

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
May 21, 2013**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, May 21, 2013 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, Mark Binkley, Tim Corrigan, Scott Griffith (left at 8:40 a.m.), Bob Herbst, Pam McConeghy, Mondie Miller, Jim Muzzin, Lisa Nelson, Shawn Pipoly, and Al Wirth

**Members Absent:** Linda Botka, Greg Strouse

*Motion by Mr. Corrigan, supported by Mr. Wirth, to excuse the absences of Linda Botka and Greg Strouse. Motion carried 11-0-2.*

**Also present:**

Mr. Piet Lindhout, Lindhout Associates, Mr. Doug Cameron, DDA Attorney, Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton, Mr. Dana Foster, City Manager, City of Brighton, Mr. Gary Markstrom, Tetra Tech, Ms. Nancy Johnson. Livingston County-SBTDC, Ms. Betty MacLeod and Ms. Sarah Grusin, Brighton Art Guild, and Ms. Nancy Johnson, Brighton District Library.

2. **Approval of May 21, 2013 Agenda**

Mr. Modrack requested that one item be added under “Administrative Report” (item 11.E.) – Discuss request received to purchase DDA-owned escrowed liquor license.

*Motion by Ms. McConeghy, supported by Ms. Nelson, to approve the May 21, 2013 meeting agenda as amended. Motion carried 11-0-2.*

3. **Call to the Public** was made at 7:20 a.m. Betty MacLeod, past president of the Brighton Art Guild, distributed a letter to the DDA board commending the DDA on their contributions to the community and outlining the Guild’s future vision for a community arts center. The purpose of the letter was to express support of and interest in participating in the development of the possible use of the current City Hall building as those plans develop. They have a committee that is going to other communities to look at their art centers to evaluate a variety of models that work. Sarah Grusin, current president of the Art Guild, noted that the Guild now has over 100 members and stated that an art component is vital to a growing city. Mr. Foster noted that the Art Guild currently shares the CoBACH building with the Livingston Players and the Brighton Historical Society and the building only has a capacity of 49 people, which is not large enough for the Guild’s big events such as Kaleidoscope.

Nancy Johnson, Brighton District Library, noted that the library is the host for First Wednesdays for the Art Guild. She spoke to the board about a capital campaign that is currently underway for a project called “Light the Way” to replace the 13 bollard lights at the library. The total cost of the project, which is being done by Hartland Electric, is \$12,911 and they have raised \$8,000 so far. She asked if the DDA would consider making a donation to this campaign. She advised that Mr. Foster has committed to post the summary sheet on the City’s website to make people aware of the campaign. Hearing no further responses, call to the public was closed at 7:32 a.m.

4. **A. Approval of the April 9, 2013 Regular Meeting Minutes**

*Motion by Mr. Griffith, supported by Mr. Muzzin, to approve the April 9, 2013 regular meeting minutes as presented. Motion carried 9-0-2-2, with two absences and Ms. Miller and Mr. Wirth abstaining.*

5. **Approval of Bills**

*Motion by Mr. Griffith, supported by Mr. Corrigan, to approve the bills as presented. Motion carried 11-0-2.*

6. **A. Financial Reports**

Mr. Muzzin asked why there was a significant difference between the budget and actual expenditures for FY 12-13. Lauri French explained that the difference was due to grant expenditures for the North/West/Main grant that were budgeted in FY 11-12 but not spent until this fiscal year since we delayed the construction.

*Motion by Mr. Muzzin, supported by Ms. McConeghy, to accept the financial report as presented. Motion carried 11-0-2.*

7. **New Business**

**A. Sub-Committee Reports**

1. **Design** – No report
2. **Development** – No report
3. **Budget** – No report
4. **Executive** – No report

**B. Livingston County SBTDC Report – Nancy Johnson, Director**

1. 5/17/13 Business Expo – “Exploring the Spirit of Entrepreneurship” – Ms. Johnson reported that she will do a full report at the June meeting including a short video about the expo. She said the event was very well attended with over 100 people and a very diverse group of people. Mr. Modrack noted that the work of the SBTDC and events such as the expo help to support business recruitment and development in the city.

C. Consider approval to allocate funds up to \$9,570 for TetraTech consulting engineering services related to the sediment sampling and lab analysis for the Mill Pond Dredging project

City Manager Dana Foster explained that he is here at City Council’s request as a result of Council’s approval at last week’s meeting to go forward with sediment testing of the Mill Pond. He reviewed TetraTech’s proposed services and fees and advised that we need to determine what’s in the sediment so we know how we will need to dispose of it and how much that will cost. It is estimated that the cost for the sediment to be taken to a special landfill could be in excess of \$300,000, almost half of the total estimated dredging project cost. Mr. Foster noted that Corrigan Oil had generously proposed to spread the sediment as an in-kind donation on property owned by them at the north end of the Mill Pond if the sediment test shows it doesn’t have to go to a special landfill.

The minimum cost for the sediment testing is \$6,700 which is comprised of \$2,400 for sampling, \$2,100 analysis and \$2,200 for Phase II analysis for metals. Mr. Foster reviewed the TetraTech flow chart explaining the testing process. He also noted that dredging has been in the Cost Improvement Program since 2002 and he would like to get this done before work begins on the Mill Pond Master Plan update. The dredging still has to be done even if we don’t do the Mill Pond update. He stated that this is a new community improvement project which fits the type of projects the DDA has been doing (versus operational costs). He also noted that longer term the plan is to add three or four aerators after the dredging is done. It is anticipated that the balance of the dredging project would be paid for by CIP bonding. Gary Markstrom from TetraTech noted that testing is good for 10 years per the DEQ and that a dredging permit is not required at this stage. Mr. Foster stated that the funds for the sediment testing would come out of the FY 12-13 DDA Fund.

*Motion by Mr. Griffith, supported by Mr. Muzzin to approve up to \$9,570 for TetraTech consulting engineering services related to the sediment sampling and lab analysis for the Mill Pond Dredging project. Motion carried 11-0-2.*

**8. Lindhout Update**

A. Banner pole maintenance/condition update - Mr. Lindhout reported that a photographic examination of the rigging for the banner poles was conducted by Mike O'Leary a few weeks ago and that there is no wear on the banner poles. There was a minor nut problem which has been taken care of. He suggested we keep a photographic record and asked Mr. Modrack for any photographs taken when the poles were first installed. He also noted that the stairway and fence at 121 W. North Street are complete and look really nice.

**9. Chamber Report – Pam McConeghy** - Ms. McConeghy reported there is a new event planned for September 21, 2013 called "Farm to Table". It is an outdoor community dining experience that has taken place in other places such as California and Kentucky. The event will be held in the front parking lot at the Chamber and they anticipate 180-200 tickets will be sold. Steve Pilon from the Wooden Spoon will be preparing the food using FlexTech High School's kitchen with assistance from the FlexTech culinary art students. She credited Lauri French's husband, Chuck Fellows, for facilitating this. She also reported that wine will be served with dinner and Paul Hannah, a sommelier, is working with Steve Pilon to pair the food and wines. There will be a cash bar at the beginning of the event, but the wine will be served as part of the dinner (no extra cost).

**10. City Council Liaison Report (Mayor Jim Muzzin)** – Mr. Muzzin thanked the DDA board for agreeing to fund the sediment testing for the Mill Pond Dredging project. He also noted that there will be five candidates for four open seats on City Council this year. Shawn Pipoly and Ricci Bandkau are the incumbents and also running are Kris Tobbe, Shanda Willis and Susan Steinacker.

**11. Administrative Report (Matt Modrack)**

A. DIA Inside|Out Program Update (Lauri French) – Lauri French reported that Brighton was selected by the DIA for installation of seven reproductions from the DIA's collection. Installation will begin in late June and should be complete by July 4. The exhibit will be on display from July through September with an option to extend through October. A committee was formed to plan a kickoff event, which will be held July 10 from 6-8 p.m. followed by a walking tour by a DIA representative. There will also be a DIA representative at the June 6 City Council meeting to thank the City for hosting the Inside|Out Program.

B. 121 W. North Stairway and Fence Update – as noted earlier, the fence and stairway are done and the stairway is being used. The stairway will encourage extra parking at the church. The wood cannot be treated for at least 18 months but we may want to look at staining later.

C. Legislative Alert regarding proposed changes to TIF laws – Mr. Modrack noted that this was included in today's packet and asked the board members to review it for possible future action.

D. CSX Parking Lot Update – Mr. Modrack reported that he had just received information from the CSX yesterday. They are willing to lease the property to us at a cost of \$13,000 per year for the entire piece of property for a period of five years. He said they no longer license property like they did with Second Street which only cost us \$1. He intends to send them a counter proposal for 24 spaces near Main Street at between \$100-200 per month. The lot be built after the Smokin' Jazz Festival because there is no sense in seeding the rest of the property only to have it parked and walked on by festival attendees.

E. Discuss request received to purchase DDA owned escrowed liquor license  
Mr. Modrack asked Mr. Cameron to discuss this topic. Mr. Cameron advised that we received a request from Dan Arban (copy of business plan and request in packet) who has a verbal

Downtown Development Authority Board Meeting Minutes

May 21, 2013

Page 4 of 4

agreement to purchase 332 W. Main St. (former Grow Green building) to put in a wine and cheese bar. The DDA has to act on this request and formally reject it before Mr. Arban can request a redevelopment liquor license.

*Motion by Mr. Muzzin, supported by Mr. Wirth, to direct Mr. Cameron to respond to the request received from Dan Arban to purchase the DDA-owned escrowed license that we are not interested in selling it at this time. Motion carried 10-0-3.*

Mr. Modrack reported that he had lunch with a couple of Fifth Third Bank representatives. They are holding an event on June 20 to discuss the improvements made to the bank and to announce the future plan for a Fifth Third Theater. Mr. Modrack advised that he will ask the board members to be invited.

Mr. Lindhout noted that he had dinner with the Vail Resort people on Ladies Night and they couldn't believe how busy the city was.

Mr. Muzzin suggested that the Brighton District Library "Light the Way" proposal be discussed at the June DDA meeting.

**12. Adjournment**

*Motion by Mr. Corrigan, supported by Mr. Muzzin, to adjourn at 8:40 a.m. Motion carried 10-0-3.*

Respectfully submitted,

Lauri French, Deputy Director  
Community Development, Planning & Zoning  
May 23, 2013