

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
March 20, 2012**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, March 20, 2012 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, Scott Griffith, Bob Herbst, Pam McConeghy, Mondy Miller, Jim Muzzin, Lisa Nelson, Shawn Pipoly, Greg Strouse (arrived at 7:16 a.m.) and Al Wirth

Members Absent: Tim Corrigan

Motion by Mr. Pipoly, supported by Ms. Nelson, to excuse Mr. Corrigan from today's meeting. Motion carried 11-0-2.

Also present:

Mr. Doug Cameron, DDA Attorney

Mr. Piet Lindhout, Lindhout Associates

Ms. Nancy Johnson, Director, Livingston SBTDC

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

Also present was an audience of six.

2. **Approval of March 20, 2012 Agenda**

Mr. Modrack reviewed today's agenda and asked to amend the agenda to remove items 8.B.2.a. and 8.B.2.b. He explained that the Development subcommittee met on 3/19/12 but did not have anything to discuss in closed session today.

Motion by Ms. McConeghy, supported by Ms. Botka, to approve the March 20, 2012 meeting agenda as amended. Motion carried 12-0-1.

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

4. **A. Approval of the February 21, 2012 Regular Meeting Minutes**

Motion by Mr. Griffith, supported by Mr. Muzzin, to approve the February 21, 2012 regular meeting minutes as presented. Motion carried 10-0-3 with one absence today and Mr. Beauchamp and Mr. Strouse abstaining.

5. **Approval of Bills**

Mr. Modrack briefly reviewed the bills submitted for approval.

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

6. **A. Financial Report**

Mr. Modrack reviewed the budget forecast spreadsheets for FY 11-12 and 12-13 and highlighted some of the actual/planned expenditures. *Motion by Mr. Muzzin, supported by Ms. Botka, to accept receipt of the financial summary and budget forecast spreadsheets as presented. Motion carried 12-0-1.*

7. **Old Business**

- A. Introduce Michelle Miller – Part-time PR/Promotions Assistant (Service Agreement with Chamber) – Matt Modrack introduced Michelle Miller, who has been hired by the PSD under the Service Agreement between the DDA and Chamber to assist the PSD Board and Lauri French with promotions and marketing for merchant-driven events. Michelle addressed the board and stated she is excited to be working with the PSD and Community Development.

8. **New Business**

A. **Livingston County SBTDC Report – Nancy Johnson, Director**

- **Tapestry Report; Initial Economic Impact Report (handout)** – Ms. Johnson presented a Powerpoint presentation with updated tapestry information from ESRI. She noted that Matt Modrack and the PSD Board received the first Brighton tapestry report in 2006 and the new report shows a shift in the City's demographics over the past 5-6 years. The majority of Brighton households fall into three urbanization groups: Metro Cities II (52%), Suburban Periphery I (40%) and Suburban Periphery II (7.5%). She reviewed the characteristics of the three urbanization groups and where Brighton falls into the Lifestyle & Lifestage Composition. She noted that information such as the tapestry data is important because it contains actionable information that can be used for planning purposes. She invited anyone with questions regarding specific tapestry data to make an appointment to discuss it with her.

B. **Subcommittee Reports**

1. Budget – No meeting
2. Development – No report
3. Design – 3/19/12 Millpond Design Subcommittee meeting (Mondi Miller)

Ms. Miller reported that a task force with three subcommittee members was formed in order to look at each phase of the Millpond project in more detail than would have been allowed only meeting at a subcommittee level once a month. The task force will do research on other downtown communities with amenities that we might want to include and bring these suggestions back to the subcommittee. The subcommittee plans to have the plan reviewed by landscape architects to see if there's something we might have missed. Matt Modrack continues to look for funding, including the possibility of DDA TIFA bonding.

4. Business Recruitment/Promotions – No report.

9. **Lindhout Update**

- A. 121 W. North St. Demo Bid – Mr. Lindhout advised that the bid documents are out and they include site plans, floor plans and a survey. Five companies have picked up bid packages so far. The bid opening is March 29, 2012 at 3:00 p.m. Mr. Modrack noted that we may have to call a special DDA meeting if we have closed on the property by then to award the demolition contract. Mr. Lindhout also advised that the plans include taking out the existing stairway as they do not meet code and are a potential liability issue once the DDA owns the property. He noted that if the parking structure is delayed that we may want to look at putting in a new temporary stairway.

- B. North St. Parking Spaces Bid – Mr. Lindhout advised that the bid package for the seven parking spaces on North St. will be going out this week with an alternate bid for pavers and sidewalk. He noted that the estimated completion for the project is before Memorial Day.

He also noted that the 20 Pierce St. parking spaces project went before the Traffic Safety Board last week. Residents from the three houses on Pierce St. were also present at the meeting. Mr. Lindhout and Mr. Modrack ended up pulling the item from the agenda after it became apparent that they wanted the DDA to re-pave the street and add items such as sewers and lights, which would have been too expensive for the DDA budget.

10. **City Council Liaison Report (Mayor Jim Muzzin)** – Mr. Muzzin noted that most of the board members were already aware of the proceedings concerning the DDA's budget at last week's Council meeting. He made a statement regarding Council Member Bohn's presentation at the City Council meeting. He wanted to stress that Council Member Bohn's opinion concerning his proposal to appropriate DDA monies to the City's General Fund does not necessarily reflect that of the majority of Council members.
11. **Administrative Report (Matt Modrack)**
- **SELCRA Service Agreement** – Mr. Modrack introduced Derek Smith from SELCRA, who gave the board members an overview of the three new kid-centered events that will take place this summer in downtown. They will be doing a Family Outdoor Day with kayaks and canoes on the Millpond, a "Magic at the Millpond" event – for which Manager Foster has agreed to the use of Council Chambers in case of rain – and a Wild Safari Day. Mr. Smith stated that he appreciates the support he has received from the DDA and the PSD for these events.
 - **Pierce St. On-street Parking Spaces (TSB)** – covered in the Lindhout review.
 - **Façade Bank Agreement** – Mr. Modrack confirmed with Mr. Cameron that the agreement is close to being completed.
 - **Flag brackets for Rotary project** – Mr. Modrack noted that he is working with Mike Cousins from the Rotary on this; they will purchase the flags and the DDA will purchase the brackets. He advised that Mike Monroe has offered his building to use to anchor an across-Main Street banner and that if we use power poles we have to get DTE's approval. The City will have to approve a banner in any event. Al Wirth noted that across the street banners are not permitted in the DBD sign ordinance amendment approved by Planning Commission on March 19 to forward to Council for approval.

Mr. Modrack introduced Karleen Shafer from Landscape Design Associates, who presented the DDA Board with a "Gold" award from the Michigan Green Industry Association in recognition of outstanding achievement in creative horticulture for our flower baskets.

In response to a question from one of the board members, Mr. Lindhout noted that Excelda should be able to break ground in April. Ms. McConeghy was asked if there would be a groundbreaking ceremony for Excelda and she agreed we should have one for this important project in the City.

City Manager Foster noted that the kick off of volunteer days at the Imagination Station is March 31, 2012 at 9:00 a.m. if anyone is interested in participating.

14. **Adjournment**

Motion by Mr. Muzzin, supported by Mr. Griffith, to adjourn at 8:45 a.m. Motion carried 12-0-1.

Respectfully submitted,

Lauri French, Community Development Department
March 21, 2012