

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
July 21, 2015**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, July 21, 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, Mark Binkley, Linda Botka, Tim Corrigan, Phil Garbacz, Scott Griffith, Bob Herbst, Ashley Israel, Jim Muzzin, Lisa Nelson, Shawn Pipoly and Claudia Roblee

Members Absent: Pam McConeghy

Motion by Ms. Nelson, supported by Ms. Botka, to excuse the absence of board member McConeghy. The motion carried 12-0-1.

Also present:

Mr. Doug Cameron, Mancuso & Cameron Law Office and Mr. Piet Lindhout, Lindhout Associates. Mr. Corrigan reported that Mr. Modrack will not be present for today's meeting as he is ill.

2. **Approval of July 21, 2015 Agenda**

Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the July 21, 2015 agenda. The 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 June 16, 2015 Regular Meeting Minutes**

Motion by Ms. Roblee, supported by Mr. Muzzin, to approve the June 16, 2015 regular meeting minutes as presented. The motion carried 9-0-1-3, with one absence and board members Binkley, Botka and Nelson abstaining.

5. **Approval of Bills**

Mr. Lindhout noted that the Contracting Resources bill is for the period ending June 26 and there will be at least one more pay application for the \$117,320 balance for the contract.

Motion by Mr. Griffith, supported by Mr. Pipoly, to approve the bills as presented. The motion carried 12-0-1.

6. **Financial Report**

A. FY 14-15 Adopted Budget and FY 15-16 YTD Summary (through 7/16/15) – Ms. French reviewed the FY 14-15 budget forecast through June 30, 2015 and noted that the ending fund balance of \$39,545 is an estimate. 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 July 16, including the theater study, Grand Mart demo expenses and the Hyne St. parking lot overlay project.

Motion by Mr. Muzzin, supported by Mr. Pipoly, to accept the FY 14-15 adopted budget through June 30, 2015 and the FY 15-16 YTD summary through 7/16/15 as presented. The motion carried 12-0-1.

7. **New Business**

A. Draft 5-Year Work Plan (Matt Modrack) – In Mr. Modrack's absence, Ms. French reviewed a PowerPoint presentation of the major capital improvement projects, studies and potential General Fund relief (i.e., parking lot maintenance and plowing, personnel, administration, etc.). This

Downtown Development Authority Board Meeting Minutes

July 21, 2015

Page 2 of 3

information is provided in advance of a potential special DDA meeting to prioritize projects. There were comments about the Mill Pond Makeover item; Ms. Roblee and Mr. Binkley indicated that we have already spent time and money developing an overall plan with PEA and that it should be done all at one time, not in a piecemeal manner. Scott Griffith supported the idea of “crowdfunding” at least a portion of the Millpond project and noted that people who use that space would be willing to pay for it. Further discussion about the projects will have to take place at another DDA meeting due to Mr. Modrack’s absence today.

B. Sub-Committee Reports

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

a. Update from 6/18/15 & 7/16/15 City Council meetings – Ms. French advised that the City’s parking ordinance was required to be updated in order to implement the parking enforcement program and have a non-police officer write parking tickets. The first reading was held June 18 and the second reading was scheduled for July 16. Mr. Modrack requested that Council take no action at last week’s meeting as he did not feel we were ready to implement the program and wanted to wait until spring 2016. His reasoning was that by the time the ordinance would have taken effect on August 1 and with at least a month long education time frame, the peak season would have been over. Council took no action on the ordinance amendment at last week’s meeting.

b. Rich & Associates parking space count study update – The parking space count study was completed on Thursday, June 11, and Saturday, June 13. Mr. Modrack wanted to make sure that when we tell employees to park in the out lots that there were enough spaces. The results of the study were not available at today’s meeting.

8. Lindhout Report

A. CSX West Parking Lot status report – Mr. Lindhout noted that the parking lot was open prior to the 4th of July weekend and the Taste of Brighton event on July 10-11. There is still no electrical power over there, so the lights are not yet working and the pedestrian lights are on order.

1. Consider approval of Landscape Design & Associates’ quote for CSX landscape watering
Mr. Lindhout explained that in order to keep construction costs down for the CSX West lot, the irrigation system was removed from the project. The additional landscaping that was planted (trees and arborvitae) need to be watered regularly in order to take root, so Landscape Design Associates was asked to provide a quote to have their people who water the flower baskets several times a week also water the CSX West landscaping. There was discussion about having to get the water from Stout instead of a closer location and whether they would have to water every week since it has been such a rainy summer, which would keep the cost down.

Motion by Mr. Binkley, supported by Mr. Corrigan, to have Mr. Lindhout negotiate with Landscape Design Associates to water the CSX landscaping as required in an amount up to \$3,640 for the period through September 30, 2015. The motion carried 12-0-1.

B. Consider award of a contract for soil borings at the Fifth Third Theater site to CTI & Associates in the amount of \$6,918 and authorize Chairperson Herbst to sign the contract on behalf of the DDA Board.

Mr. Lindhout reviewed the results of proposals received from three companies to perform geotechnical surveys and testing at the proposed Fifth Third Theater site on Main Street. The low bidder was CTI & Associates and they would take three weeks to perform the survey and tests. There was a brief discussion about whether we should wait to do soil borings until after the theater study is complete. Mr. Lindhout explained that it is better to find out now whether a one or

Downtown Development Authority Board Meeting Minutes

July 21, 2015

Page 3 of 3

two story building can be built on the site or if it can be built on at all since there are other projects on the DDA list that are dependent on those results.

Motion by Mr. Griffith, supported by Mr. Pipoly, to have Chairperson Herbst sign the contract with CTI & Associates for soil borings on the proposed Fifth Third Theater site in the amount of \$6,918.

Mr. Israel noted that CTI performed soil borings for their PetSmart location and the results were less than satisfactory. They had to purchase additional steel because the test results were off. There was a brief discussion about investigating this issue further before awarding CTI the contract. The next low bid was G2 Consulting Group at \$7,475.

There was a friendly amendment made by Mr. Griffith, supported by Mr. Pipoly, to approve up to \$7,475 upon determination by Mr. Lindhout whether to use CTI or G2 Consulting Group as a result of Mr. Israel's issue with CTI's soil borings at PetSmart and to authorize Chairperson Herbst to sign the contract with the company to whom the project is awarded. The motion carried 12-0-1.

B. Dairy Mart demolition status report – Mr. Lindhout reported that the water service has been disconnected and the gas line (Consumers) will be disconnected this week. We are still waiting for DTE to disconnect the electrical service. He received a phone call from Ken Burchfield who represents the Brownes, who told him that the Brownes were okay with marketing the three properties together for future redevelopment opportunities (the Grand Mart site, the Johnson site and the Brownes' property on the corner of Grand River and North St.). Mr. Burchfield also requested on behalf of the Brownes that any demo work be done on the site on Wednesdays, if possible, since that is their lightest client day and they could close the office to minimize disruption. Mr. Lindhout will talk to Regal Recycling to determine if this would be feasible.

9. **Administrative Report** – Matt Modrack - No report due to Mr. Modrack's absence.
10. **Chamber of Commerce Report** – Pam McConeghy – No report due to Ms. McConeghy's absence.
11. **City Council Report** – No report.
12. **Adjournment**

Motion by Mr. Griffith, supported by Mr. Beauchamp, to adjourn at 8:20 a.m. Motion carried 12-0-1.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
July 22, 2015