

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

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, January 19, 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 a.m.

Members Present:

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

Members Absent: Ashley Israel and Linda Botka

Also present:

Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Jeff Smith of PEA Architects, Michelle Miller, Deputy Director of Community Development, Planning & Zoning; Mr. Matt Modrack, DDA Executive Director/Community Development Director; and an audience of 5.

2. Approval of February 16, 2016 Agenda

Mr. Modrack stated that Joyce Powers and Karlene Shafer would like to make a presentation about vegetation along the shore of the Millpond. This will be Agenda Item #7E.

It was also suggested to move Item 7A “Possible Closed Session to Discuss the Acquisition of Real Estate” to the last item under “New Business”.

Motion by Mr. Muzzin, supported by Mr. Corrigan, to approve the February 16, 2016 agenda as amended. The motion carried 11-0-2.

Moved by Ms. McConeghy, seconded by Ms. Roblee, to excuse Board Members Israel and Botka. The motion carried 11-0-2.

3. Call to the Public

The Call to the Public was made at 7:17 a.m. with no response.

4. A. Approval of the January 19, Regular Meeting Minutes

Motion by Mr. Griffith, supported by Mr. Muzzin, to approve the January 19, 2016 regular meeting minutes as presented. The motion carried 11-0-2.

5. Approval of Bills

Motion by Mr. Griffith, supported by Mr. Corrigan, to approve the bills as presented. The motion carried 11-0-2.

6. Financial Report

A. FY 15-16 Adopted Budget and YTD Summary (through 02/11/2016)

Ms. Miller stated that the "Depreciation" line item has been removed. It has not changed the bottom line of the uncommitted fund balance.

Motion by Ms. McConeghy, supported by Mr. Pipoly, to accept the FY 15-16 Adopted Budget and YTD Summary (through 02/11/2016). The motion carried 11-0-2.

7. New Business

A. Extension of the GBACoC/DDA Service Agreement

Mr. Modrack stated that the DDA has a service agreement with the Chamber of Commerce. He described the outline of the agreement. Jen Ling of the Chamber of Commerce assists the DDA with many of their events. She also helps with PDS events. The cost of the agreement is \$15,000 per year and will expire on February 28, 2016.

Motion by Mr. Pipoly, seconded by Ms. Nelson, to extend the service agreement with the GBACoC for one year. The motion carried 11-0-2.

B. Millpond Master Plan 1B/Parking Platform public information and communication activities.

Mr. Modrack stated that Jeff Smith of PEA Architects is prepared to show the DDA Board the schedule and updated estimates for the Millpond project; however, the new City Manager, Nate Geinzer, is very interested in this project and questioned if there will be public information meetings. He would like Mr. Modrack to develop and have the DDA Board implement a Public Engagement Process. He would like to present this to the board at the next meeting. All board members agree.

With regard to the parking platform project, Michelle Miller will be setting up groups to visit the City of Rochester so members can see their platform, which is what is being suggested for the City of Brighton.

C. Sub-Committee Reports

1. Design – No meeting
2. Budget – 1/27/16 meeting
 - a. Review of the project matrix priority list and next steps for funding

Mr. Corrigan stated they reviewed the project priorities and are suggesting bonding for the parking platform and the Millpond Master Plan can be funded by a "pay as you go" payment plan, with crowdfunding for the band shell. Mr. Modrack noted that all members will have to meet for a budget work session. Ms. Roblee asked if there is information regarding the different bond payments if the DDA bonds for both the Millpond Master Plan and parking platform projects, instead of only for the parking platform. Matt will obtain this information and report back to the DDA.

3. Development

- a. Land Acquisition

Mr. Modrack stated this will be discussed in the closed session today.

4. Executive – No meeting
5. Parking Strategy – No meeting
6. Parking Lot Maintenance – No meeting

D. Millpond Vegetation Presentation – Karlene Shafer

Ms. Shafer feels the Millpond is a great natural asset for the City of Brighton and would like to add / improve what is already there. She discussed what she is proposing, including small signed areas to educate citizens of native plants and wildlife and invasive vegetation, removing some invasive species, adding native vegetation, apply for grants, coordinate volunteers, etc. There will be no cost to the City for this. She will donate her expertise, the labor, and the plants, and will apply for any grants. Ms. Powers will be helping her as well.

All members agreed this is a great program. Mr. Pipoly thanked Ms. Shafer and Ms. Rogers for coming to the DDA with a solution to a problem.

Motion by Ms. Roblee, seconded by Ms. McConeghy, to support this project. The motion carried 11-0-2.

E. Closed Session to Discuss the Acquisition of Real Estate

Motion by Ms. Nelson, seconded by Mr. Pipoly, to enter into a closed session at 8:15 a.m. to discuss the acquisition of real estate. The motion carried 11-0-2.

The DDA convened the regular meeting at 8:34 a.m.

Mr. Muzzin left at 8:35 a.m.

Mr. Modrack stated that there will be no action taken as a result of the closed session.

8. Lindhout Report - Mr. Lindhout had nothing to report.

9. Administrative Report – Mr. Modrack stated that the committee that is responsible for the Taste of Brighton Civic Event met last week and they are proceeding with organizing the event for this year.

10. Chamber of Commerce Report – Ms. McConeghy stated Mr. Gil White, from the Michigan Association of Realtors is interesting in donating funds for projects downtown. She will be meeting with him in the near future.

The Chamber's Power Lunch will be next Thursday, February, 25th, and will feature the new City Manager, Nate Geinzer, and Ken Hinton, the new County Administrator.

11. City Council Report - Mr. Pipoly stated the new City Manager, Nate Geinzer, will start on Monday, January 22nd. The City Council appointed Renee Pettingill to the Council to replace the late Ricci Bandkau.

12. Adjournment - *Motion by Mr. Griffith, supported by Mr. Beauchamp, to adjourn the meeting at 8:57 a.m. The motion carried 10-0-3.*

Respectfully submitted,

Patty Thomas, Recording Secretary
February 16, 2016