

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
October 16, 2012**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, October 16, 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:

Dave Beauchamp, Mark Binkley, Tim Corrigan, Scott Griffith (left at 8:15 a.m.), Bob Herbst, Jim Muzzin, Lisa Nelson, Shawn Pipoly and Al Wirth

Members Absent: Linda Botka, Pam McConeghy, Mondy Miller, Greg Strouse

Also present:

Mr. Doug Cameron, DDA Attorney

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

Ms. Nancy Johnson, Director, Livingston SBTDC

Ms. Sophia Freni, Events Director, Greater Brighton Area Chamber of Commerce

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

Motion by Mr. Wirth, supported by Mr. Griffith, to excuse Linda Botka, Pam McConeghy, Mondy Miller and Greg Strouse from today’s meeting. Motion carried 9-0-4.

2. **Approval of October 16, 2012 Agenda**

Mr. Modrack noted there are no subcommittee reports on today’s agenda and briefly reviewed the agenda items. He also noted that one additional invoice from Boss Engineering for the Fifth Third lot survey was received which will be handled in Approval of Bills by Chairperson Herbst.

Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the October 16, 2012 meeting agenda as amended. Motion carried 9-0-4.

3. **Call to the Public** was made at 7:18 a.m. Hearing no response, call to the public was closed.

4. **A. Approval of the September 18, 2012 Regular Meeting Minutes**

Motion by Mr. Muzzin, supported by Mr. Corrigan, to approve the September 18, 2012 regular meeting minutes as presented. Motion carried 7-0-6, with Al Wirth and Dave Beauchamp abstaining and four absences.

5. **Approval of Bills**

Mr. Modrack briefly reviewed the bills in today’s packet and noted that Doug Cameron had done some necessary to correct the property description and a title issue for the Fifth Third property. He noted that Lindhout Associates’ invoice included work on the North/West/Main grant and alternates as well as a preliminary design he asked Piet to do for a SELCRA splash pad at the former skate park. Chairperson Herbst noted that one additional bill was received too late to be included in the packet. As noted by Mr. Modrack, the bill is from Boss Engineering in the amount of \$600 for the Fifth Third survey which increases the amount of the total bills to \$195,734.04.

Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the bills as amended. Motion carried 9-0-4.

6. **A. Financial Reports**

Motion by Mr. Muzzin, supported by Mr. Pipoly, to accept receipt of the FY 12-13 financial report as presented. Motion carried 9-0-4.

7. **Old Business**

8. **New Business**

A. Sub-Committee Reports

1. Design – No report
2. Budget – No report
3. Development – No report

B. Livingston County SBTDC Report – Nancy Johnson, Director

1. Retention Visits in DDA District - Ms. Johnson noted that she developed a flyer for merchants to tell them about the services offered by her office as a result of the DDA/SBTDC partnership. She has visited several businesses in the DDA district and is focusing on website review and their use of social media including blogs. Matt Modrack mentioned to her that he is interested in doing a guest blog about downtown and she met with him last week to discuss how this could be done to link it to the Downtown Brighton, Michigan Facebook page. She also noted that she will be doing a "Lunch and Learn" workshop with the Howell Chamber on November 14 and that she would like to host a similar workshop for the DDA and PSD. She will add the Downtown Brighton logo to her flyer before it goes out.

C. Event PR/Promotions – Sophia Freni – Ms. Freni reported that Holiday Glow is scheduled for November 17 from 4:00-7:00 p.m. Main Street will be closed from West to Hyne from noon to approximately 9:00 p.m. that day. The Holiday Glow banner across Main St. will be put up on November 1 when the SELCRA Tridge or Treat banner comes down. She noted that planning is underway with the merchants for Small Business Saturday on November 24, Ladies Night on December 6 and a proposed Midnight Madness event if there is enough interest from the merchants later in December.

9. **Lindhout Update**

A. North/West/Main Project update – Mr. O'Leary noted that construction on this project is ahead of schedule. The Main St. crosswalk on the south side is complete and the contractor will switch over to the north side this Thursday. The pedestrian light fixtures will be the last items installed, probably the first or second week of November. Mr. Modrack asked Mr. O'Leary to again review the entire scope of the project since there were changes from the original. Mr. O'Leary reported that the West St. mill and fill (alternate 1), which is a separate contract from the main North/West/Main grant project, is complete. Alternate 2, which is the sidewalk on North St. from West to Grand River, is also complete. We also added a stamped concrete crosswalk at the Pierce St. parking lot; this crosswalk has lighted pedestrian crossing signs but the crosswalk itself is not lit.

Mr. O'Leary reviewed Change Order 02 for the North/West/Main project and highlighted the changes that were made to proposal request 02, primarily changes to utility work that was in the original project but was not feasible from an engineering standpoint and were therefore deleted. The deletions resulted in a credit to the project. He also reviewed the changes in proposal request 03 which included removal and replacement of a driveway into the North St. parking lot from West St., replaced concrete pavers ramp on North St. ramp with concrete and changing the caliper of seven trees on West St. to a larger caliper. These changes were all within the contingency costs for the project.

Mr. O'Leary also reported that there may be an opportunity to replace a couple of the new pedestrian lights on West St. with L.E.D. lights on a trial basis to see if we like them. This was the result of a meeting that he and Mr. Modrack had with a representative from Carrier Gable a few weeks ago. They can use existing "bowls" with these lights and Mr. Lindhout noted that since L.E.D. lights last longer than the current sodium lights, they pay for themselves sooner. There was discussion about how much it would cost to replace all our pedestrian lights if we like the L.E.D. lights, and Mr. O'Leary said he would find out. Mr. Muzzin noted that DTE plans to replace our cobra heads and he will check with Matt Schindewolf at DPS to find out when that is scheduled.

B. Consider approval of contract award for stairway project from North St. to Chamber property – Mr. Lindhout reviewed the cost estimate from Vantage Construction, who was the low bidder from the four companies he asked to provide costs. Vantage's proposal may be modified if lumber prices increase next year, and Vantage is willing to add the City and DDA as an additional insured to their insurance policy. Mr. Lindhout also met with the Chamber regarding the placement of the stairway and whether additional lights would be needed. There was discussion about whether the hillside should be fenced off with some kind of a gate at the top and the timing to construct the stairway. Mr. Lindhout noted that there are some sections of fence that were removed from the cemetery that are in storage at DPS and that we might be able to utilize those, although there is not enough to do the whole length. Mr. Binkley suggested that a comprehensive proposal be put together that includes the costs for the stairway, fencing, any additional lights that might be required, etc. and that the project be done in the spring. Mr. Modrack noted that we would have to have a formal agreement with the Chamber before the project goes forward.

10. **City Council Liaison Report (Mayor Jim Muzzin)** – Mr. Muzzin wanted to remind the board members that the bond issue will be on the November 6 ballot and that there were two successful informational meetings about the bond held at the Brighton District Library.

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

Mr. Modrack reported that the Mayday façade project is progressing and installation of the new windows should begin this week. The Champ's project will also be starting soon. He advised the board members that, in regard to the façade improvement loan program, he is not interested in pursuing something that requires so much work and the Mayday façade would be the only one done under this program. He noted that he does not intend to pursue additional façade projects without more support from City Council.

Mr. Modrack passed out a flyer for the 2013 Chamber Guide. He told the board that he would like to do an ad with a group photograph of the DDA Board members, for more visibility of the DDA's role, mission, accomplishments, etc. The ad could also be used for the Facebook page and website.

He also noted that Karleen Shafer from Landscape Design Associates had put together plans for the Cobb-Hall site as well as the hillside behind the former Johnson property. He advised that the plans will be reviewed with the Design Committee prior to the November DDA meeting.

Mr. Modrack also reported that SELCRA had retained Lindhout Associates to redesign the skateboard park which would include a splash pad. If the DDA assists in underwriting the cost of the park, it would require a waiver from City Council for the DDA's debt policy amount (20% of total debit including bonds, land contracts, etc.). The project also cannot proceed unless the City is willing to provide a water circulation system at no cost to SELCRA. Both these items would have to be approved by City Council. Funding for the park might also be available from the Chamber Foundation and whatever SELCRA can get from the state.

Chairperson Herbst thanked Doug Cameron for fixing the Fifth Third property description and title issues with Fifth Third's attorneys. He also noted that he attended a Brighton High School reunion recently and was told by some former Brighton residents who don't live in town that they were very impressed with everything the City has done.

Mr. Modrack also noted that the Planning Commission will review the St. Paul Church expansion plan at their next meeting. He expressed how difficult it sometimes is for cities to keep churches in their downtowns because of a shortage of parking and how the cemetery parking lot project is directly responsible for St. Paul's expansion plans.

12. Adjournment

Motion by Mr. Wirth, supported by Mr. Muzzin, to adjourn at 8:25 a.m. Motion carried 8-0-5.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
October 16, 2012