

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

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

1. Vice-Chairman Binkley called the meeting to order at 7:18 a.m.

**Members Present:**

Ricci Bandkau, Dave Beauchamp, Mark Binkley, Linda Botka, Tim Corrigan, Scott Griffith, Lisa Nelson, Pam McConeghy, Mondie Miller, Shawn Pipoly, Greg Strouse and Al Wirth.

**Members Absent:** Bob Herbst (excused)

Motion by Mr. Pipoly, seconded by Mr. Beauchamp, to excuse Bob Herbst from this morning's meeting as he had previously advised Mr. Modrack he would be unable to attend. Motion carried 12-0-1.

**Also present:**

Mr. Doug Cameron, McCririe-Cameron Law Office  
Mr. Piet Lindhout and Mr. Mike O'Leary, Lindhout Associates  
Mr. Matt Modrack, DDA Director/Community Development Director, City of Brighton

An audience of five was also present.

2. **Approval of March 15, 2011 Agenda**

Mr. Binkley requested the agenda be amended to include an appointment to the Development Subcommittee. Motion by Ms. Bandkau, supported by Ms. Nelson, to approve the March 15, 2011 meeting agenda as amended. Motion carried 12-0-1.

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

4. **Approval of the February 15, 2011 Regular Meeting Minutes**

Mr. Binkley advised that Lisa Nelson's absence at the February 15, 2011 should have been noted as excused as she had left a message with Staff that she would be absent that wasn't received until after the meeting. Motion by Mr. Griffith, supported by Ms. Botka, to approve the February 15, 2011 regular meeting minutes as amended. Motion carried 11-0-2 with Ms. Nelson abstaining.

5. **Approval of Bills**

Mr. Modrack noted that the McCririe & Cameron bill for February includes the \$1,900 for the Environmental Site Assessment for the Chamber site purchase. Motion by Mr. Griffith, supported by Mr. Strouse, to approve the bills as presented. Motion carried 12-0-1.

6. **Financial Report** – Mr. Modrack noted that there will be discussion of the FY 10-11 and FY 11-12 budget later in the meeting under the Budget Subcommittee report. Motion by Mr. Griffith, supported by Mr. Strouse, to approve receipt of the financial summary dated 3/9/11 as presented. Motion carried 12-0-1.

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

- A. **Planning & Community Development Report**

- Cemetery Parking Lot & Pocket Park Grant Audit – Mr. Modrack reported that our MEDC Program Manager, Larry Roggenbuck, came in to audit the grant for the Cemetery Parking Lot and Pocket Park. He reviewed all of the paperwork in our files, which are voluminous, and found no major discrepancies (we were missing a copy of the reimbursement check from the State of Michigan and this has been resolved). Mr. Modrack showed before and after photographs of the Cemetery Parking Lot and noted that it is getting a lot of use.
- Meeting 3/16 with MEDC regarding façade grant – Mr. Modrack advised that a meeting would be held on Wednesday, March 16, with Joe Martin from the MEDC to discuss the criteria for a potential façade grant for Cheryl Mayday's building. He also showed pictures of the preliminary drawings prepared by Lindhout Associates during the 2-hour architectural design service provided at no charge to the building owner by the DDA.
- Satellite parking strategy (handout) – Mr. Modrack handed out two draft employee parking lot brochures that will be discussed with the downtown restaurants. There are private lots that could be used, but we would need agreements with the property owners. The PSD formed a parking enforcement subcommittee, of which Mark Binkley is a member, and the subcommittee will hold its first meeting on Thursday, March 17.
- Consideration of offer from Pi's Asian Cuisine for DDA-owned license – Mr. Modrack advised that we learned yesterday that Pi's made an offer for an escrowed license that has been accepted, so there is no need to discuss this in today's meeting.
- MEDC Rural Art Grant Status – Lauri French advised that the BACC met March 14 to review the seven submissions for commissioned artwork for the pocket park. They have narrowed the field to two finalists and will meet with them on March 21. We are still waiting for one-half of the \$10,000 grant money from the State.

8. **Lindhout Update**

A. **Façade Study Powerpoint Presentation – Grand River Corridor**

Piet Lindhout continued the presentation from last month's meeting with the buildings on W. Grand River who are possible candidates for the Façade Program from the Façade Study performed last year for the DDA. In the interest of time this morning, the E. Grand River buildings will be presented at the April DDA meeting.

9. **New Business**

A. **"Envision Brighton" World Café Presentation (Claudia Roblee)**

Claudia Roblee presented the feedback from the Envision Brighton World Café held on January 17, 2011. She distributed a handout with the items pertaining to the Downtown Development Authority separated by the Business Recruitment Committee, Design Committee and the Economic Development Committee. She requested that the DDA adopt the vision developed in the World Café as the Downtown Community Vision, that any policy decisions about downtown be made with the vision in mind and that steps be taken to implement the vision as finances allow. Mr. Strouse noted that the DDA held its own visioning session back in November 2010 and suggested that the World Café vision be incorporated when we hold the second part of the DDA Visioning session (Lauri French is trying to schedule this meeting within the next few weeks).

**Sub-Committee Reports**

B. **Budget** – Mr. Modrack reviewed pending projects; we could close on the Mexican Jones property in FY 10-11 and we closed on the Chamber site (a \$250,000 down payment). He anticipates a more thorough budget review at the April meeting. The draft FY 10-11 and FY 11-12 budget documents were reviewed. Mr. Modrack noted that the DDA projects are a constantly moving target and the budget documents reflect the latest information as of today.

He requested the DDA board members review the draft budget documents prior to the next meeting in April.

**C. Mexican Jones**

- Renewal of Class C resort license No. 197782 and SDM 197783 – Mr. Cameron noted that the DDA recently paid a \$790 transfer fee for the Mexican Jones Class C resort license. He requested that the DDA board make a motion to approve a \$790 renewal fee for the license covering the period from April 2011 to April 2012. Motion by Mr. Griffith, seconded by Mr. Strouse, to approve \$790 for the liquor license renewal fee. Motion carried 12-0-1.
- Status of Wooden Spoon due diligence – Mr. Modrack reported that he had spoken to Steve Pilon from the Wooden Spoon and he anticipates we could be closing on that property within 30 days. Mr. Modrack will ask the Business Recruitment/Promotions subcommittee (made up of members from both the DDA and PSD) to explore how to leverage the liquor license to attract a new restaurant within the DDA at their meeting on Friday, March 18.

Mr. Modrack asked if the Design Subcommittee report could be given at this point in the meeting before going into closed session under Item D.

**E. Design** – Ms. Miller reported that the Design subcommittee is looking at three options for benches for the pocket park; 1) a custom design/build by Lindhout Associates, 2) benches from the same vendor who provided the downtown benches, and 3) benches from Landscapeforms, a company in Kalamazoo, MI. The subcommittee is looking at cost, durability, cost of maintenance and the cost of ownership over the life of the benches. Information will be available at the April DDA meeting.

**F. Business Recruitment/Promotions** – No report

**D. Development** – Vice-Chairman Binkley asked for a motion to go into a closed session to discuss a proposed property lease. Motion by Mr. Corrigan, supported by Ms. Nelson, to close the regular session of the DDA meeting to go into a closed session to review and consider a proposed property lease.

Roll Call Vote:	Ms. Bandkau - Yes	Ms. McConeghy - Yes
	Mr. Beauchamp - Yes	Ms. Miller - Yes
	Mr. Binkley – Yes	Ms. Nelson - Yes
	Ms. Botka - Yes	Mr. Pipoly - Yes
	Mr. Corrigan – Yes	Mr. Strouse - Yes
	Mr. Griffith – Yes	Mr. Wirth - Yes
	Mr. Herbst - Absent	

The DDA Board convened into Closed Session at 8:50 a.m.

The DDA Board reconvened the Regular Session at 9:18 a.m. Motion by Ms. Bandkau, seconded by Mr. Strouse, to authorize Mr. Modrack and Mr. Cameron with the Development Subcommittee to continue negotiations with the Bartons as discussed in the closed session. Motion carrier 12-0-1.

**10. Old Business**

**11. Other**

- A. **Downtown Brighton Merchants Association – Lisa Nelson, Chairperson** – The PSD approved a Merchants Advisory Subcommittee comprised of Lisa Nelson, Claudia Roblee, Mark Binkley, John Okoniewski and Thaddeus McGaffey (Ameriprise Financial). They are in the process of scheduling their first meeting.
  
- B. **Appointment to Development Subcommittee** – Vice-Chairman Binkley asked for a motion to approve the appointment of Ms. Miller to the Development Subcommittee. Motion by Mr. Beauchamp, seconded by Ms. Nelson, to appoint Ms. Miller to the Development Subcommittee. Motion approved 12-0-1.

**12. Adjournment**

Motion by Mr. Corrigan, supported by Mr. Griffith, to adjourn at 9:20 a.m. Motion carried 12-0-1.

Respectfully submitted,

Lauri French, Community Development & Planning Department  
March 17, 2011