

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
April 9, 2013**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, April 9, 2013 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, Jim Muzzin, Lisa Nelson (arr. 7:20 a.m.), Shawn Pipoly, and Greg Strouse

Members Absent: Mond Miller, Al Wirth

Motion by Ms. McConeghy, supported by Mr. Griffith, to excuse the absences of Mond Miller and Al Wirth. Motion carried 11-0-2.

Also present:

Mr. Piet Lindhout, Lindhout Associates

Mr. Doug Cameron, DDA Attorney

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

2. **Approval of April 9, 2013 Agenda**

Mr. Modrack requested that one item be added under “Administrative Report” (item 11.A.) – Discuss request received to purchase DDA-owned escrowed liquor license.

Motion by Mr. Corrigan, supported by Ms. McConeghy, to approve the April 9, 2013 meeting agenda as amended. Motion carried 11-0-2.

3. **Call to the Public** was made at 7:19 a.m. Hearing no response, call to the public was closed.

4. **A. Approval of the March 19, 2013 Regular Meeting Minutes**

Motion by Mr. Pipoly, supported by Ms. Botka, to approve the March 19, 2013 regular meeting minutes as presented. Motion carried 10-0-2-1, with two absences and Mr. Strouse abstaining.

5. **Approval of Bills**

Mr. Modrack briefly reviewed the March bills presented for payment. *Motion by Mr. Griffith, supported by Mr. Binkley, to approve the bills as presented. Motion carried 11-0-2.*

6. **A. Financial Reports**

Mr. Modrack noted that today’s packet includes the BS&A financial report from the Finance Director and the FY 12-13 year-to-date spreadsheet and the FY 13-14 budget spreadsheet prepared by Lauri French. He noted that there would be additional discussion regarding the DDA budget later in the meeting.

Motion by Mr. Muzzin, supported by Mr. Strouse, to accept the financial reports as presented. Motion carried 11-0-2.

7. **New Business**

- A. Sub-Committee Reports**

1. **Design – 3/28/13 Mill Pond Master Plan subcommittee meeting with Jeff Smith, PEA**
– Mr. Modrack asked Lauri French to report on the outcome of this meeting in Ms. Miller’s absence. Lauri noted that Jeff Smith had asked for AutoCAD drawings or a survey, if available, of the original Mill Pond plan and also the Veteran’s Memorial so they could lay this information into their drawings. She thanked Mr. Lindhout for providing these

materials to Jeff via email and noted that we should have a preliminary drawing and possibly cost estimates for the project by the end of April.

2. **Development** – No report

3. **Budget** – Update on City Council budget work sessions held March 25, 26, 27 and April 4 – Mr. Modrack reviewed the City Council budget process and provided feedback from the four budget work sessions held by Council. He presented a review of the DDA fund budget and wanted the board members to take note of the following facts:

- The bond debt for two large projects – the I-96/Grand River off-ramp and the Tridge – accounts for 80% of the DDA's discretionary budget in FY 13-14.
- One of the Council members questioned why Mr. Modrack's salary and benefits are not paid for by the DDA Fund instead of the General Fund. He explained that he was hired as a City employee in 2005 and only became the DDA Director in 2009. He reported that with an estimated \$2.5 million in grant money that he has brought in the last three years, he has paid for his salary and benefits for 19 years.
- Mr. Modrack noted that everything the DDA has done or is doing is in the 2003 Hyatt Palma Blueprint, which was approved by Council. He questioned whether Council still wants the DDA to adhere to this document for future projects or not.

Mr. Muzzin noted that City Manager Foster's original submitted budget showed a \$153,000 deficit for FY 13-14. The department directors submitted cost cutting suggestion items to the City Manager for their respective departments (i.e., not backfilling two DPS positions when the employees retire within the next year). The budget reviewed at last Thursday's Council meeting now shows a \$72,000 surplus, largely due to a less than anticipated rate increase for health care by Blue Cross (13% increase versus 30%). First reading will take place on April 18 and the second read and probable Council approval is May 2. Mr. Muzzin suggested the Blueprint question should be brought up at the next Council retreat.

4. **Executive** – No report

B. Livingston County SBTDC Report – Nancy Johnson, Director – No report

8. **Lindhout Update**

A. 121 W. North property – stairway update – Mr. Lindhout reported that the stairway construction started yesterday and footings were poured at the top of the stairway. Vantage is working from the top down; they will build the top platform first and work their way down the hill. Mr. Lindhout has received approval from the Livingston County Building Department to approve footings so the contractor doesn't have to wait for their inspector. Target completion date is the end of this week unless delays are caused by the weather. There was discussion about whether a fence needs to go in at the top of the hill on Chamber property. The board was reminded that there are sections of fence formerly located at the St. Paul Cemetery in storage at DPS. The board requested that Mr. Lindhout get an estimate from Vantage to construct wolmanized wood fencing as part of their stairway contract.

Motion by Mr. Griffith, supported by Mr. Pipoly, to approve up to \$2,500 for fencing at the top of the stairway on Chamber property and to authorize either Chairperson Herbst or DDA Director Modrack to sign the change order with DDA Attorney Cameron to draw up an agreement with the Chamber. Motion carried 11-0-2.

Staff was also directed to ask Landscape Design Associates for a quote for burning bushes or some other type of ornamental shrub for the top of the hill.

9. **Chamber Report – Pam McConeghy** - Ms. McConeghy reported there is a Michigan Townships Association meeting being held in the Chamber conference room on Wednesday, 4/10, and Secretary of State Ruth Johnson is a guest on Thursday, 4/11. The Michigan Chamber has a meeting on Wednesday, 4/10, in Lansing and the Governor will be one of the speakers.

10. **City Council Liaison Report (Mayor Jim Muzzin)** – No report

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

A. Discuss request received to purchase DDA owned escrowed liquor license

Mr. Modrack explained that we received a request from Yvonne Stacherski from Thumb Brewery in Caseville to purchase the Class C Resort license currently in escrow and owned by the DDA. He reminded the board that the intent was to keep the license to use for the theater but he was later advised that this was not the appropriate type of license for that use. He has since been advised by Lauri French after speaking to her LCC contact that the license may be reclassified to use at the theater. Lauri also noted that we could also request an extension for the escrow period if the theater hasn't been built when the five year escrow period expires.

Motion by Mr. Strouse, supported by Mr. Muzzin, to direct staff to respond to the request received from Thumb Brewery to purchase the DDA-owned escrowed license that we are not interested in selling it at this time. Motion carried 11-0-2.

Ms. Nelson reported that her business, Hush Intimate Apparel, is donating \$8,000 worth of merchandise to LaCasa for Cinderella's Closet today and asked that Staff send a copy of the article to DDA and PSD board members.

Mr. Binkley noted that the gas line was replaced in the lot behind his building as part of the North/West/Main streetscape project and there is now a sinkhole that needs to be re-asphalted. Mr. Modrack offered to contact Consumers Energy.

12. **Adjournment**

Motion by Mr. Griffith, supported by Mr. Muzzin, to adjourn at 8:40 a.m. Motion carried 11-0-2.

Respectfully submitted,

Lauri French, Deputy Director
Community Development, Planning & Zoning
April 10, 2013