

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
August 18, 2015**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, August 18, 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:

Mark Binkley, Linda Botka, Tim Corrigan, Phil Garbacz (arrived at 7:20 a.m.), Scott Griffith, Bob Herbst, Pam McConeghy, Jim Muzzin, Shawn Pipoly and Claudia Roblee

Members Absent: Dave Beauchamp, Ashley Israel, Lisa Nelson

Motion by Mr. Pipoly, supported by Mr. Muzzin, to excuse the absence of board members Beauchamp, Israel and Nelson. The motion carried 9-0-4.

Also present:

Mr. Doug Cameron, Mancuso & Cameron Law Office, Mr. Piet Lindhout, Lindhout Associates, and Mr. Matt Modrack, DDA Executive Director. Also present was an audience of one.

2. **Approval of August 18, 2015 Agenda**

Mr. Modrack requested that Mr. Matt Bennett from Cleary University be added to the agenda under item A. of "New Business".

Motion by Ms. Botka, supported by Mr. Corrigan, to approve the August 18, 2015 agenda as amended. The 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 July 21, 2015 Regular Meeting Minutes**

Motion by Mr. Griffith, supported by Mr. Muzzin, to approve the July 21, 2015 regular meeting minutes as presented. The motion carried 8-0-4-1, with four absences and board member McConeghy abstaining.

5. **Approval of Bills**

Mr. Muzzin asked if the Contracting Resources bill will be the last one to be approved. Ms. French noted there is an outstanding balance of \$26,398 so there will be one more pay application.

Motion by Mr. Griffith, supported by Ms. Botka, to approve the bills as presented. The motion carried 9-0-4.

6. **Financial Report**

A. FY 15-16 Adopted Budget and YTD Summary (through 8/13/15) – Ms. French reviewed the FY 15-16 budget forecast through August 13, 2015 and noted an ending fund balance of \$65,123. She reminded the board that the final ending fund balance won't be known until after the auditors finish their audit in late September. The FY 15-16 DDA forecast contains all known expenses as of August 13, including the bills approved at this morning's meeting. She also noted that there was an additional \$901 expense for the Hyne Street parking lot that was approved in Mr. Modrack's absence by City Manager Foster for an upgrade in the asphalt mix and a bill for \$900 to remove some trees from the Excelda lot.

Motion by Ms. Roblee, supported by Ms. McConeghy, to accept the FY 15-16 adopted budget and YTD summary through August 13, 2015 as presented. The motion carried 9-0-4.

7. **New Business**

A. Matt Bennett, Cleary University – Mr. Bennett thanked the board for the opportunity to speak to them today regarding the university's partnership with Brighton to attract students to work and live in the area. He reviewed a PowerPoint presentation including the economic impact of 247 full-time students on the area, estimated at \$12 million. He noted that the university is building student apartments on the campus. Building was delayed due to our extremely rainy spring, so there are 45-50 students (athletes) who are currently living at the Holiday Inn Express in Brighton for the next two to three months until the apartments are completed. He talked about the various partnerships such as with the Brighton Area Fire Authority, which offers tuition assistance and scholarships, and the Lake Trust Credit Union with a graduate program for their leadership team. As part of the university's community engagement, students visit businesses in Brighton, Pinckney and Howell to develop relationships and potential internships. Mr. Bennett noted that they now have several athletic teams including cross-country, golf, soccer, baseball and lacrosse. He also discussed the university's collaborative partnerships, including a recent WJR interview with Paul W. Smith featuring Pam McConeghy from the Brighton Chamber and Pat Convery from the Howell Chamber to promote Livingston County to a broader audience. Mr. Bennett stated that the university will have a new president, Jason Boyers, effective October 1, 2015 to replace Tom Sullivan who is retiring. Mr. Sullivan's roast will take place on September 12 if anyone is interested in attending.

B. Sub-Committee Reports

1. Design – No meeting
2. Budget – No meeting
3. Development – No meeting
4. Executive – No meeting
5. Parking Strategy – No meeting

8. **Lindhout Report**

A. Dairy Mart demolition status report – Mr. Lindhout reported that all utilities have now been disconnected at the Dairy Mart site; however, we are still waiting for a certified letter from one of the utilities before the demolition can begin. He noted that the Brownes' attorney has been in contact to request that the noisiest work be done on a Wednesday and we will do what we can to accommodate this schedule.

B. Fifth Third Lot Soil Borings Results - Mr. Lindhout reviewed the preliminary soil borings results. He noted that the soil conditions are variable with layers of sand, clay and good soil after 27 feet. Based on the bearing capacities, a three story building would probably require pilings but two stories should be okay. The groundwater level is at 9 feet which is not good if we want to build a basement. In summary, the report was okay and contained no surprises. After a discussion last week with Tom Gerdom, who is doing the theater study, Mr. Lindhout noted that Mr. Gerdom will be coming back with a recommendation for seating capacity which will determine load.

Mr. Lindhout also reported on the CSX West parking lot construction status. He noted that DTE has work to be completed (a separate payment from the construction costs) and that we are down to the punch list items. He also advised that the \$26,398 construction cost balance remaining also includes a \$5,000 contingency that was not required, which brings the total final payment to \$21,398. The pedestrian lights have been shipped and service to the meter socket is not yet complete.

9. **Administrative Report** – Matt Modrack

A. CSX West Lot status – report by Mr. Lindhout above.

B. Hyne St. Parking Lot update – Mr. Modrack reported that the Hyne St. parking lot mill and fill has been completed and it looks great. He complimented DPW Director Dave Blackmar for coordinating this project for the DDA.

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C. Excelda Lot update – Mr. Modrack noted that the millings from the Hyne St. lot were used at the Excelda lot at the suggestion of Piet Lindhout. Mr. Lindhout noted that one estimate for the Excelda lot improvements was \$30,000 and that we saved about \$25,000 using the Hyne St. lot millings. The lot is scheduled to be striped later this morning. Mr. Modrack stated that the Excelda lot is getting heavily used every day since the opening of the Tribute Salon.

Mr. Modrack also reviewed the downtown public parking lots and which year they were built. He noted that while the DDA paid for construction of these lots, the cost of maintenance is carried by the City, with the exception of the Hyne St. lot which the DDA paid for. He noted that the cemetery lot needs to be seal coated and restriped due to heavy use. He said he will probably come back to the board with a proposal to re-do either the North St. or East St. lots, both of which were built some time ago and are on Dave Blackmar's list of parking lots requiring repair. It was noted that the Squire Lot and the Municipal Lot should be added to Mr. Modrack's list as well as West/St. Paul and the Creamery lot.

Mr. Modrack stated he wanted to the board to be aware of upcoming required parking lot maintenance, decide what is next and how to pay for the repairs. He noted that businesses outside the DBD have to provide their own parking lots and maintain them, while downtown businesses do not pay any extra. He also noted that communities such as Milford levy a special assessment that goes into a parking lot maintenance fund and this might be something to consider. Mr. Griffith noted that when the DDA built the lots, the City agreed to maintain them but did not create a sinking fund to pay for long-term maintenance since it was assumed this cost would be covered by tax revenues. Mr. Griffith stated that asking the downtown businesses to pay for maintenance through a SAD represents a change in philosophy.

Mr. Modrack will ask the board to appoint a committee at the next DDA meeting to examine parking lot maintenance issues such as a special assessment district, the "price of entry" for new buildings, establishing a sinking fund for long-term maintenance, etc.

10. **Chamber of Commerce Report** – Pam McConeghy – Ms. McConeghy reported that she went to Washington D.C. last month for a hearing on "E-Fairness" and traveled with representatives from Birmingham, Milford and other cities. She stated that the other cities are interested in what Brighton is doing and are watching us. She also noted that she is involved in a mentoring program in connection with the Livingston County Juvenile Court for teenagers who have gotten into trouble in Brighton called "Prevention/Accountability/Mentorship" (P.A.M.). She will be sending an email to the downtown merchants to invite them to work with her on this program if they are interested. Pam also noted that there were approximately 700 people from out of town for the National ice skating competition a couple of weekends ago. She said that some of the restaurants provided discounts for the visitors. Claudia Roblee said she had one of the attendees come into her store and buy some art. Pam also mentioned that Sky Zone is coming and there will be a ribbon cutting announced in the near future.

Claudia Roblee reported that she was contacted by FlexTech High School to give a tour of downtown for teachers and that the Chamber was involved also. The school is interested in more community involvement and what students could do to be more involved in downtown. An example of the school's community involvement was the recent installation of the "Little Library" at the Imagination Station. Claudia said she will also be talking to other boards and commissions about FlexTech.

11. **City Council Report** – Jim Muzzin reported that last Thursday was Planning & Zoning Director Amy Cyphert's last day. She resigned after working 10 ½ years for the City. City Manager Foster is working on how to replace her position and Council will be considering proposals at Thursday's Council meeting to possibly increase the scope of work by TetraTech, Livingston County Building Department and possibly Lindhout Associates.

Mr. Modrack advised that this is Lauri French's last DDA meeting before she retires on September 4. He and several board members complimented her for the work she has done for the DDA and the City and that she will be missed. Lauri reminded the board members about her retirement party on Friday, September 4 from 4-7 p.m. at Downtown Main and hopes that everyone can make it. She stated she has enjoyed working with the DDA board members for the past seven years and will miss everyone.

12. Adjournment

Motion by Mr. Griffith, supported by Mr. Muzzin, to adjourn at 8:20 a.m. Motion carried 10-0-3.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
August 19, 2015