

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
November 15, 2011**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, November 15, 2011 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

1. Call to Order – Vice-Chairperson Binkley called the meeting to order at 7:15 a.m. and welcomed Jim Muzzin to the DDA Board. Jim was elected Mayor at last night's Biennial Election Meeting.

Members Present:

Dave Beauchamp, Mark Binkley, Linda Botka, Tim Corrigan, Scott Griffith, Pam McConeghy, Mondie Miller, Jim Muzzin, Lisa Nelson, and Greg Strouse

Members Absent: Bob Herbst, Shawn Pipoly, Al Wirth (excused)

Motion by Ms. McConeghy, supported by Ms. Botka, to excuse the absences of Bob Herbst, Shawn Pipoly and Al Wirth. Motion carried 10-0-3.

Also present:

Mr. Doug Cameron, DDA Attorney

Mr. Piet Lindhout, Mr. Mike O'Leary and Mr. Scott Kree, Lindhout Associates

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

Also present was an audience of eleven.

2. Approval of November 15, 2011 Agenda

Mr. Modrack reviewed the big items on today's agenda. He noted that there are a few items to be added to the agenda and he asked Lauri French to explain the items to the Board. She advised that the following amendments are required to Item 5, Approval of Bills:

- Add a bill for the Rocktoberfest banners in the amount of \$1,750
- Add a bill for the Holiday Glow banners in the amount of \$1,800
- Revise the "Total Bills" amount from \$12,929.50 to \$73,407.74. This total includes the Fonson bill (\$44,985.60) and the Contracting Resources bills (\$11,942.64) that will be discussed under the Lindhout Update in Item 8.

Motion by Mr. Corrigan, supported by Ms. Nelson, to approve the November 15, 2011 meeting agenda as amended. Motion carried 10-0-3.

3. Call to the Public was made at 7:20 a.m. Hearing no response, call to the public was closed at 7:20 a.m.

4. A. Approval of the October 18, 2011 Regular Meeting Minutes

Motion by Mr. Griffith, supported by Mr. Strouse, to approve the October 18, 2011 regular meeting minutes as presented. Motion carried 7-0-6 with Ms. Botka, Ms. Miller and Mr. Muzzin abstaining.

5. **Approval of Bills**

Motion by Ms. McConeghy, supported by Mr. Griffith, to approve the bills as amended. Motion carried 10-0-3.

6. **A. Financial Report**

Mr. Modrack passed out the budget spreadsheet prepared by his office and reviewed the major updates which include the revenue received from the sale of 131 Hyne and elimination of \$100,000 for the Façade Line of Credit which is now in the hands of the City attorney. Mr. Strouse noted that the spreadsheet format is easier to read. Mr. Griffith asked about the timing of payments due to Tax Tribunal decisions, and Mr. Modrack responded that the timing depends on when the decisions are rendered, which could be any time during the fiscal year or into the next fiscal year.

Motion by Mr. Corrigan, supported by Ms. Botka, to accept receipt of the financial summary as presented. Motion carried 10-0-3.

7. **Mill Pond Master Plan**

A. **Report from Millpond Design Plan Subcommittee (Mondi Miller)** - Mr. Modrack asked Mondy Miller, chairperson of the Millpond Design Plan subcommittee, to give a brief report on their work. He also noted that Claudia Roblee, who coordinated the World Café Envision Brighton session, is also here to speak about how the Millpond update incorporates the ideas that came out of the Envision Brighton session. Ms. Miller advised that the subcommittee met several times and reviewed the World Café and DDA Visioning session priorities. They then provided input to Lindhout Associates using those priorities and each of the subcommittee members' ideas. Ms. Miller complimented Lindhout Associates for the great job they did in incorporating all the ideas into the sketches being presented today. Ms. Roblee noted that the handout received at today's meeting with the DDA-related items from the World Café was primarily related to Question 1 and that there were as many ideas generated from Question 2 at the World Café. She also noted that she will be sharing the information from the Millpond Master Plan update with the World Café participants as we go forward with it.

B. **Presentation by Lindhout Associates** - Piet Lindhout gave some background information on the Millpond Master Plan and noted that Scott Kree worked as an intern at Lindhout Associates when he was in high school. He introduced Scott, who reviewed each of the segments of the Millpond Master Plan updates and highlighted the significant changes. Handouts of the sketches were provided to the Board members.

Matt Modrack advised that he met with the Brighton Area Fire Authority regarding the proposed plan to narrow Main Street and they had no issues with it. He met with Police Chief Wightman and DPS Director Schindewolf yesterday and they also did not see any issues with eliminating the left-turn lane as proposed in the update. Mondy Miller stated that the plan is very walkable for all age groups. Steve Pilon, owner of the Wooden Spoon, noted that he was a participant in the World Café. While he likes the overall plan, there may be some potential parking issues in his lot if the boat rental area remains in its current location since his lot is full at lunch and dinner times. Matt Modrack noted that the boat rental could move to the Community Center (formerly City Hall in the Plan). Mark Binkley asked if the weeds in the Millpond would be an issue for boats or kayaks, and Claudia Roblee informed the board that DPS Director Matt Schindewolf is looking

for grant money to possibly dredge it. Piet Lindhout reminded the Board that the City's weed suppression program only applied half of the normal amount this past summer due to budget cuts. Jim Muzzin thinks SELCRA could run the boat rental out of an office at the Community Center, and Scott Griffith stated that we need to find a way to get people across Grand River safely.

Matt Modrack advised that he is not asking for any action on the plan itself today; however, he would like to ask the Board to allocate an additional \$5,000 for further refining of the plan by Lindhout Associates. He also noted that he met with Reverend Deon from St. Paul's Church and his architect to review their plan to possibly expand the church. He would like to get the St. Paul committee and architect together with Lindhout Associates and the Millpond Design Plan subcommittee to discuss compatibility of the two plans.

Motion by Ms. McConeghy, supported by Mr. Muzzin, to approve allocation of an additional \$5,000 for Lindhout Associates' further refining of the Millpond Master Plan. Motion carried 10-0-3.

8. Lindhout Update

- A. Approve West St. Parking Lot Change Order No. 01 - Mr. O'Leary reviewed the items in the change order and noted that items 1, 3 and 6 were required due to bad soil on the site and were needed in order to compact the parking lot area.
Motion by Mr. Griffith, supported by Mr. Beauchamp, to approve the West St. Parking Lot Change Order No. 01 dated 11/4/11 submitted by Fonson, Inc. in the amount of \$8,040. Motion carried 10-0-3.
- B. Approve Fonson Pay Application (West St. Lot) - Mr. O'Leary noted that this bill in the amount of \$44,985.60 was approved under Item 5, Approval of Bills.
- C. Approve Contracting Resources Final Pay Application (Cemetery Lot/Park) – Mr. O'Leary noted that this bill in the amount of \$11,942.64 was approved under Item 5, Approval of Bills.
- D. Approve estimate to remove fence sections at St. Paul and store at DPS – Mr. O'Leary reported that five sections of the fence have to be removed as discussed at last month's DDA meeting. They were hoping to reuse the sections at the West St. parking lot, but the contractor had already fabricated the new fence. The West St. fence contractor, Security Access Controls, provided an estimate of \$1,716 to remove the five fence sections and take them to DPS for storage. The Board is being asked to approve the estimate at today's meeting.
Motion to approve the estimate from Security Access Controls up to \$1,716 to remove five sections of fence at St. Paul's Church and move them to DPS for storage. Motion carried 10-0-3.
- E. Soil report for 121 North St. – Mr. O'Leary reported that the initial soil tests came back with a bearing capacity of 3-4,000 lbs. per square foot and that more accurate tests could be done as we go forward. The soil tests assumed a 4-level garage structure (165 spaces). He also noted that some fill would be required to the west on the site.

Mr. Modrack passed out a revised fee schedule from Lindhout Associates for the Board to consider for approval. Mr. Lindhout explained that they reduced their fees a few years ago at the request of the City and that they are asking to reinstate the old fee levels.

Motion by Ms. McConeghy, supported by Mr. Strouse, to accept the revised fee structure as outlined in the Lindhout Associates letter to Matt Modrack dated 11/2/11. Motion carried 10-0-3

9. **Livingston County SBTDC Report (Nancy Johnson, Director)**

Ms. Johnson noted that her focus is on individual businesses and receiving their feedback to create a positive business environment in the city. In keeping with Mr. Modrack's directive of two programs per year to fulfill the SBTDC's service agreement with the DDA, she reviewed a few programs that are available; Whale Hunters, which is a program for scouting, hunting and harvesting customers; FastTrac, which is in its second year; and Shark Tank (GLEQ), which is a merchant education program using local expertise. Ms. Johnson will have a proposal for the Board to consider at the December DDA meeting.

10. **Rich & Associates Parking Study Update and Recommendations**

Richard Rich from Rich & Associates reviewed the day and night parking supply and noted that since the original study was done in 2009, the city has become a nighttime destination due to the addition of new restaurants. He reviewed the daytime and nighttime peak surplus, which has decreased 303 spaces from 443 surplus in 2009 to 140 surplus in 2011. He reviewed two sites for a proposed parking deck (current North St. parking lot and the Johnson site) and two areas that could be expanded for surface parking (2nd Street lot and Virginia's site). He noted that space allocation and parking enforcement will become more important and that the city should consider possibly metering the on-street spaces. Mr. Modrack noted that the Parking Strategy Subcommittee will be looking at all options.

11. **Administrative Report (Matt Modrack)**

A. Former Chamber Site flowers and tree transplant update – Mr. Modrack advised that the trees have been transplanted near the Pierce St. lot and it looks more like a park with the two benches that were also moved from the former Chamber site.

B. DDA Façade Improvement Program – Mr. Modrack noted that the issue of using a line of credit for façade improvement loans is in the City Attorney's hands, and the Mayday façade grant was submitted to the MEDC.

C. West Street Parking Lot – This topic was covered in the Lindhout update.

D. SELCRA Tridge or Treat Event Feedback – Mr. Modrack introduced Derek Smith from SELCRA who reported that for the first year of this event, they considered it a huge success. They bought 500 trick-or-treat bags and had about 100 left. They worked with the Brighton Area Fire Authority to coordinate this event with theirs and are looking forward to planning a bigger and better event next year.

12. **Old Business** - None

13. New Business

A. Approve resolution for legal representation – Mr. Modrack noted that Mr. Cameron has excused himself from the meeting. The resolution before the Board for approval authorizes continuation of Doug Cameron as the DDA attorney with his new firm of Mancuso & Cameron and to retain all DDA files. Vice-Chairperson Binkley read the resolution into the record.

Motion by Mr. Beauchamp, supported by Mr. Corrigan, to approve the Authorization Resolution as read into the record to retain Doug Cameron of the law firm of Mancuso & Cameron as legal counsel for the Downtown Development Authority and to direct and authorize the law firm of McCririe & Cameron to transfer all files of the City of Brighton Downtown Development Authority including electronic files to Douglas D. Cameron. Motion carried 10-0-3.

Subcommittee Reports

B. Budget – No report

C. Development – No report

D. Design – No report

E. Business Recruitment/Promotions – No report

14. Adjournment

Motion by Mr. Griffith, supported by Mr. Muzzin, to adjourn at 9:10 a.m. Motion carried 10-0-3.

Respectfully submitted,

Lauri French, Community Development Department

November 15, 2011