

**CITY OF BRIGHTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING**

*The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, December 20, 2011 at 7:15 A.M. at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI*

AGENDA

- |        |     |  |                     |
|--------|-----|--|---------------------|
|        | 1.  | Call to Order  |                     |
| ACTION | 2.  | Approval of December 20, 2011 Agenda   |                     |
| ACTION | 3.  | Call to the Public   |                     |
| ACTION | 4.  | Approval of Meeting Minutes  |                     |
|        |     | A. Approval of November 15, 2011 Regular Meeting Minutes                           |                     |
| ACTION | 5.  | Approval of Bills  |                     |
|        |     | A. McCririe & Cameron (November 1-15, 2011)  | \$ 425.00           |
|        |     | B. Lindhout Associates (November 2011)   | \$ 3,777.00         |
|        |     | C. Landscape Design (final Flower/Maintenance invoice)                             | \$ 1,440.58         |
|        |     | D. Mancuso & Cameron (November 16-30, 2011)  | \$ 25.00            |
|        |     | E. Security Access Controls (Cemetery fence removal)                               | \$ 1,630.00         |
|        |     | F. Boss Engineering (121 W. North architectural survey)                            | \$ 2,400.00         |
|        |     | G. City of Brighton (Barton property-2011 Winter taxes)                            | \$ 1,547.91         |
|        |     | H. Chamber of Commerce (Holiday Glow banner install.)                              | \$ 384.04           |
|        |     | I. Fonson (West St. Parking Lot)   | <u>\$ 55,277.40</u> |
|        |     | TOTAL BILLS  | \$ 66,906.93        |
| ACTION | 6.  | <u>Financial Report</u>  |                     |
|        |     | A. Financial Summary   |                     |
| ACTION | 7.  | <u>Lindhout Update</u>   |                     |
|        |     | A. Approve 2012 Flower & Maintenance Program Bid Package                           |                     |
|        |     | B. Architectural survey and site analysis – 121 W. North St.                       |                     |
|        |     | C. Status of Main/West/North Design & Bid Documents (Fall 2012 project)            |                     |
|        | 8.  | <u>Livingston County SBTDC Report – Nancy Johnson, Director</u>                    |                     |
|        |     | A. Fast-Trac Graduation – 12/9/11  |                     |
|        | 9.  | <u>Chamber of Commerce Report – Pam McConeghy</u>                                  |                     |
|        |     | A. Workshops and conferences at 218 E. Grand River                                 |                     |
|        | 10. | <u>City Council Liaison Report – Mayor Muzzin</u>                                  |                     |
|        |     | A. 12/15/11 Parking Study Report to City Council                                   |                     |
|        | 11. | <u>Administrative Report (Matt Modrack)</u>  |                     |
|        | 12. | <u>Old Business</u>  |                     |
| ACTION | 13. | <u>New Business</u>  |                     |
|        |     | A. Approve 2012 Meeting Dates  |                     |
|        |     | <u>Sub-Committee Reports</u>   |                     |
|        |     | B. Budget – 12/13/11 meeting (handout)   |                     |
|        |     | C. Development – 12/12/11 meeting re 121 W. North St. (Tim Corrigan/Piet Lindhout) |                     |
|        |     | D. Design – 12/8/11 Millpond Master Plan informational meeting (Mondi Miller)      |                     |
|        |     | E. Business Recruitment/Promotions – No report                                     |                     |
| ACTION | 14. | Adjournment  |                     |

Next meeting is scheduled for Tuesday, January 17, 2012 at 7:15 a.m.