

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
August 16, 2016**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, August 16, 2016 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 am.

Members Present:

Dave Beauchamp, Scott Griffith, Bob Herbst, Tim Corrigan, Shawn Pipoly, Claudia Roblee, Lisa Nelson, Jim Muzzin, Phil Garbacz, and Mark Binkley

Members Absent: Pam McConeghy and Ashley Israel

Also present:

Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Ms. Michelle Miller, Economic & Community Development Liaison; Dave Blackmar, DPW Director, Brandon Skopek, Intern, and an audience of 2.

Moved by Mr. Pipoly, supported by Mr. Griffith, to excuse Board Members McConeghy and Israel. The motion carried 10-0-2.

Chairman Herbst asked for a moment of silence in honor of Matt Modrack, who passed away on Thursday, August 11, 2016. Each Board Member took a moment to say kind words about Matt.

2. Approval of the August 16, 2016 Agenda

Moved by Mr. Corrigan, supported by Mr. Pipoly, to approve the August 16, 2016 agenda as presented. The motion carried 10-0-2.

3. Call to the Public

The Call to the Public was made at 7:31 am. with no response.

4. A. Approval of the June 21, 2016 Regular Meeting Minutes

Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the June 21, 2016 regular meeting minutes as presented. The motion carried 10-0-2.

5. Approval of Bills

Moved by Mr. Corrigan, supported by Mr. Griffith, to approve the bills as presented. The motion carried 10-0-2.

6. Financial Report

A. FY 15-16 Adopted Budget and YTD Summary (through 08/11/2016)

Moved by Mr. Griffith, supported by Mr. Muzzin, to acknowledge receipt of the FY 15-16 Adopted Budget and YTD Summary (through 08/11/2016). The motion carried 10-0-2.

7. New Business

A. DDA Project Proposal Presentation

Mr. Geinzer introduced Brandon Skopek, the City's intern. He gave a PowerPoint presentation regarding the Millpond Master Plan, boardwalk and Tridge maintenance, Millpond water quality, and a comprehensive Master Plan.

The Board discussed specific aspects of the presentation. Mr. Geinzer and Mr. Lindhout will present additional information at the next meeting.

Mr. Griffith feels it should be a coordinated effort for the DDA Master Plan. The Board agreed.

Moved by Mr. Muzzin, supported by Mr. Corrigan, to have the DDA attorney set up a non-profit named "Friends of Brighton" to begin the process. The motion carried 10-0-2.

B. Barton Lease Update

Mr. Cameron stated the DDA leased this property for 10 years; however, it has recently sold. The new owner is amenable to the DDA continuing to lease it for parking. He noted that the lease terms state that the City of Brighton DDA had the right of first refusal, but they were not notified that there was an offer on the property. If the lease is terminated (i.e. if the new owner decides to develop the property), then there would be funds that would be payable to the DDA. He will write a letter to both parties advising them of the rights of the DDA as it relates to early termination of the lease.

C. Possible Closed Session to Discuss the Acquisition of Real Estate

Motion by Mr. Pipoly, supported by Mr. Beauchamp, to enter into a closed session to discuss the acquisition of real estate at 8:27 am. The motion carried 10-0-2.

The Board reconvened the regular meeting at 8:51 am.

Motion by Mr. Mr. Pipoly, supported by Mr. Griffith, to authorize the DDA Chairman to sign the purchase offer as discussed in the closed session. The motion carried 10-0-2.

D. Subcommittee Reports

1. Design – No Meeting
2. Budget – No Meeting
3. Development – June 20, August 5, August 15, 2016
4. Executive – No Meeting
5. Parking Strategy – No Meeting
6. Parking Lot Maintenance – No Meeting

8. Lindhout Report

Mr. Lindhout stated that the one-year warranty on the landscaping in the CSX Parking Lot is almost over. He will have them replace the shrubs that have died.

9. Administrative Reports

Mr. Geinzer stated that the parking lot maintenance RFP is going to be rebid as we did not receive a favorable response. There was only one proposal received.

Ms. Miller read an e-mail from Pam McConeghy advising that there will be a memorial for Matt Modrack on Saturday, October 1st at the Chamber of Commerce. She is asking for contributions to help cover the costs, which is approximately \$2,000. Any additional money received will be given to the family to help with medical costs.

Mr. Corrigan advised that they will pay for the costs of the memorial and will send Ms. McConeghy a check today.

10. Chamber of Commerce Report

Ms. McConeghy was not present this morning.

11. City Council Report

Mr. Muzzin had no updates from City Council.

12. Adjournment - *Moved by Mr. Corrigan, supported by Mr. Griffith, to adjourn the meeting at 8:59 am. The motion carried 10-0-2.*

Respectfully submitted,

Patty Thomas, Recording Secretary
August 16, 2016