

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
November 15, 2016**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, November 15, 2016 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 am.

Members Present: Dave Beauchamp, Bob Herbst, Tim Corrigan, Shawn Pipoly, Jim Muzzin, Mark Binkley, Pam McConeghy, Claudia Roblee, Ashley Israel, Phil Garbacz, Lisa Nelson, and Scott Griffith

Members Absent: None

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Community Development Associate; Mike Caruso, Community Development Zoning Administrator; Jessica Reed, Management Assistant; and an audience of 2.

2. Approval of the November 15, 2016 Agenda

Board Member Pipoly questioned why the discussion regarding the direction of the DDA was not on the agenda. The Board agreed that Items 8f and 8g is where this discussion will occur.

Moved by Ms. Roblee, supported by Mr. Griffith, to approve the November 15, 2016 agenda as presented. The motion carried 12-0-0.

3. Call to the Public

The Call to the Public was made at 7:19 am with no response.

4. Approval of Minutes

a. October 18, 2016 Regular meeting

Moved by Ms. Roblee, supported by Ms. McConeghy, to approve the October 18, 2016 regular meeting minutes as presented. The motion carried 10-0-2 with Board Members Israel & Griffith abstaining.

b. October 18, 2016 Closed Session

Mr. Muzzin stated the item regarding the ROW acquisition is incorrect. The County is purchasing the properties; not the City of Brighton or the DDA. We are purchasing the ROW property to expand the road.

Moved by Mr. Muzzin, supported by Mr. Corrigan, to approve the October 18, 2016 closed session meeting minutes as amended. The motion carried 10-0-2 with Board Members Israel & Griffith abstaining.

5. Approval of Bills

Mr. Pipoly questioned the charge for “701 Grand River Design Consulting”. Mr. Lindhout stated it was to assist the property owners with façade restorations as they were previously working towards applying for a grant.

Moved by Mr. Pipoly, supported by Ms. McConeghy, to approve the bills as presented. The motion carried 12-0-0.

6. Financial Report - FY 15-16 Adopted Budget and YTD Summary (through October 31, 2016)

Mr. Cameron stated that he has heard nothing further from the representatives regarding the Barton property lease. He will follow up with them before the next DDA meeting.

Moved by Mr. Corrigan, supported by Mr. Pipoly, to accept the FY 15-16 Adopted Budget and YTD Summary (through October 31, 2016). The motion carried 12-0-0.

7. Old Business

- a. Discussion: City of Brighton 150th Anniversary Logo Presentation by Mark Binkley.

Mr. Binkley stated that City Council as directed the PSD to organize a 150th Celebration Committee. Mr. Pipoly will represent the PSD on this committee. He showed the proposed logo; however, the Committee will determine the final design. They are expected to begin meeting in January.

- b. Pedestrian Crosswalk at Main Street and CSX Parking Lot

Mr. Skopek stated staff did research to determine why a lighted crosswalk sign was not installed in this area. It was determined that the City did not want commercial aspects "creeping" into the residential neighborhoods. Mr. Geinzer noted that the Police Department does not have a problem with these signs being placed here. If the Board is still in support of the signs, he can obtain quotes for the signs, electrical, and installation.

Mr. Griffith feels that as long as staff doesn't have concerns, he would like to get quotes and have them presented to the DDA. All Board Members agreed.

8. New Business

- a. 5/3 Lease Agreement Amendment

Mr. Geinzer has spoken to 5/3 Bank and they will extend the lease agreement. The extension is for five years, and will expire in October of 2021. Mr. Cameron has reviewed the amended agreement.

Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the agreement and direct Chairman Herbst to sign all necessary paperwork. The motion carried 11-0-1 with Mr. Garbacz abstaining.

- b. Proposed Parking Structure Presentation

Mr. Lindhout gave a history of this area of the downtown and the changes that have been made over the last six years. He showed the plan for the proposed three-level parking structure, which will yield approximately 203 public spaces. It will be accessible for pedestrians to the Chamber of Commerce site. He showed colored renderings of the structure as well as street views for the area. The cost estimate for the structure is \$6,878,464, which is approximately \$33,000 per parking space.

Mr. Geinzer noted that the DDA would need to bond for this project and gave the estimated final costs for different bond situations. Staff is recommending the DDA move forward with the design work and

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approve the proposal for the Schematic Design Phase and the Design Development Phase for the proposed parking structure to Lindhout Associates in the amount of \$90,000.

There was a discussion among the Board regarding adding another level, adding a roof, possibly building the foundations at this time to accommodate a fourth floor at a future time, and charging for parking.

Mr. Binkley suggested that if the DDA is going to bond for parking, we should look to see other parking areas that can be expanded, such as the Second Street and CSX parking lots. These expansions could possibly be done instead of investing in a large structure.

Ms. Roblee stated there were other projects that were set as priorities by the DDA at the beginning of the fiscal year and perhaps those could be bonded for also.

Mr. Geinzer stated that other projects have come about recently, such as the Grand River Gateway, Challis Road, etc. The DDA does not want to have its entire budget going towards bond payments. Additionally, this is an area of downtown where future redevelopment can be expected, and if there is not enough parking, that could hinder the development.

Mr. Corrigan does not feel that the DDA is ready to build the deck; however, we should move ahead with this step in the design phase.

Mr. Lindhout stated that his proposal of \$90,000 was to move forward with the design phase of the plan presented this morning; however, based on the discussion and questions posed, he does not recommend moving forward with it at this time. He could develop additional plans based on the discussion. This should cost no more than \$10,000.

Moved by Ms. Roblee, supported by Ms. McConeghy, to authorize \$10,000 for Lindhout and Associates to develop alternative options as discussed. The motion carried 12-0-0.

It was suggested to discuss Items 8f and 8g because of the time this morning.

f. Discussion: Downtown Development Authority Director

Mr. Geinzer reviewed his memo to the Board regarding staffing and the Master Planning Process. He would be leading the DDA.

Mr. Muzzin stated City Council discussed this at the retreat this weekend and their concern was that the City Manager may be "wearing himself too thin". Mr. Geinzer assured them that he would let them know if this is the case.

Ms. Roblee stated she asked for this discussion because the DDA has always operated with an independent director; however, she is not opposed to what is being proposed.

Mr. Griffith's only concern would be having the leader of the DDA Board being the same as the leader of the City; however, if the DDA has a master plan, it will be known what the priorities are, then there will be no overlap with the City's interests.

Mr. Geinzer believes that the team that he has assembled has the talent to lead the DDA.

g. Discussion: Master Plan

Mr. Israel questioned why staff is requesting that the DDA pay for so much of the Master Plan Update; \$100,000 of the total cost of \$158,000. Mr. Geinzer stated the downtown/DDA portion is more than half of the update that needs to be done.

Mr. Pipoly stated that the priority list of projects has changed and he would like the Board to determine what the new priorities are. Mr. Geinzer noted that is part of the Master Plan Update that will be discussed. Mr. Pipoly feels this can be done at the DDA level by the Board and not cost anything. Mr. Israel feels the Master Plan is owned by the City and the DDA can make a contribution; however, \$100,000 is a lot of money. Mr. Geinzer showed the budget table for the update and how the \$100,000 was determined.

Mr. Binkley agrees with Mr. Pipoly. The DDA needs to discuss its priorities again and not as part of the Master Plan.

Mr. Griffith suggested the DDA revisit the project matrix and then add on any new projects so new priorities can be determined. He would like it to be a special meeting or the only item on a future DDA meeting agenda. He asked staff to provide further / proposed development, cash flow, revenues, and all new projects not on the current matrix.

Mr. Muzzin and Mr. Garbacz left the meeting at 9:15 am.

c. Discussion: Purchase Agreement Signed August 16, 2016

Mr. Geinzer stated that Phase II of the environmental study for the N. Second Street site came back clear. A conditional rezoning is needed; however, he feels it is premature to ask for this and suggested that site be developed as a PUD. He is recommended removing the contingency of the rezoning as part of the purchase agreement. He asked Mr. Cameron to remove it from the purchase agreement and discuss it with the owners.

Motion by Mr. Corrigan, supported by Mr. Pipoly to remove the conditional rezoning from the purchase agreement signed August 16, 2016. The motion carried 10-0-2.

d. Discussion: City of Brighton 150th Anniversary Committee Member

Moved by Ms. Nelson, seconded by Mr. Binkley, to nominate Chairman Herbst to serve on the City of Brighton 150th Anniversary Committee. The motion carried 10-0-2.

e. Discussion: Millpond Master Plan Donation

Mr. Geinzer stated that he has received a letter from the IRS confirming that a donation is tax deductible so forming a 501C is not necessary.

9. Subcommittee Reports

10. Lindhout Report

Mr. Lindhout had nothing to report.

11. Administrative Report – Nate Geinzer

Mr. Geinzer had nothing to report.

12. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy stated that the Holiday Glow is this Saturday.

The Chamber will be hosting a presentation on “How the Election Results Will Impact Your Business” on Thursday, November 17, 2016 at 11:30 am.

Mr. Corrigan left the meeting at 9:20 am.

13. City Council Report – Jim Muzzin

Mr. Muzzin had left the meeting.

Mr. Binkley stated that the POW! Strategies report will be presented at the next PSD meeting. The DDA and City Council are invited to attend; however, presentations will be made to both of the boards after the first of the year.

14. Adjournment - *Moved by Ms. Nelson, supported by Mr. Beauchamp, to adjourn the meeting at 9:22 am. The motion carried 9-0-3.*

Respectfully submitted,

Patty Thomas, Recording Secretary
November 15, 2016