roblee feels U of M should be contributing to this. Mr. Geinzer agrees; however, there may be other times during their project where they be asked to contribute.

Motion by Ms. McConeghy, seconded by Mr. Muzzin, to approve an expenditure not to exceed \$15,000 for the engineering and design work for the intersection of Challis Road and Karl Greimel Drive. The motion carried 10-0-2.

g. Closed Session to Discuss the Acquisition of Real Estate

Motion by Mr. Muzzin, seconded by Mr. Beauchamp, to enter into a Closed Session at 8:10 am to discuss the acquisition of real estate. The motion carried 10-0-2 with a roll call vote.

h. Consider Action Pursuant to Closed Session

Motion by Mr. Muzzin, seconded by Mr. Pipoly, to direct staff to proceed pursuant to the discussion in the closed session regarding Challis Road. The motion carried 10-0-2.

i. Consider Renewal of Fifth Third Parking Lot Lease

Motion by Mr. Muzzin, seconded by Ms. Roblee, to direct staff to work with the DDA attorney to enter into an agreement with Fifth Third Bank for the renewal of the parking lot lease. The motion carried 10-0-2.

j. Receipt of DDA Annual Report

Mr. Geinzer stated that this annual report is required per MCL Public Act 197 of 1975 and it will be prepared annually after the budget audit has been completed.

Motion by Mr. Muzzin, supported by Mr. Pipoly, to accept the DDA Annual Report for Year Ending June 30, 2016. The motion carried 10-0-2.

9. Subcommittee Reports

1. Design – No Meeting
2. Budget – No Meeting
3. Development – No Meeting
4. Executive – No Meeting
5. Parking Strategy – No Meeting
6. Parking Lot Maintenance – No Meeting

10. Lindhout Report

Mr. Lindhout stated that he has been working with the Canopy store on designs for building façade updates. This work was part of a grant; however, the grant funding is no longer available so the owners of the Canopy are not going to pursue the redesign.

He has been working on a redesign with the owners of 401 W. Grand River.

He hopes to have schematics for the parking deck to present to the Board at the November meeting.

11. Administrative Reports

Mr. Geinzer stated he and Ms. McConeghy met with representatives from Berry County, MI as they are looking to the City of Brighton for ideas for their downtown.

The Planning Commission approved a Dumpster area expansion for the Brighton Commercial Center.

The rezoning of the N. Second Street parcel is anticipated to be on the November Planning Commission meeting agenda.

12. Chamber of Commerce Report

Ms. McConeghy had nothing to report.

13. City Council Report

Mr. Muzzin stated that the City has published the DDA Board vacancy due to Ms. Bodka's resignation.

Ms. Roblee advised there is also an opening on the Brighton Arts & Culture Commission.

Mr. Binkley stated the PSD has hired a contractor to review past activities of the PSD. They are doing a comprehensive study that will outline what they should do to continue to be successful. There will be a meeting with the consultant on November 2nd at 5:30 pm at the Brewery Becker and he would like members from all City boards to attend and join in the conversation.

Mr. Cameron stated the Liquor Control Commission has authorized investigation of the liquor license transfer. He has spoken to the CPA's for the owners of the Barton Property and they are going to take an active role in the site's development. They will also review the terms of the lease the DDA has for the parking lot.

14. Adjournment - *Moved by Mr. Muzzin, supported by Ms. Roblee, to adjourn the meeting at 8:45 am. The motion carried 10-0-2.*

Downtown Development Authority Board Meeting Minutes
October 18, 2016

Respectfully submitted,

Patty Thomas, Recording Secretary
October 18, 2016