

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
September 18, 2012**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, September 18, 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:**

Mark Binkley, Linda Botka, Tim Corrigan, Scott Griffith, Bob Herbst, Pam McConeghy (arr. at 7:20 a.m.), Mond Miller, Jim Muzzin, Lisa Nelson (arr. at 7:22 a.m.), Shawn Pipoly (arr. at 7:20 a.m.), and Greg Strouse (arr. at 7:20 a.m.)

**Members Absent:** Dave Beauchamp, Al Wirth

**Also present:**

Mr. Doug Cameron, DDA Attorney

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

Ms. Nancy Johnson, Director, Livingston SBTDC

Ms. Jen Ling, PSD Events/Marketing Coordinator, Greater Brighton Area Chamber of Commerce

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

Mr. Dana Foster, City Manager, City of Brighton

In addition to the above, also present was an audience of two.

2. **Approval of September 18, 2012 Agenda**

Mr. Modrack noted there are two large topics of discussion on today's agenda – the Millpond Master Plan evaluation by PEA and discussion about a possible stairway from the Johnson property to the Chamber property. He also noted that one additional invoice was received which will be handled in Approval of Bills by Chairperson Herbst.

*Motion by Mr. Corrigan, supported by Ms. Botka, to approve the September 18, 2012 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.

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

*Motion by Mr. Binkley, supported by Mr. Griffith, to approve the August 21, 2012 regular meeting minutes as presented. Motion carried 10-0-3.*

- B. Approval of the August 21, 2012 Closed Session Meeting Minutes**

Chairperson Herbst distributed copies of the closed session meeting minutes for August 21, 2012. *Motion by Mr. Griffith, supported by Mr. Pipoly, to approve the August 21, 2012 closed meeting minutes as presented. Motion carried 10-0-3.*

5. **Approval of Bills**

Chairperson Herbst noted that one additional bill was received too late to be included in the packet. The bill is from Corrigan in the amount of \$335.50 for taking down the Smokin' Jazz banner and light pole banners which increases the Corrigan bill to \$2,284.00 and the total bills to \$12,722.28.

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

*Motion by Mr. Corrigan, supported by Mr. Muzzin, to excuse Mr. Beauchamp and Mr. Wirth from today's meeting. Motion carried 11-0-2.*

6. **A. Financial Reports**

*Motion by Ms. McConeghy, supported by Ms. Botka, to accept receipt of the FY 12-13 financial report as presented. Motion carried 11-0-2.*

7. **Old Business**

8. **New Business**

**A. Sub-Committee Reports**

1. Design – Millpond Design Plan update – Ms. Miller reported that the Millpond Master Plan subcommittee met last week to review the draft evaluation plan and that the subcommittee unanimously recommended approval of the PEA plan to the DDA Board. She introduced Jeff Smith and Kelly Burke from PEA who will present details of the PEA draft Mill Pond Master Plan review report to the board this morning.

Jeff Smith explained how they came up with the design recommendations in the plan. They used the Project for Public Spaces Place Evaluation to perform a current site evaluation. He briefly reviewed the issues and concerns that were identified during their site visits as well as the quality site features that currently exist. He explained how they put the original Millpond Master Plan update into a drawing with formal geometry and how the irregular boundaries of the Millpond don't really lend themselves to a formal geometric design. Rather, they have designed a more free-flowing design to create a space that unifies the overall space and accommodates diverse uses while providing a layout that allows circulation from many access points. He also reviewed the Design Guidelines in the plans which provide examples of items that could be included in the Millpond Master Plan update.

Mr. Modrack noted that the PEA plan comes to the DDA with a recommendation from the Millpond Master Plan subcommittee. If the DDA Board chooses to adopt the plan, it will also have to be approved by Planning Commission and City Council. There was some discussion about whether this plan would replace the draft plan that was approved by the DDA or if a new plan would combine the two. The board members agreed that more time was required in order to vet the draft plan more fully before taking action.

*Motion by Mr. Corrigan, supported by Mr. Binkley, to put the Millpond Master Plan update on the October or November DDA meeting agenda for further discussion. Motion carried 11-0-2.*

**B. Livingston County SBTDC Report – Nancy Johnson, Director** – Ms. Johnson provided a one-page report regarding online visibility of downtown Brighton businesses and community websites. She has gotten involved in website creation and just created her own website over the weekend. She encouraged any of the businesses in Brighton to call her for a free website evaluation.

**C. Event PR/Promotions – Sophia Freni** – Ms. McConeghy noted that Sophia Freni, who was hired as Director of Events to replace Becca Boss, is out with a bad back and that she would combine this item with her Chamber report from Item 10. She introduced Jen Ling, who has taken over Michelle Miller's former position working with the PSD to coordinate merchant-driven event promotions and marketing. As far as feedback for the recent Smokin' Jazz & BBQ Blues Festival, she stated that they had the best Saturday ever for any event!

9. **Lindhout Update**

- A. North/West/Main Project update – Mr. O'Leary noted that construction began on this project on September 10 and they are currently working on West St. We received the cost for a raised crosswalk on North St. (similar to the one on Orndorf) totaling \$24,854, which was approved as a change order. This crosswalk will have flashing pedestrian signs but the crosswalk itself will not be lit. This part of the project will start after West St. has been

completed. Mike noted that he and Matt Modrack met with a representative from Carrier Gable last week who showed them some new LED lights that could be used as replacement bulbs in pedestrian lights. The Main/North/West project calls for two new pedestrian lights on Main St. and one on West St. near the parking lot. We may use these lights to evaluate whether we want them to replace our existing bulbs. Mike also noted that the estimated start date for Main St. construction is October 1 and that we will maintain two-way traffic by utilizing the left-hand turn lane so the road doesn't have to be completely closed one-way while they work on the crosswalk.

B. Review pricing for stairway from North St. to Chamber property and consider authorization to proceed with project – Mr. Lindhout reviewed the preliminary cost estimates from the four companies he asked to provide costs. The low bid was \$8,000 but if we want to include skirting for the sides of the stairway we should add another \$2,000 plus another \$1,000 for seeding and other contingencies. There was discussion about whether lights would be required and if there should be gates installed to close the stairway off in the winter months. Mr. Modrack noted that an easement would be required from the Chamber since the stairway entrance intrudes into the first parking space at the back of their building. Mr. Lindhout was directed to come back with a formal contract including lighting and the sidewalk to the stairway for the October meeting. It was decided that the project would not be constructed until spring.

10. **Greater Brighton Area Chamber of Commerce Report – Pam McConeghy** – Ms. McConeghy covered this item above under 8.C.

11. **City Council Liaison Report (Mayor Jim Muzzin)** – Mr. Muzzin thanked the DDA and the Chamber for another successful event season this year.

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

A. Consider approval of proposal for Executive Director signatory authority for check requests where funds have already been approved by the DDA Board

Mr. Modrack requested that the DDA Board consider allowing him to sign check requests for invoices that come in between DDA meetings where the board has already approved the funds so as to not delay payment.

*Motion by Ms. McConeghy, supported by Mr. Corrigan, to allow DDA Executive Director Modrack to sign check requests where funds have already been approved by the DDA Board.  
Motion carried 11-0-2.*

13. **Adjournment**

*Motion by Mr. Muzzin, supported by Ms. Botka, to adjourn at 9:10 a.m. Motion carried 11-0-2.*

Respectfully submitted,

Lauri French, Deputy Director  
Community Development, Planning & Zoning  
August 22, 2012