

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
December 16, 2014**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, December 15, 2014 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, Scott Griffith, Bob Herbst, Ashley Israel, Pam McConeghy (arr. at 7:40 a.m.), Jim Muzzin, Lisa Nelson, Shawn Pipoly and Claudia Roblee

**Members Absent:** Mark Binkley, Linda Botka, Phil Garbacz

**Also present:**

Mr. Doug Cameron, DDA Attorney, Mr. Piet Lindhout, Lindhout Associates, Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton, and Adam Kokenakes, Brighton City Intern. Also present was Tom Neff from Traffic & Safety Control Systems to do a presentation to the board.

*Motion by Mr. Pipoly, supported by Mr. Corrigan, to excuse the absence of Board members Linda Botka and Mark Binkley. The motion carried 9-0-4.* Mr. Modrack indicated that Ms. McConeghy had called him and is going to be late.

2. **Approval of December 16, 2014 Agenda**

*Motion by Mr. Muzzin, supported by Mr. Pipoly, to approve the December 16, 2014 meeting agenda as presented. Motion carried 9-0-4.*

3. **Call to the Public** was made at 7:16 a.m. Hearing no response, call to the public was closed.

4. **A. Approval of the November 18, 2014 Regular Meeting Minutes**

*Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the November 18, 2014 regular meeting minutes as presented. Motion carried 8-0-4-1, with four absences and Chairperson Herbst abstaining.*

- B. Approval of November 18, 2014 Closed Session Minutes**

*Motion by Ms. Roblee, supported by Mr. Pipoly, to approve the November 18, 2014 closed session minutes as presented. Motion carried 8-0-4-1, with four absences and Chairperson Herbst abstaining.*

5. **Approval of Bills**

Mr. Modrack noted that the Lindhout Associates bill contained work done for the CSX lot engineering and for a “third party contractor” estimate of the interior and exterior renovations for the Yogurtopia building as required by the MEDC in order to qualify for façade grant money. *Motion by Mr. Pipoly, supported by Mr. Corrigan, to approve the bills as presented. Motion carried 9-0-4.*

6. **Financial Report**

A. FY 14-15 Adopted Budget and YTD Summary (through 12/12/14) – Ms. French reviewed changes to the year-end forecast which included the addition of a Phase 2 environmental study for a proposed property purchase, a reduction in Community Promotion (banner) expenses and the actual property taxes paid in December for the Barton property winter taxes.

*Motion by Mr. Muzzin, supported by Mr. Israel, to receive the FY 14-15 Adopted Budget and YTD Summary through 12/12/14 as presented. Motion carried 9-0-4.*

**7. New Business**

**A. Sub-Committee Reports**

1. Design – No meeting
2. Budget – No meeting
3. Development
  - a. Request for closed session to consider the lease or purchase of real property – *Motion by Mr. Muzzin, supported by Mr. Pipoly, that the Board of the City of Brighton Downtown Development Authority enter closed session to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained pursuant to the provisions of Section 8(d) of the Open Meetings Act. A roll call vote was taken as follows:*

Mr. Beauchamp – Yes  
Mr. Binkley – Absent  
Ms. Botka – Absent  
Mr. Corrigan – Yes  
Mr. Garbacz – Absent  
Mr. Griffith – Yes  
Mr. Herbst – Yes

Mr. Israel - Yes  
Ms. McConeghy - Absent  
Mr. Muzzin - Yes  
Ms. Nelson - Yes  
Mr. Pipoly - Yes  
Ms. Roblee - Yes

*The motion carried 9-0-4.* The regular session was closed and the DDA Board, Mr. Lindhout, Mr. Cameron, Mr. Kokenakes and Mr. Modrack went into closed session at 7:25 a.m.

The DDA Board resumed the regular session at 8:10 a.m.

- b. Action as may be required pursuant to closed session – No action was necessary as a result of discussions in the closed session.

4. Executive – no meeting
5. Parking Strategy – no meeting

B. Multi-Space Parking Station Presentation by Tom Neff, Traffic & Safety Control Systems – Matt Modrack and Adam Kokenakes reviewed the background of the parking enforcement committee work to date, the recommendations made in the 2011 parking study update by Rich & Associates and comments and results from the merchant survey taken earlier this year. It was noted that the parking presentation was given at this year's City Council retreat and the possibility of utilizing a metered parking system was introduced. Lauri French advised that the synopsis of information in today's packet was prepared by Adam Kokenakes from his research and from a meeting we held with Tom Neff from Traffic & Safety Control Systems, which has done multi-station parking system installations for communities such as Ann Arbor, Ferndale, Lansing and many others. Tom Neff was introduced to the board.

Tom Neff gave the board a brief overview of the Luke II multi-space parking station features. The units can be either hard-wired or solar-powered and there are a variety of payment options (coins, credit/debit card, bills). The stations are ADA compliant and are vandal-resistant. He also pointed out the various reports that can be run from either a single computer or, for enforcement purposes, from the station itself. In response to several questions from the board members, Tom noted that the stations come with a 12 month warranty for parts, labor and software with an extended warranty available after 12 months. The stations have a useful life from eight to 12 years.

In response to a question from Chief Wightman about who collects the money from the stations, Tom indicated that other communities either use DPW personnel, police officers or, like in the case larger cities like Ann Arbor, contract with an outside company such as Republic Parking to handle the collection. He estimated it would take half a day to switch out the cash and coin trays depending on the number of stations needed in Brighton. There was further discussion about

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how other communities handle the enforcement aspect with the parking stations. Mr. Muzzin asked if the board could be provided with the number of stations that Brighton would need and the total cost, including maintenance costs for years two through five in order to plan for future budgets. Tom indicated that if the board thinks they want to move forward with pay stations that he will include all the cost information for the stations, maintenance, annual fees, etc., in a proposal. He also noted that there are a variety of options for enforcement; some communities use hand-held devices while others just run reports at each pay station to determine which spots have paid (or not). With T2, a company that just bought out Digital Systems who makes the Luke series pay stations, they offer the option of printing digital parking tickets.

There was discussion about whether the downtown would look too cluttered if we had to add more posts. Adam Kokenakes and Tom Neff will do a walk around after the holidays to determine the placement of pay stations and whether we can use existing posts or how many additional might be needed for signage.

**8. Lindhout Report**

A. CSX West Parking Lot project update – Piet Lindhout reported that their work is on schedule and he plans to take the project to the Planning Commission in January for site plan approval. He also noted on the parking map that the 30 minute parking by Rotterdam should be two hours; the 30 minutes was for unloading when the building housed the Cap 'N Cork party store.

**9. Administrative Report – Matt Modrack**

Mr. Modrack noted that he and Piet Lindhout will be going to look at a potential private investment project on Second Street immediately after today's meeting.

**10. Chamber of Commerce Report – Pam McConeghy**

Ms. McConeghy reported that the Holiday Glow and Ladies Night Out were both successful. Matt Modrack noted that the downtown was packed on Ladies Night and that the CSX West lot was pretty full, as were the Excelda and Johnson lots.

**11. City Council Report** – Mr. Muzzin read a letter to the board (attached) from Jack O'Boyle who is from the Hartland area complimenting the City for all the work they have done. Mr. O'Boyle was extremely complimentary about the Taste of Brighton event and encouraged the City to continue it for years to come. Ms. French noted that she will forward Mr. O'Boyle's note to the PSD board members and the Taste of Brighton committee.

**12. Adjournment**

*Motion by Mr. Muzzin, supported by Mr. Corrigan, to adjourn at 9:12 a.m. Motion carried 10-0-3.*

Respectfully submitted,

Lauri French, Deputy Director  
Community Development, Planning & Zoning  
December 17, 2014

>>> "Mike O'Boyle" <[oboyle94@comcast.net](mailto:oboyle94@comcast.net)> 12/14/14 21:48 >>>

305 Mystic Meadows Court

Howell, MI 48843

December 14, 2014

The Honorable Jim Muzzin

City of Brighton Mayor

200 North First Street

Brighton MI 48116

Dear Mayor Muzzin,

I am writing to you to express my appreciation of the great work you have done for the community of Brighton. As a member of the Hartland community, I often venture to Brighton to shop and support various businesses. Over the past summer I attended the "Taste of Brighton" festival. I am requesting that this event continues for many years.

As an attendee of the "Taste of Brighton" event, I came into contact with many businesses that I was not previously aware of. I was also refreshed with many businesses I had forgotten about. I'm sure many others who attended this event felt the same way I did. After this event, I found myself coming and supporting many of the businesses I saw at the event.

After this event, I'm sure that many of these small local businesses saw more customers. Many of the small businesses in Brighton cannot afford large marketing so this event is a great way for businesses to market their goods and services. I am requesting that this event continues for many years for the benefit of the Brighton area.

The "Taste of Brighton" event is a great way for people to come into contact with local businesses. The event helps businesses create long time customers. I think the event benefits all of Brighton and should continue in the future.

Sincerely,

Jack O'Boyle