

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
April 19, 2016**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, April 19, 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 7:17 a.m.

**Members Present:**

Dave Beauchamp, Scott Griffith, Bob Herbst, Jim Muzzin, Phil Garbacz, Tim Corrigan, Shawn Pipoly, Claudia Roblee, Mark Binkley, and Ashley Israel

**Members Absent:** Pam McConeghy and Lisa Nelson

**Also present:**

Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Ms. Michelle Miller, Economic & Community Development Liaison; Mr. Matt Modrack, DDA Executive Director/Community Development Director; Nate Geinzer, City Manager; Gretchen Gomolka, Finance Director, and an audience of 1.

*Moved by Mr. Corrigan, supported by Mr. Israel, to excuse Board Members McConeghy and Nelson. The motion carried 10-0-2.*

**2. Approval of April 19, Agenda**

Mr. Modrack asked to add Item “9E – DDA Liquor License” to the agenda.

*Motion by Mr. Muzzin, supported by Mr. Griffith, to approve the April 19, 2016 agenda as amended. The motion carried 10-0-2.*

**3. Call to the Public**

The Call to the Public was made at 7:18 a.m. with no response.

**4. A. Approval of the March 15, 2016 Regular Meeting Minutes**

*Motion by Mr. Griffith, supported by Mr. Pipoly, to approve the March 15, 2016 regular meeting minutes as presented. The motion carried 9-0-2 with Board Member Roblee abstaining.*

**B. Approval of the February 16, 2016 Closed Meeting Minutes**

*Motion by Mr. Pipoly, supported by Mr. Corrigan, to approve the February 16, 2016 closed meeting minutes as presented. The motion carried 9-0-2 with Board Member Israel abstaining.*

5. Approval of Bills

*Motion by Mr. Griffith, supported by Mr. Pipoly, to approve the bills as presented. The motion carried 10-0-2.*

6. Financial Report

A. FY 15-16 Adopted Budget and YTD Summary (through 04/11/2016)

Ms. Miller stated the \$3,500 for the grant match for the Brighton Arts and Culture Commission was included in the budget. The uncommitted fund balance is now approximately \$47,000 through June 30, 2016.

*Motion by Mr. Corrigan, supported by Mr. Pipoly, to accept the FY 15-16 Adopted Budget and YTD Summary (through 04/11/2016). The motion carried 10-0-2.*

**7. New Business**

A. City Manager Budget Request Presentation & Discussion

Mr. Geinzer stated that the DDA has committed to \$80,105 for the FY 16-17 budget for parking lot maintenance. He is also asking for a four-year commitment to assist with City capital improvement projects in the DDA District as follows:

FY 16/17 - \$115,000

FY 17/18 - \$115,000

FY 18/19 - \$150,000

FY 19/20 - \$150,000

The first project is maintenance work on Grand River from I-96 to the location where Ore Creek crosses Grand River. There is a \$300,000 grant match required and he is asking for the DDA to contribute \$30,000 over a 10-year period. The second project is the Challis Road reconstruction from Karl Greimel Drive to Brighton Interior Drive. The match is estimated at \$3.5 million and he is asking for the DDA to contribute \$100,000 - \$125,000 over 20 years.

Mr. Griffith noted that the DDA already contributes one half of its revenue to the City's general fund. Mr. Geinzer stated that the City's general fund pays for the maintenance of capital improvements that have been done by the DDA.

Ms. Roblee noted that approving this funding will require that the Millpond Master Plan project be put off again. This project was first discussed in 2011. She feels this is an important project that needs to be done. Mr. Geinzer agrees; however, the City is being offered \$1.8 million in federal dollars for the two projects. Mr. Modrack noted that 75 percent of DDA revenue is received from outside the core downtown.

*Motion by Mr. Griffith, seconded by Mr. Corrigan, to commit to a four-year contribution as presented by the City Manager, with an additional commitment of \$30,000 for 10 years for the Grand River Project and a commitment beginning in FY 20/21 of up to \$175,000 per year for 20 years for the Challis Road Project. The motion carried 10-0-2.*

B. Zoning Ordinance Revision

Mr. Geinzer stated that the zoning ordinance has not been updated since 1981. The DDA has committed to funding one half of the project cost, which is \$25,000; however, no motion was ever made or approved.

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They received three proposals and are recommending Clear Zoning's proposal be approved by City Council. This will be done in FY 15/16.

*Motion by Mr. Israel, seconded by Mr. Muzzin, to commit \$25,000 for the City of Brighton Zoning Ordinance Update. The motion carried 10-0-2.*

C. Budget Priorities Discussion FY 16-17

The only item to discuss is the Millpond Master Plan, so it will be discussed during Item D.

D. Millpond Master Plan

1. Budget Strategy
2. Consideration of PEA, Inc. Agreement

Michelle Miller presented a spreadsheet that she prepared. In FY 16/17, the DDA will have \$833,000 in total revenue. After the ongoing expenses such as contractual services, the Brighton Interior Drive expenses, the \$70,000 proposed cost from PEA for Phase I of the Millpond Master Plan, and the requests made and approved by the City Manager this morning, there will be an approximately fund balance of \$91,000.

Mr. Modrack stated that the Board needs to decide if they should commit to the PEA agreement for the engineering and construction management of the Millpond Master Plan Phase I. He feels the DDA can proceed with the band shell component only because of the contribution from Mr. Spitler and the crowd funding.

There was a brief discussion regarding having PEA provide the cost for only the band shell area. After that information is received, a discussion can be held as to how to proceed. All Board Members agreed.

Mr. Corrigan left the meeting at 8:30 am

E. Subcommittee Reports

1. Design – No Meeting
2. Budget – April 6, 2016

Mr. Pipoly stated they received the same presentation from the City Manager that was received this morning regarding committing to assist in funding the two grant projects. The subcommittee recommended approval.

3. Development – March 23<sup>rd</sup> & April 11, 2016

Mr. Modrack stated there is interest from a developer to purchase the Barton property; however, there is still an issue with parking.

4. Executive – No Meeting
5. Parking Strategy – No Meeting
6. Parking Lot Maintenance – No Meeting

**8. Lindhout Report** - Mr. Lindhout had nothing to report.

**9. Administrative Reports:**

- A. Resignation of Board Member

Mr. Modrack stated that Board Member Bodka has resigned.

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*Motion by Mr. Griffith, seconded by Ms. Roblee, to regretfully accept Board Member Bodka's resignation and express the Board's gratitude for her work. The motion carried 9-0-3.*

B. PSD Marketing Consultant Funding Request

Mr. Modrack stated that the PSD would like to hire a marketing consultant for the next six months. He asked the DDA to fund the entire cost of \$13,500 over the next two fiscal years; 16/17 and 17/18.

*Motion by Mr. Beauchamp, seconded by Mr. Israel, to pay up to \$13,500 over FY 16/17 and 17/18 for a marketing consultant for the PSD. The motion carried 9-0-3.*

Mr. Griffith left at 9:07 pm.

C. David Zinn Art Event – June 18, 2016

Ms. Miller stated that Councilmember Tobbe has arranged for an event on June 18<sup>th</sup> where Mr. Zinn will place chalk art in certain areas of the downtown, including the pocket park on St. Paul Street. He will place a coat of polyurethane on the art so that it will last for a while and not get washed away by the rain.

D. Michigan Main Street Workshop – May 19<sup>th</sup> and July 21, 2016

Ms. Miller asked if any Board Members are interested in attending the workshop to please contact her. Attendance is a requirement of the City to be a member of the Michigan Main Street Program.

E. 9E – DDA Liquor License

Mr. Modrack stated that the DDA's liquor license has been listed for sale per the Board's approval at the last meeting.

**10. Chamber of Commerce Report** – Ms. McConeghy was not present.

**11. City Council Report** - Mr. Muzzin stated the Councilmember Willis has resigned so the Council is accepting applications.

**12. Adjournment** - *Motion by Mr. Muzzin, supported by Mr. Beauchamp, to adjourn the meeting at 9:21 a.m. The motion carried 8-0-4.*

Respectfully submitted,

Patty Thomas, Recording Secretary  
April 19, 2016