

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
November 18, 2014**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, November 18, 2014 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

1. **Call to Order** – Vice Chairperson Binkley called the meeting to order at 7:15 a.m.

**Members Present:**

Dave Beauchamp, Mark Binkley, Linda Botka, Tim Corrigan, Phil Garbacz, Scott Griffith, Ashley Israel, Pam McConeghy, Jim Muzzin, Lisa Nelson (arr. at 7:16), Shawn Pipoly and Claudia Roblee

**Members Absent:** Bob Herbst

**Also present:**

Mr. Doug Cameron, DDA Attorney, Mr. Piet Lindhout, Lindhout Associates, and Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton (arrived at 7:30).

*Motion by Ms. McConeghy, supported by Mr. Pipoly, to excuse the absence of Chairperson Herbst. The motion carried 11-0-2.*

2. **Approval of November 18, 2014 Agenda**

*Motion by Mr. Israel, supported by Ms. McConeghy, to approve the November 18, 2014 meeting agenda as presented. Motion carried 12-0-1.*

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 October 21, 2014 Regular Meeting Minutes**

*Motion by Mr. Muzzin, supported by Ms. Roblee, to approve the October 21, 2014 regular meeting minutes as presented. Motion carried 9-0-3-1, with one absence and Board Members Botka, Corrigan and McConeghy abstaining.*

- B. Approval of October 21, 2014 Closed Session Minutes**

*Motion by Mr. Pipoly, supported by Mr. Corrigan, to approve the October 21, 2014 closed session minutes as presented. Motion carried 9-0-3-1, with one absence and Board Members Botka, Corrigan and McConeghy abstaining.*

5. **Approval of Bills**

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

6. **Financial Report**

A. FY 14-15 Adopted Budget and YTD Summary (through 11/13/14) – Ms. French reviewed changes to the year-end forecast which included the addition of engineering expenses for the CSX West Parking lot and additional reimbursement revenue due to Proposal 1.

*Motion by Mr. Muzzin, supported by Ms. Botka, to receive the FY 14-15 Adopted Budget and YTD Summary through 11/13/14 as presented. Motion carried 12-0-1.*

7. **New Business**

A. Consider approval of 2015 meeting dates – Ms. French explained that board action is required to approve the dates so the City Clerk can publish them, which is a legal requirement. *Motion by Ms. McConeghy, supported by Mr. Muzzin, to approve the 2015 DDA Board meeting dates as presented. The motion carried 12-0-1.*

Mr. Lindhout was asked to present his report at this time since Mr. Modrack has not yet arrived.

**8. Lindhout Report**

A. CSX West Parking Lot construction costs and schedule – Mr. Lindhout advised that he was asked by Mr. Modrack to prepare a revised site plan and related costs for the CSX West Parking Lot after it was discussed at the November 8 City Council retreat. He was asked to prepare a plan for 28 paved spaces and 50 gravel spaces (no grass), and a copy was provided in today's packet. He also advised that City Council also discussed an appropriation to the DDA Fund from the General Fund to cover the spring 2015 construction of the CSX West Parking Lot and that Council seems amenable to such an appropriation. Mr. Modrack arrived and discussed the status of the CSX lease for this property; he said the lease can commence in April 2015 according to his conversation with Karen Clarke from the CSX and we can make the payment now to hold the lease.

There was discussion about the status of the amendments to the parking ordinance that will allow overflow parking at the CSX lot. Mr. Modrack attended the Planning Commission meeting on November 17 and advised that there will be a public hearing for the proposed amendments at the next Planning Commission meeting on December 15. He also noted that Planning Commission wants to keep the gate between the paved and gravel spaces in the plan so we can close off the gravel portion, if necessary.

*Motion by Mr. Griffith, supported by Mr. Muzzin, to adopt the revised CSX Site Plan prepared by Lindhout Associates dated 11-18-14, authorize Lindhout Associates to proceed with the necessary engineering for the bid package to go out after approval by the DDA Board, and to direct Mr. Modrack to proceed with the CSX lease to be signed in April 2015. The motion carried 12-0-1.*

**7.B. 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. Pipoly, supported by Mr. Muzzin, 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. Israel - Yes
Mr. Binkley – Yes	Ms. McConeghy - Yes
Ms. Botka – Yes	Mr. Muzzin - Yes
Mr. Corrigan – Yes	Ms. Nelson - Yes
Mr. Garbacz – Yes	Mr. Pipoly - Yes
Mr. Griffith – Yes	Ms. Roblee - Yes
Mr. Herbst – Absent	

*The motion carried 12-0-1. The regular session was closed and the DDA Board, Mr. Lindhout, Mr. Cameron and Mr. Modrack went into closed session at 7:40 a.m.*

The DDA Board resumed the regular session at 8:35 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

**9. Administrative Report – Matt Modrack**

A. Status of CSX West property lease and consider approval of \$5,000 lease cost – Mr. Modrack advised that he would like to formalize the property lease with the CSX by paying the annual lease cost now and signing the lease agreement to be effective April 15, 2015. Mr. Modrack was previously directed by the Board to negotiate and sign the lease on behalf of the DDA.

B. Review first draft of FY 15-16 budget – Mr. Modrack noted that we will soon begin the budget process with the City and he reviewed a draft of the FY 15-16 budget that currently includes reimbursement to the City for the CSX construction cost appropriation we expect in FY 14-15. The budget also includes purchase of the Fifth Third parking lot and the 3<sup>rd</sup> year deferred lease cost for the lot from FY 14-15. Mr. Modrack noted that our last bond payment will be paid in FY 14-15 and the DDA Fund cash balance will be higher in FY 15-16. He noted that he would like the DDA Board to consider appropriating money to the City for street projects within the DDA district such as Flint Road, and future budgets should include an appropriation for maintenance of public parking lots in the DDA. The draft FY 15-16 budget includes an appropriation to the City's Street Fund to re-pave the Hyne Street parking lot. Mr. Griffith proposed that the Board consider earmarking funds for a "sinking fund" to pay for future projects since we won't be bonding for the next couple of years. Mr. Modrack will ask for the Board's approval before submitting the final FY 15-16 DDA Fund budget.

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

Ms. McConeghy reminded the board that Holiday Glow is this Saturday. She noted that Mark Binkley and the PSD Board are coordinating the lights this year with Shine Holiday Lighting. Mark Binkley reported that he is working with Sophia Freni at the Chamber and there will be a final walk-around to make sure any issues are resolved before the lights are lit at Holiday Glow.

**11. City Council Report – Mr. Muzzin reported that the City Council retreat was held on November 8 and 9. There was Council consensus to make an appropriation from the General Fund or Utilities Fund to the DDA fund for the CSX construction cost since we will incur those costs in the spring of FY 14-15 and there will not be enough money in the DDA fund balance. He also noted that the parking enforcement strategy plan was presented by Mr. Modrack and intern Adam Kokenakes, which was received positively by Council.**

**12. Adjournment**

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

Respectfully submitted,

Lauri French, Deputy Director  
Community Development, Planning & Zoning  
November 20, 2014