

**City of Brighton
Downtown Development Authority
Special Meeting Minutes
April 5, 2012**

The Board for the Downtown Development Authority (DDA) held a special meeting on Thursday, April 5, 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 7:32 a.m.

Members Present:

Dave Beauchamp, Mark Binkley, Linda Botka, Tim Corrigan, Scott Griffith, Bob Herbst, Pam McConeghy, Mond Miller, Jim Muzzin and Shawn Pipoly,

Members Absent: Greg Strouse, Lisa Nelson, Al Wirth

Motion by Mr. Binkley, supported by Mr. Griffith, to excuse Board Members Nelson and Wirth from today's meeting. Motion carried 10-0-3.

Also present:

Mr. Doug Cameron, DDA Attorney

Mr. Mike O'Leary, Lindhout Associates

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

2. **Approval of April 5, 2012 Special Meeting Agenda**

Motion by Ms. Botka, supported by Mr. Corrigan, to approve the April 5, 2012 special meeting agenda as presented. Motion carried 10-0-3.

3. **Call to the Public** was made at 7:34 a.m. Hearing no response, call to the public was closed at 7:34 a.m.

4. **New Business**

A. Receive Board authorization to award a contract for the demolition of the building located at 121 W. North Street and authorize Chairperson Herbst to execute agreements pertaining to the demolition; authorize the DDA Executive Director to approve reasonable change orders beyond the contingency, if required.

Mike O'Leary from Lindhout Associates stated that the bid opening took place on March 29 and that we received 14 bids. He met with the four low bidders to make sure they had included all aspects of the bid in their bid amount. The low bidder was L. Zellar Excavating & Sons, Inc. at \$47,000. They did include all aspects of the bid in their amount. There was no money included in the bid to patch the asphalt in the parking lot to the east (not on the Johnson property) in the case of damage. Mike explained that if Zellar damages the asphalt (for example, if the wall collapses during demolition), Zellar would pay for the repairs. There is some money for contingencies in the bid and the board is being asked to authorize Mr. Modrack to sign reasonable change orders if necessary. Mr. Cameron noted that he has talked to both Dr. Brown and the owners of the financial planning building next to the Johnson property to let them know when not to park on the west side of the lot during the demolition. Ms. McConeghy offered to let Dr. Brown's office employees park in the Chamber's front lot during the demolition period. Mike noted that all utilities except electric have been shut off and that DTE would be needed on-site to cut the power and move cables. He reviewed the proposed demolition schedule and noted that the project should be completed by Memorial Day at the latest.

Motion by Ms. McConeghy, supported by Mr. Beauchamp, to award the contract for the demolition of 121 West North Street to L. Zellar Excavating & Sons in the amount of \$47,000

pending the closing of the purchase of the building and property and that the Chairperson be authorized to execute the contract for the demolition project. Further, that the Executive Director of the DDA be authorized to execute on behalf of the DDA any reasonable change orders to the demolition contract that may become necessary due to unforeseen conditions or circumstances. Motion carried 10-0-3.

B. Consider convening into a closed session to discuss the possible acquisition of real property

Motion by Ms. Botka, supported by Ms. McConeghy, to move into closed session for the purpose of discussing the possible acquisition of real property. A roll call vote was taken as follows:

Jim Muzzin – Yes	Pam McConeghy - Yes
Dave Beauchamp – Yes	Mondi Miller - Yes
Mark Binkley – Yes	Lisa Nelson - Absent
Linda Botka – Yes	Shawn Pipoly - Yes
Tim Corrigan – Yes	Greg Strouse - Absent
Scott Griffith – Yes	Al Wirth - Absent
Bob Herbst - Yes	

The motion carried 10-0-3. Chairperson Herbst closed the regular session and opened the closed session at 7:45 a.m. Attending the closed session in addition to the board members and the DDA Director was Doug Cameron, DDA Attorney.

The board reconvened to the regular session at 8:20 a.m.

5. Adjournment

Motion by Ms. McConeghy, supported by Mr. Muzzin, to adjourn at 8:20 a.m. Motion carried 10-0-3.

Respectfully submitted,

Lauri French, Community Development Department
April 5, 2012