

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
January 21, 2014**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, January 21, 2014 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, Mark Binkley, Linda Botka, Tim Corrigan, Scott Griffith, Bob Herbst, Pam McConeghy, Mond Miller, Jim Muzzin, Lisa Nelson (arr. at 7:20 a.m.), Shawn Pipoly, and Claudia Roblee

**Members Absent:** Ashley Israel

**Also present:**

Mr. Piet Lindhout, Lindhout Associates, Mr. Doug Cameron, DDA Attorney, Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton, and an audience of three.

*Motion by Ms. McConeghy, supported by Ms. Botka, to excuse the absence of Ashley Israel. Motion carried 11-0-2.*

2. **Approval of December 17, 2013 Agenda**

Chairperson Herbst asked if there are any additions to today's agenda. Item 11.D., Discussion about signage to downtown Brighton for Legacy Center, Mt. Brighton and Spencer Rd. bridge construction as requested by Ms. McConeghy and Item 11.E., Theater and Mill Pond update project rollout timing as requested by Ms. Roblee.

*Motion by Mr. Corrigan, supported by Ms. McConeghy, to approve the January 21, 2014 meeting agenda as amended. Motion carried 11-0-2.*

3. **Call to the Public** was made at 7:22 a.m. Adam Kokenakes, who is working with Amy Cyphert and Matt Modrack as an intern for this semester, introduced himself to the board. Hearing no comments, call to the public was closed.

4. **Election of Officers** – *Motion by Mr. Griffith, supported by Mr. Beauchamp, to nominate the current slate of officers – Bob Herbst, Chairperson, Mark Binkley, Vice-Chairperson and Tim Corrigan, Secretary - to serve another term. Motion carried 12-0-1.*

5. **A. Approval of the December 17, 2013 Regular Meeting Minutes**

*Motion by Mr. Muzzin, supported by Mr. Griffith, to approve the December 17, 2013 regular meeting minutes as presented. Motion carried 11-0-2 with one absence and Ms. Botka abstaining.*

6. **Approval of Bills**

Mr. Modrack reviewed the bills and noted that the Lindhout Associates bill contains charges for the 2014 Flower & Property Maintenance bid and work on the CSX West lot. Mr. Mancuso's bill contains charges for the Davis Office Center demo issue and Johnson property refinance.

*Motion by Mr. Griffith, supported by Mr. Beauchamp, to approve the bills as presented. Motion carried 12-0-1.*

7. **A. Financial Reports**

Ms. French reported that we anticipated receiving \$75,000 from the sale of the Bombardier, which has been reflected in our FY 13/14 revenues. We were advised last week that the City sold that piece of equipment but the total amount of the sale was \$61,000. The budget projection has

been adjusted accordingly. Mr. Modrack also noted that the FY 14/15 proposed budget has been submitted to Finance Director Hanna for review.

*Motion by Ms. McConeghy, supported by Ms. Nelson, to accept the FY 13-14 financial report through 1/16/14 as presented. Motion carried 12-0-1.*

**8. New Business**

**A. SBTDC Report – Nancy Johnson**

Ms. Johnson reviewed the handout she passed out and noted that the new name of her organization is now “Small Business Development Center”, Livingston Satellite. She is working on a Venture Plan program that will focus on Brighton area retail and service businesses with storefronts and she is working on partnering with United Bank & Trust. She would like to call on board members to speak to the Venture Plan groups. She reported that the 2013 impact numbers will be reported at the February 2014 meeting.

**B. Sub-Committee Reports**

1. **Design** – No meeting
2. **Development** – No meeting
3. **Budget**

a. Schedule subcommittee meeting with City Manager Foster and Finance Director Hanna to discuss bonding scenarios and discuss sequencing of the Millpond Master Plan update project, Fifth Third theater and repurposing City Hall to an art/community center; also review proposed FY 14/15 DDA Fund budget.

Mr. Modrack noted that the three big projects on the DDA's list will all require bonding. He would like the Budget subcommittee to meet next week with Mr. Foster and Ms. Hanna so they can go through the various bonding scenarios and timing in order to prioritize the projects. He asked the subcommittee members to let Ms. French know their availability at the end of this meeting.

4. **Executive** – No meeting

**9. Lindhout Report**

A. 2014 Flower Installation/Maintenance and 2014 Property Maintenance Bid Award - in January 2014 contingent on approval by DDA Design Subcommittee – Mr. Lindhout advised that the bids were advertised and we only had one bidder this year, Landscape Design Associates. He reviewed the year-over-year flower and property maintenance costs and noted that we only have \$62,000 in our budget (both FY 13/14 and FY 14/15). This year's bid included an option for a two-year contract and also included an option for holiday “swag” that would be put up once the baskets came down. There was discussion about what the maintenance program covers and if the work could be done by volunteers or people from the county jail program, or if the watering scheduled for the flowers could be reduced. It was pointed out that most of the cost is for property and flower maintenance, not the flowers themselves. Mr. Binkley stated that he will talk to the PSD board about possibly paying for the holiday light pole “swag” as part of the holiday lights program.

*Motion by Ms. McConeghy, supported by Ms. Roblee, to award the 2014 Flower Installation/Maintenance and 2014 Property Maintenance contract as bid and to direct Lindhout Associates to negotiate a reduction and to issue a change order not to exceed \$65,000, with Design Subcommittee input, for a 2-year contract with Landscape Design Associates. The motion carried 12-0-1.*

**10. City Council Report** – Jim Muzzin reported that City Manager Foster sent a letter to the MDOT asking if they would consider the Spencer Road bridge closure after the Smokin' Jazz Festival instead of in July as originally planned, and it is his understanding that a response has been

received to that letter advising that it would be taken under consideration. There was a general discussion about the impact of the closure and what the traffic pattern alternatives might be and their impact on downtown Brighton.

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

Mr. Modrack noted that Talula has gone out of business but the owner of the building is actively seeking another tenant. He also advised that a new comic book store, Nerdageddon, will be opening at the former Parent Teacher Tech building.

A. CSX West update – Mr. Modrack advised that we received quotes to do a property survey for the CSX West project. Unfortunately, the CSX insurance requirements exceeded those of the company we initially selected. Mr. Foster asked Tetra Tech if they met the insurance requirements and could do the survey for us, which they agreed to do under their retainer. The revised paperwork was submitted to CSX and Mr. Modrack is hoping to have the construction on the front lot done prior to the summer event season. He noted that Planning & Zoning Director Amy Cyphert is already working on revising the ordinance for approval by Planning Commission and City Council.

B. Johnson land contract refinance status – as noted in the budget discussion, the refinance agreement has been completed and Ms. French has arranged for the automatic monthly payments with our Finance department. The refinanced amount is \$2,504.73 for interest-only versus the prior monthly principal and interest amount of \$5,680 which helps with our cash flow.

C. Davis Office Site Demo – Mr. Modrack noted that he is working on two alternatives for this project. One, as discussed and approved at the December DDA meeting, is a \$50,000 loan to Thomas Duke to help with the demolition costs for the buildings on-site; the agreement for this alternative has been drafted by Mr. Mancuso. The second alternative is declaring the site a brownfield to finance all the demolition; it would be paid initially by Thomas Duke and paid back through tax capture only after there is development on the site. Mr. Modrack also noted that brownfield may be a possibility for the St. Joe's site.

D. Signage for Legacy Center, Mt. Brighton and Spencer Road bridge construction – Ms. McConeghy stated that the Legacy Center would like to cross-market with downtown and they have discussed signage that would point people to downtown Brighton. Mr. Modrack noted that their parking lot empties onto Rickett Road, so all people would have to do is head north on Rickett to get to downtown. There was also discussion about putting signage up at Mt. Brighton and whether a sign could be put up off the I-96 ramp directing people to Mt. Brighton and downtown. Signage to direct traffic if the Spencer Road exit and/or bridge is closed for construction was also discussed; a temporary sign might be able to be erected by MDOT. Ms. McConeghy also noted that the Wall Street Journal has been in contact with her; they are doing a big article on Mt. Brighton and want her input on the economic impact on downtown Brighton. She also reported that there was an article in "Colorado" magazine about Vail Resorts that mentioned all their locations, including Mt. Brighton.

E. Theater and Millpond project rollout timing – Ms. Roblee noted that she met with the Brighton Art Guild (as chair of the BACC) to discuss bringing back the "Kaleidoscope" event currently held at Green Oak Village Mall, possibly in 2015. They asked at that meeting about timing for the theater and art/community center. Mr. Modrack responded that there is no timing yet. Ms. Roblee also asked how far along is the theater design and what will be the Design Subcommittee's involvement? Mr. Modrack noted that Lindhout Associates has done some preliminary sketches for the pro formas but that he expects that the full board will be involved in the theater design since it's such a large project.

12. **Adjournment**

*Motion by Mr. Griffith, supported by Mr. Muzzin, to adjourn at 8:50 a.m. Motion carried 12-0-1.*

Respectfully submitted,

Lauri French, Deputy Director  
Community Development, Planning & Zoning  
January 21, 2014