

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

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, October 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 7:15 a.m.

Members Present:

Dave Beauchamp, Mark Binkley (left at 9:00), Phil Garbacz, Scott Griffith, Bob Herbst, Ashley Israel (arr. at 7:16), Jim Muzzin, Lisa Nelson (arr. at 7:20), Shawn Pipoly and Claudia Roblee

Members Absent: Linda Botka, Tim Corrigan and Pam McConeghy

Also present:

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

2. **Approval of October 21, 2014 Agenda**
Motion by Mr. Muzzin, supported by Mr. Griffith to approve the October 21, 2014 meeting agenda as presented. Motion carried 8-0-5.
3. **Call to the Public** was made at 7:16 a.m. Hearing no response, call to the public was closed.
4. **A. Approval of the September 16, 2014 Regular Meeting Minutes**
Motion by Mr. Pipoly, supported by Mr. Griffith, to approve the September 16, 2014 regular meeting minutes as presented. Motion carried 6-0-4-3, with four absences and Board Members Binkley, Garbacz and Muzzin abstaining.

B. Approval of September 16, 2014 Closed Session Minutes
Motion by Ms. Roblee, supported by Mr. Griffith, to approve the September 16, 2014 closed session minutes as presented. Motion carried 6-0-4-3, with four absences and Board Members Binkley, Garbacz and Muzzin abstaining.
5. **Approval of Bills**
Motion by Mr. Griffith, supported by Mr. Pipoly, to approve the bills as presented. Motion carried 9-0-4.

Motion by Mr. Pipoly, supported by Mr. Muzzin, to excuse the absences of Linda Botka, Tim Corrigan and Pam McConeghy. Motion carried 10-0-3.
6. **Financial Report**
A. FY 14-15 Adopted Budget and YTD Summary (through 10/16/14)
Motion by Mr. Muzzin, supported by Mr. Pipoly, to receive the FY 14-15 Adopted Budget and YTD Summary through 10/16/14 as presented. Motion carried 10-0-3.
7. **New Business**
A. **Sub-Committee Reports**
 1. Design – no meeting
 2. Budget – no meeting
 3. Development – no meeting
 - a. Request for closed session to consider the lease or purchase of real property –
Moved by Mr. Muzzin, supported by Mr. Griffith, that the Board of the City of Brighton Downtown Development Authority enter closed session to consider the purchase or lease of real property up to the time an option to purchase or lease

Downtown Development Authority Board Meeting Minutes

October 21, 2014

Page 2 of 3

that real property is obtained pursuant to the provisions of Section 8(d) of the Open Meetings Act. A roll call vote was taken as follows:

Mr. Beauchamp – Yes
Mr. Binkley – Yes
Ms. Botka – Absent
Mr. Corrigan – Absent

Mr. Garbacz – Yes
Mr. Griffith – Yes
Mr. Herbst – Yes
Mr. Israel – Yes

Ms. McConeghy - Absent
Mr. Muzzin - Yes
Ms. Nelson - Yes
Mr. Pipoly – Yes
Ms. Roblee - Yes

The motion carried 10-0-3. The regular session was closed and the DDA Board, Mr. Lindhout, Mr. Cameron, and Mr. Modrack went into closed session at 8:35 a.m.

The DDA Board resumed the regular session at 9:00 a.m.

- b. Action as may be required pursuant to closed session – *Motion by Mr. Griffith, supported by Mr. Beauchamp, to authorize Mr. Modrack to enter into negotiations with the property owners and to direct DDA Attorney Doug Cameron to prepare a purchase agreement for the DDA board to approve at the next meeting. A roll call vote was taken as follows:*

Mr. Muzzin – Yes
Mr. Garbacz – Yes
Ms. Botka - Absent
Ms. Roblee – Yes

Mr. Pipoly – Yes
Ms. Nelson – Yes
Mr. Israel – Yes
Mr. Herbst – Yes

Mr. Griffith - Yes
Mr. Beauchamp - Yes
Mr. Corrigan - Absent
Ms. McConeghy - Absent
Mr. Binkley – Absent (left at 9:00)

The motion carried 9-0-4.

4. Executive – no meeting
5. Parking Strategy – no meeting

8. Lindhout Report

A. CSX West Parking Lot proposed construction schedule – Mr. Lindhout distributed copies of a plan with cost estimates that Mr. Modrack asked him to put together for a comprehensive look at projects including and adjacent to the CSX West Parking Lot. The projects could be done in phases or bundled together, and will connect outlying lots to the downtown. Included in the proposed projects are new sidewalks, pedestrian lights, fencing and 15 paved spaces in the CSX West lot. He reviewed each project in detail including a timeline. There was discussion about expanding the CSX West lot from the 8 spaces previously approved by the DDA Board to the 15 spaces in the plan reviewed today. It was noted that the DDA Fund does not have much money this fiscal year due to the large bond payment that will pay off the existing bond. Mr. Modrack reported that if the board decides to work on the CSX West lot this fiscal year that we could split the project between this year and next or possibly obtain a bridge loan from the City's General Fund (this option will be discussed at the Council retreat). Mr. Modrack indicated that a parking enforcement program is anticipated to begin in spring 2015 and we need to have other places to send people to park. He noted that Planning Commission is working on a final draft of the transitional and overflow parking lot ordinance amendment. Mr. Binkley and Mr. Israel both noted that the gate to the overflow area in the CSX West lot should be eliminated. The board requested that Mr. Lindhout look at the costs for different increments of parking spaces for the CSX West lot (i.e., 8 spaces, 15 spaces, 24 spaces, etc.) for the board to discuss at the November meeting.

9. Administrative Report – Matt Modrack

A. Budget Status Report – Mr. Modrack passed out the latest 6-year DDA Fund Forecast prepared by Finance Director Hanna and noted that possible DDA projects will be discussed at the City Council retreat on November 8.

Downtown Development Authority Board Meeting Minutes

October 21, 2014

Page 3 of 3

B. HB 5856 (DDA/TIF legislation) update – Mr. Modrack noted that he and City Manager Foster recently testified at a House Commerce Committee regarding the proposed legislation and that he and Ms. McConeghy testified at another Commerce Committee hearing on October 1. We should be receiving an update at the Michigan Downtown Association conference regarding the proposed legislation and will keep the board updated.

Mr. Modrack also noted that the Davis site rezoning has been approved and will have to go through the normal site plan process.

10. **City Council Report** – Mr. Muzzin reported that the Gardner White grand opening was last Saturday and that we are happy to have them at Brighton Mall. He also thanked everyone for their support after the recent loss of his mother.

11. **Adjournment**

Motion by Mr. Muzzin, supported by Ms. Roblee, to adjourn at 9:10 a.m. Motion carried 9-0-4.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
October 22, 2014