

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
March 19, 2013**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, March 19, 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, Linda Botka, Tim Corrigan, Scott Griffith, Bob Herbst, Pam McConeghy, Mondy Miller, Jim Muzzin, Lisa Nelson (arr. 7:20 a.m.), Shawn Pipoly, and Al Wirth

Members Absent: Greg Strouse

Motion by Mr. Muzzin, supported by Mr. Griffith, to excuse the absence of Greg Strouse. Motion carried 12-0-1.

Also present:

Mr. Piet Lindhout, Lindhout Associates

Mr. Doug Cameron, DDA Attorney

Ms. Nancy Johnson, Director, Livingston SBTDC

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

2. **Approval of March 19, 2013 Agenda**

Motion by Mr. Corrigan, supported by Mr. Pipoly, to approve the March 19, 2013 meeting agenda as presented. Motion carried 11-0-2.

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 February 19, 2013 Regular Meeting Minutes**

Motion by Ms. McConeghy, supported by Mr. Corrigan, to approve the February 19, 2013 regular meeting minutes as presented. Motion carried 8-0-5, with two absences and Mr. Binkley, Ms. Miller and Mr. Wirth abstaining.

5. **Approval of Bills**

Ms. Botka questioned one of the charges in the Mancuso-Cameron billing, which resulted in a reduction of their billing to \$1,181.25, for a grant total of \$1,781.25. *Motion by Ms. McConeghy, supported by Mr. Muzzin, to approve the bills as amended. Motion carried 12-0-1.*

Motion by Mr. Griffith, supported by Mr. Wirth, to excuse Mr. Strouse from this morning's meeting. Motion carried 12-0-1.

6. **A. Financial Reports**

Mr. Modrack noted that today's packet includes the BS&A financial report from the Finance Director and the 6-year budget forecast from Finance Director Hanna. He noted that the budget forecast, including the updated 6-year forecast summary handed out this morning, would be discussed under the Budget Subcommittee agenda item.

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

7. **New Business**

A. Discuss and consider approval of contract award to PEA for the Millpond Master Plan update as recommended by the Design Subcommittee

Mr. Modrack noted that this item was put on the agenda for reconsideration at his request after it failed to pass in November 2012 in order to move forward on the project. He stated that the DDA board has always voted to approve recommendations by the various subcommittees. Mr. Modrack is already working with Lindhout Associates on design considerations for City Hall as a community/art center. He pointed out that by the time the DDA bonds are paid off there will be several projects ready to go, i.e., the Millpond plaza and band shell area, the theater, and possibly the parking deck. There was discussion about which areas are included in the PEA plan; the scope of the proposal is for the Plaza/Band Shell as defined in the PEA evaluation report dated August 27, 2012, and preliminary plans will be based on the concept previously completed by PEA. The proposal does not include a new Millpond Master Plan.

Mr. Muzzin pointed out that since the DDA follows Robert's Rules of Order and the original motion was not approved at the November DDA meeting that one of the board members who voted "no" in November would have to reintroduce the motion at today's meeting.

Motion by Mr. Pipoly, supported by Mr. Wirth, to approve the reintroduction of the motion to approve the award of the Millpond Master Plan update to PEA. Motion carried 12-0-1.

Motion by Mr. Corrigan, supported by Ms. McConeghy, to accept the Design Subcommittee's recommendation to approve PEA as the primary design company for the Millpond Master Plan update with Lindhout Associates' input for architectural elements (i.e., band shell) and to develop preliminary plan drawings and cost estimates at a cost not to exceed \$10,800 per PEA's proposal dated 11/14/12. Motion carried 12-0-1.

Mr. Modrack stated that the Design Subcommittee will provide updates as the project progresses.

B. Sub-Committee Reports

1. **Design – 3/12/13 meeting** – Ms. Miller reported that the subcommittee met with City Manager Foster who wanted an update on the Millpond Master Plan update status. He updated the subcommittee on proposed plans to dredge the Millpond. The subcommittee also met with Karleen Schafer from Landscape Design Associates to finalize specifications for the BACC Sculpture Garden landscape plan. Lindhout Associates will be doing the bid for this project, and work is expected to begin this summer. Staff will check with Planning & Zoning Direct Cyphert to determine if this can be approved administratively rather than going to Planning Commission for site plan review.

2. **Development – 3/4/13 meeting** – Mr. Griffith provided a recap of the meeting which included an update on the CSX application status. Mr. Modrack passed around a map that was recently sent to us by CSX. Mr. Muzzin expressed a concern about a possible egress to Third St. and stated that the residents in the neighborhood would not be happy about dumping a large number of cars into the area. Mr. Lindhout noted that the Fire Department advised this is an International Fire Code issue where if there are more than 22 spots, the lot needs another entrance. Mr. Griffith also noted that Mr. Foster gave the subcommittee an update on City plans for crack sealing on Grand River, repaving a couple of parking lots and updating the security camera system.

3. **Budget – 2/21/13 meeting** – Mr. Corrigan reported that the Budget subcommittee was informed that City Manager Foster was adding back \$15,000 to the DDA Fund that was part of the \$25,000 appropriation for police overtime. They also reviewed the 6-year budget forecast which shows declining revenues, particularly in FY 16-17 when the recently passed Personal Property Tax legislation takes effect. The forecast in February showed a negative balance for FY 14-15, primarily due to an increase in payments for the final year's bond principal and interest. Mr. Modrack is working on ways to eliminate the deficit, including renegotiation of the Johnson land contract. Mr. Modrack noted that one of the items that Mr. Foster intends to pursue is the possible sale of the Bombardier, with the funds going back to the DDA. He noted that the one page revised budget forecast handed out this morning includes an estimate of \$75,000 from the sale.

4. **Executive – 2/26/13 meeting** – Mr. Modrack reported that the Executive committee met to review and discuss whether to recommend that the DDA full board extend the existing service agreements with the Chamber, SBTDC and SELCRA as well as a 3-year extension of the Principal Shopping District (PSD). He noted that a formal recommendation to City Council for these two items will be required. They also discussed the SELCRA agreements for two large summer events aimed at the “stroller crowd”, which will be presented by Derek Smith at a future DDA meeting. The committee also discussed putting together a joint subcommittee with members from the Chamber, DDA and PSD to discuss a plan for holiday lights; currently the DDA helps fund the Chamber Holiday Glow lights and the PSD puts up lights on downtown buildings and the Third St. roundabout. The PSD representatives are Mark Binkley and Thaddeus McGaffey, and Pam McConeghy from the Chamber. Mondy Miller and Linda Botka volunteered for the Holiday Lights committee.

- a. Recommendation to City Council to extend PSD Board for 3 more years – Motion by Ms. McConeghy, supported by Mr. Binkley, to recommend PSD extension for 3 more years to City Council. Motion carried 12-0-1.
- b. Recommendation to extend Chamber service agreement for 1 year (3/1/13-2/28/14)
- c. Recommendation to extend Livingston SBTDC agreement for 1 year (9/1/13-8/31/14) – Motion by Mr. Griffith, supported by Mr. Corrigan, to extend the two agreements for 1 year as noted above at the same terms as the current agreements. Motion carried 12-0-1.
- d. Appointment of representative(s) for joint DDA/PSD/Chamber Holiday Lights committee – Motion by Mr. Muzzin, supported by Mr. Wirth, to appoint Ms. Miller and Ms. Botka to the Holiday Lights joint subcommittee. Motion carried 12-0-1.

B. Livingston County SBTDC Report – Nancy Johnson, Director

1. Blogging Program for Downtown Brighton – Ms. Johnson showed the board members a blog template using Word Press that she put together for Matt Modrack in an afternoon and reviewed the features that can be included. Mr. Modrack noted that the objective is to get a handful of people in Brighton to start blogging about what’s going on. Ms. Johnson noted that there is a training program for people interested in blogging that is available through Community Education. Mr. Binkley noted that the PSD is looking at next steps for social media and Ms. Nelson asked if Ms. Johnson would be willing to show this to the PSD board at a future meeting, possibly in April if there is time. Mr. Griffith also suggested that board members set up a Google alert for Brighton, Michigan that will send an email with a link any time Brighton is mentioned in the media (Facebook, print, etc.).

8. Lindhout Update

Mr. Lindhout reported that the cost to convert old pedestrian lights to LED is \$909 per light, which includes the DTE credit. The City currently has 132 double-headed lights and 22 single lights which equates to 286 LED replacements x \$909 which equals \$260,000. He also noted that LED lights have a long life and there would be a utility savings over the life of the LED replacements.

Mr. Lindhout reminded the board that the board had already approved a cost estimate last year from Vantage Construction for the stairway connecting the Chamber with the DDA property at 121 W. North St. However, that proposal was based on last year’s lumber prices, which have increased by \$200. The new cost is \$10,200 which includes the stairway and skirting. Vantage can start within two weeks of notification and the project will take approximately one week to complete. Mr. Lindhout noted they were going to keep the stairway close to the Chamber building in order to avoid having to remove any of their parking spaces and to avoid having to obtain an easement if the stairway was moved further west. Mr. Muzzin reiterated that the stairway would lead from the Chamber lot to the empty lot at the bottom of the hill, which is not a parking lot.

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Motion by Mr. Muzzin, supported by Ms. Nelson, to authorize Mr. Modrack to sign the proposal from Vantage Construction dated March 18, 2013 in the amount of \$10,200 to build a new set of treated stairs per the proposal. Motion carried 12-0-1.

9. **Chamber Report – Pam McConeghy** - Ms. McConeghy reminded everyone that the Chamber is hosting a Brighton Forward program on Wednesday, March 20, at Crystal Gardens. The Vail Resort representatives will be there to discuss their plans for the Mt. Brighton property that they recently purchased. Mr. Modrack reminded the board members that he offered to have the DDA pay for tickets for DDA and PSD board members if they want to attend.

Ms. McConeghy also reported that she and Claudia Roblee have been working on a new “Farm to Table” event to tie into the Farmers Market. Some communities have done this event by closing down Main St., but this year they will use the Chamber front parking lot with a tent. The date of the event is September 21, 2013 and they are working with Steve Pilon and culinary arts students from Flex Tech High School to prepare the food. Claudia Roblee noted that Paul Hannah, who is a sommelier and a chef, is also working on this event.

10. **City Council Liaison Report (Mayor Jim Muzzin)**

Mr. Muzzin reported that Council will be starting to hold budget work sessions next week.

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

Mr. Modrack stated that he has been working to provide a higher profile for the Farmers Market, which brings a lot of people downtown every Saturday from May through October, which helps our downtown merchants, especially the businesses located on Mill Pond Lane such as Jack’s, Great Harvest and Oh My Lolly! He is asking for the board’s approval for funds to pay for a Main St. Farmers Market banner and installation/take down costs. The banner can go up this year on the day after the Ladies Night event (May 3) and stay up for about three weeks. The banner cost is estimated at \$640 and the estimated install/take down is \$425 (will probably be less since one-half of this cost will be charged against the Ladies Night Banner), for a total not to exceed \$1,065.

Motion by Mr. Corrigan, supported by Ms. Botka, to approve the purchase and installation/take down of a Farmers Market banner at a cost not to exceed \$1,065. Motion carried 12-0-1.

12. **Five Fotos – Mondy Miller** – Ms. Miller showed several photographs taken during her recent trip to Scottsdale and Sedona, AZ which highlighted various types of planters, fountains, splash pad, and fencing used in these communities that might be incorporated into future planning for the DDA. Additional photographs will be shown at future DDA meetings as time permits.

13. **Adjournment**

Motion by Mr. Muzzin, supported by Mr. Wirth, to adjourn at 8:55 a.m. Motion carried 12-0-1.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
March 20, 2013