

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
November 17, 2015**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, November 17, 2015 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, Jim Muzzin, Shawn Pipoly (arrived at 7:20 am), Mark Binkley, Lisa Nelson, Linda Botka and Claudia Roblee

Members Absent: Phil Garbacz

Also present:

Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Michelle Miller, Deputy Director of Community Development, Planning & Zoning; Mr. Matt Modrack, DDA Executive Director/Community Development Director; Jeff Smith of PEA, and an audience of 3

2. Approval of November 17, 2015 Agenda

Mr. Modrack requested to add the following to the agenda:
“9B – Pocket Park Repairs and 9C – Christmas Lights”

Motion by Mr. Corrigan, supported by Ms. McConeghy, to approve the November 17, 2015 agenda as amended. The motion carried 11-0-2.

3. Call to the Public

The Call to the Public was made at 7:17 a.m. Hearing no response, the call to the public was closed.

4. Approval of the October 20, 2015 Regular Meeting Minutes

Motion by Mr. Griffith, supported by Mr. Beauchamp, to approve the October 20, 2015 regular meeting minutes as presented. The motion carried 10-0-2, with two absences and Ms. Roblee abstaining.

5. Approval of Bills

Mr. Lindhout stated that the Contracting Resources bill is the final bill for the CSX West Parking Lot and includes all of the costs for the project. The contract is 100% complete.

Motion by Mr. Muzzin, supported by Mr. Griffith, to approve the bills as presented. The motion carried 11-0-2.

6. Financial Report

FY 14-15 Adopted Budget and YTD Summary (through 11/12/15)

Ms. Miller reviewed the financial report and noted that the \$88,245 of uncommitted funds will be carried over into the next fiscal year if not expended before June 30, 2016.

Motion by Ms. McConeghy, supported by Ms. Roblee to accept the FY 15-16 Adopted Budget and YTD Summary (through 11/12/15). The motion carried 12-0-1.

7. New Business

A. Consider approval of the 2016 meeting dates

Motion by Ms. McConeghy, supported by Mr. Corrigan, to approve the 2016 meeting dates. The motion carried 12-0-1.

B. Millpond Master Plan Band Shell/Phase One

Mr. Jeff Smith of PEA gave a brief review of the Millpond Master Plan. The cost for the amphitheater side of the project is approximately \$740,000. The band shell portion has a cost of approximately \$150,000. He noted that this side of the pond should be done at one time and then the street side of the project should be done separately. Additionally, the band shell cannot be done by itself and that entire side of the pond must be done all at once.

Mr. Modrack stated that the donor for the band shell had a design proposal for the "gazebo" area that was not consistent with the proposed Millpond Master Plan. The donor stated he would be flexible with his design; however, he does not want to participate in the band shell design shown in the current Master Plan proposal. Mr. Modrack added that the MEDC will also provide funding for this project if the City of Brighton and DDA can meet the crowdfunding requirements.

Motion by Ms. Roblee, supported by Ms. Botka, to direct Piet Lindhout and Jeff Smith to meet with the donor to work together to develop a design for the band shell that Mr. Lindhout can present to the Board for review and approval. The motion carried 12-0-1.

C. Sub-Committee Reports

1. Design – No meeting
2. Budget – No meeting
3. Development

- Theater marketing update: Mr. Corrigan advised that additional information on the theater marketing study will be presented at the December meeting.
- Parking platform concept design: Parking is still a challenge. Mr. Modrack stated he is researching a "platform-type" parking structure. All members agreed that the DDA attorney should speak to the neighboring property owner to obtain their verbal consent to the possibility of building this type of structure.

Motion by Mr. Muzzin, supported by Mr. Israel, to authorize Lindhout & Associates to develop a design for a platform parking structure, with a cost not to exceed \$5,000. The motion carried 12-0-1.

- 5/3rd purchase agreement extension: Mr. Modrack asked the Board to approve extending the purchase agreement with 5th/3rd Bank for another five years. The DDA has not met the requirements set forth in the original agreement and the bank has agreed to extend the agreement. Additionally, there is a payment that is still outstanding that needs to be made.

Motion by Mr. Griffith, supported by Mr. Binkley, to authorize the attorney to make the outstanding payment to 5th/3rd Bank and request a five year extension to the purchase agreement. The motion carried 12-0-1.

4. Executive – No meeting
5. Parking Strategy – No meeting
6. Parking Lot Maintenance – No meeting

8. Lindhout Report

A. Dairy Mart Report – Mr. Lindhout stated that they are still waiting for two signs to be delivered and installed on the site. The first one is a public parking sign and the other is a "Right Turn Only" symbol sign, which will alert drivers that they can only make a right turn out of the parking lot. This was required by the Planning Commission. He requested approval to have this parking lot striped in the spring.

Motion by Mr. Muzzin, seconded by Ms. Nelson, to approve the striping of the Dairy Mart Parking lot in the spring of 2016. The motion carried 12-0-1.

9. Administrative Report

A. Project Matrix Criteria: Mr. Modrack reviewed the criteria that was developed for the project ranking matrix. He asked the members to review this and then suggest to add or remove any criteria as appropriate. The project ranking will be done in January.

B. Pocket Park Repairs: The pocket park at 205 W. Grand River has some failing concrete. It is a material failure and the contractor estimates the repairs to be approximately \$6,000. Mr. Modrack feels it is the responsibility of the contractor, or their sub, to make these repairs at no charge to the City. All members agree.

C. Christmas Lights: Mr. Modrack stated the Christmas lights are funded by the PSD as well as area sponsors. They are very expensive and he is requesting that the DDA pay \$12,000 per year toward the lights. There were questions from the members asking for the total cost per year and how much is received from sponsors. Mr. Binkley stated he will provide this information at the December DDA meeting and the Board can address it at that time.

Mr. Modrack stated that a merchant has requested to add red bow decorations downtown. He showed an example of what is being requested.

Motion by Ms. Botka, supported by Ms. Roblee, to not purchase the bows as requested. The motion carried 12-0-1.

10. Chamber of Commerce Report

Ms. McConeghy stated that the 2015 Holiday Glow event will take place this Saturday on Main Street.

11. City Council Report

Chairman Herbst congratulated Mr. Muzzin on being elected to another two-year term as mayor.

Mr. Muzzin stated that the City Council annual retreat will be held this Saturday, November 21st, beginning at 8:00 am at the Community Center. This will be the first half of the retreat. The second half will occur in the spring of 2016 after a new City Manager has been hired.

The City Manager search is continuing and it is anticipated that interviews will be held with four to six candidates in December, with a projected start date of mid January.

12. Adjournment - *Motion by Mr. Beauchamp, supported by Ms. Nelson, to adjourn the meeting at 8:47 am a.m. Motion carried 11-0-1*

Respectfully submitted,

Patty Thomas, Recording Secretary
November 17, 2015