

**CITY OF BRIGHTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING**

*The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, November 16, 2010 at 7:15 A.M. at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI*

AGENDA

- |        |     |  |                 |
|--------|-----|--|-----------------|
|        | 1.  | Call to Order  |                 |
| ACTION | 2.  | Approval of November 16, 2010 Agenda   |                 |
| ACTION | 3.  | Call to the Public   |                 |
| ACTION | 4.  | Approval of the October 19, 2010 Regular and November 9, 2010 Special Meeting Minutes                                    |                 |
| ACTION | 5.  | Approval of Bills  |                 |
|        |     | A. McCririe & Cameron (Oct. 2010)  | \$ 1,570.50     |
|        |     | B. Lindhout Associates (Oct. 2010)   | \$ 2,117.50     |
|        |     | C. Contracting Resources   | \$ 56,915.10    |
|        |     | D. City of Brighton (Water/Sewer Bill 10/1-10/31/10)   | \$ <u>25.53</u> |
|        |     | TOTAL BILLS  | \$ 60,628.63    |
| ACTION | 6.  | Financial Report   |                 |
|        |     | A. Financial Summary   |                 |
|        | 7.  | Administrative Report (Matt Modrack)   |                 |
|        |     | A. Planning & Community Development Report   |                 |
|        |     | • Visioning Session Update   |                 |
|        |     | B. MEGA Family Diner Purchase Agreement Status   |                 |
|        |     | C. MEDC Rural Arts Grant Status (Lauri French)   |                 |
| ACTION | 8.  | Staff Resources Reallocation Proposal - City Manager Dana Foster   |                 |
|        | 9.  | Lindhout Update  |                 |
|        | 10. | New Business   |                 |
|        |     | <u>Sub-Committee Reports</u>   |                 |
|        |     | A. Budget (No report)  |                 |
|        |     | B. Mexican Jones (No report)   |                 |
|        |     | C. Development (11/4/10 meeting)   |                 |
|        |     | D. Design – (No report)\   |                 |
|        |     | E. Business Recruitment/Promotions (11/1/10 meeting) – may include presentation from Chamber of Commerce Events Director |                 |
|        | 11. | Old Business   |                 |
|        | 12. | Other  |                 |
|        |     | A. Downtown Brighton Merchants Association – Lisa Nelson, Chairperson  |                 |
| ACTION | 13. | Adjournment  |                 |

Next meeting is scheduled for Tuesday, December 21, 2010 at 7:15 a.m.

**City of Brighton  
Downtown Development Authority Meeting Minutes  
November 16, 2010**

The Board for the Downtown Development Authority (DDA) held a meeting on Tuesday, November 16, 2010 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

1. Chairman Herbst called the meeting to order at 7:15 a.m.

**Members Present:**

Ricci Bandkau, Dave Beauchamp, Mark Binkley, Linda Botka, Tim Corrigan, Scott Griffith (left at 9:00 am), Bob Herbst, Pam McConeghy, Mondy Miller, Lisa Nelson, Greg Strouse (left at 9:00 am) and Al Wirth.

**Members Absent:** Shawn Pipoly

**Also present:**

Mr. Doug Cameron, McCririe-Cameron Law Office  
Mr. Piet Lindhout and Mr. Mike O'Leary, Lindhout Associates  
Mr. Matt Modrack, DDA Administrator/Community Development & Planning Director, City of Brighton  
City Manager Dana Foster

An audience of two was also present.

**2. Approval of November 16, 2010 Agenda**

Chairperson Herbst advised that there is one additional bill to be reviewed for payment, and he would discuss it under Item 5, Approval of Bills. Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the November 16, 2010 meeting agenda as presented. Motion carried 12-1.

**3. Call to the Public** was made at 7:16 a.m. Claudia Roblee, City Council Member and PSD Board member, stated she attended the DDA's Visioning Session last week and was very impressed. She invited the DDA Board members to attend the "Envision Brighton – Co-Creating a 21<sup>st</sup> Century Vision for Our Downtown" World Café to be held on January 17, 2011 from 7-10 p.m. at the Community Center. Lauri French will send out email invitations in the very near future; registration will take place on the PSD website as seating is limited to 120 people. Hearing no further response, call to the public was closed.

**4. Approval of the October 19, 2010 Regular Meeting Minutes**

Motion by Ms. Bandkau, supported by Ms. McConeghy, to approve the October 19, 2010 regular meeting minutes as presented. Motion carried 12-1.

**Approval of the November 9, 2010 Special Meeting Minutes**

Motion by Mr. Griffith, seconded by Ms. Botka, to approve the November 9, 2010 special meeting minutes as presented. Mr. Herbst abstained from the vote. Motion carried 11-1-1.

**5. Approval of Bills**

Chairperson Herbst noted there was one additional bill received too late for the meeting packet from Rescue LLC. The bill, in the amount of \$350, is for winterization of the Mexican Jones building. Motion by Mr. Griffith, supported by Mr. Corrigan, to approve the bills as presented. Motion carried 12-1.

**6. Financial Report** – Mr. Modrack noted that acting Finance Director Kelly Lalonde was recently appointed Finance Director, and Mr. Griffith asked that she be invited to the next Budget Subcommittee

meeting to discuss streamlining the financial report. Motion by Ms. McConeghy, supported by Ms. Bandkau, to approve receipt of the financial summary dated 11/9/10 as presented. Motion carried 12-1.

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

**A. Planning & Community Development Report**

Mr. Modrack introduced Becca Boss, Events Director for the Chamber of Commerce, who will be doing a short presentation this morning under Item 10.E. Mr. Modrack noted that the Visioning session on November 9 was successful and the notes have been forwarded to Leslie Hall for further editing.

The Chamber site is proceeding; they have accepted our offer and are trying to obtain financing to purchase their new building. Mr. Modrack noted he has been working with Piet Lindhout to develop renderings for a multi-use project for the Chamber site.

Mr. Modrack also reported there is another MEDC grant possibility; he submitted a preliminary proposal to our MEDC representative last week and it received a green light yesterday. He was not at liberty to discuss it further and will work with both the Development and Design subcommittees as the proposal progresses.

Mr. Modrack reported that he attended a Michigan Downtown Association Conference on November 5 in Monroe. He had the opportunity to present the 205 West Cemetery Parking Lot/Pocket Park project. It was the only presentation that included new construction. He had an opportunity to expound on our partnership with MEDC and its significance, and it turned out there were two MEDC representatives in the audience.

B. Mr. Modrack reported that he received a copy of the soil analysis for the Mexican Jones site. MEGA is in their second due diligence period and the \$35,000 deposit, per the purchase agreement terms, is non-refundable. It would be forfeited should they pull out of the project at this point. Mr. Modrack advised he may have to schedule a Mexican Jones subcommittee meeting before the end of this month. The initial due diligence period expired on October 29, 2010. The extended due diligence period will expire on December 28, 2010.

**C. MEDC Rural Arts Grant Status (Lauri French)**

Ms. French reported that we received notification on November 4 that the City had been awarded the maximum \$10,000 Rural Arts Grant, and the \$15,000 match by the DDA along with a private contribution by City Manager Foster enabled us to get this grant. She noted that the Brighton Arts and Culture Commission would be sending out a Call to Artists for the interactive art for the pocket park along with three large replacement pieces from the Biennial.

**8. Staff Resources Reallocation Proposal – City Manager Dana Foster**

City Manager Foster introduced a proposal to the DDA Board that had been discussed at the Council retreat in October that is a combined restructuring of the Community Development & Planning (CD & P) Department and a reallocation of duties for Mr. Modrack and Ms. French. The purpose of the reallocation is to primarily achieve Main Street Program Select status, a City Council goal for the past two years. Funding for the two positions would continue to come out of the City's General Fund. Since Mr. Modrack and Ms. French would require additional help, Mr. Foster asked the DDA Board to consider authorization for funding a part-time intern for Main Street, who Mr. Modrack would recruit and hire, possibly from a university graduate program.

Mr. Foster provided two handouts to the Board. The organization chart reflects what the Main Street program committees might look like and reflects a slight change in the reporting relationship for Mr. Modrack from what was discussed at the Council retreat; that is, Mr. Modrack's position would now also report to Mr. Foster, not just to the Main Street Board. He explained that Mr. Modrack would no longer be responsible for the CD & P daily functions, and he is proposing a separate Planning & Zoning Department to handle those. Mr. Modrack would not be required to attend Mr. Foster's weekly staff meetings or City

Council meetings, but will be in attendance at monthly administrative coordination meetings with other department directors, City attorney and City engineer.

The Main Street program handout details services that would be provided by the State if we were to achieve the Select level; for example, providing a free housing study/downtown improvement study that would cost thousands of dollars if we had to hire it done.

There was discussion regarding the first year cost for the intern (\$10-15,000) and probable ongoing annual costs of \$15,000. Existing staff would absorb administrative work for Planning & Zoning. The plan is to promote Amy Cyphert in recognition of expanded responsibilities, and Mr. Foster plans to review how that department is functioning after the change is made. He noted that Ms. French would be spending some of her time handling Planning & Zoning administrative work, as she does currently. There was discussion about the Main Street committees and whether the proposed structure would change. Mr. Modrack noted that the committees would evolve with the Main Street Program. Chairperson Herbst expressed a concern about getting enough volunteers to staff the committees. Mr. Modrack believes we can minimize the amount of new resources required with existing committee members, and Ms. Bandkau stated we should be able to recruit volunteers from participation in the World Café from people who live in the surrounding townships, since with Main Street, committee members can be non-residents.

Motion by Ms. McConeghy, seconded by Ms. Miller, to support the proposed organization changes as proposed by City Manager Foster and authorize Mr. Modrack to recruit and hire a part-time Main Street intern for up to \$15,000. Motion carried 12-1.

#### **9. Lindhout Update**

Mr. O'Leary presented a status for the St. Paul parking lot and pocket park. The base coat of asphalt has been put down and landscaping will be installed this week. The pocket park still requires some work on the wall and pavers still have to be done.

Mr. O'Leary noted that they are looking at bidding out the flower program early for 2011 and requested that the Board review the bid document at the December DDA meeting for approval. Mr. Griffith suggested we remove the public purchase option since none of the merchants have purchased flowers in the past from the vendor. Mr. Strouse noted that the Design Committee would like to meet with Mr. O'Leary to discuss the flower program prior to the next DDA meeting on December 21.

Mr. Lindhout updated the Board on some changes to the West/North/Main Streetscape site plan that was discussed at the November 15, 2010 Planning Commission meeting. He noted that the Planning Commission tabled site plan approval until their December meeting because they had some questions about the Main/West crosswalks; specifically, some traffic safety concerns concerning individual crosswalks versus a raised intersection. Planning Commission directed Mr. Lindhout and City staff to explore alternatives and costs. Putting in a raised intersection might mean tearing up relatively new asphalt and curbs, which Mr. Lindhout said they would try to avoid.

Mr. Modrack commented that this is a big decision; if we spend more money on the intersection, there will probably not be money left for the items in the alternate project. There was additional discussion about needing the intersection to be uniform with the others in the City and how the shutdown of Main Street would be handled (per Mr. Lindhout, they would probably leave one lane open at a time). The DDA Board's consensus was to have Mr. Lindhout revise the site plan and projected costs, as requested by the Planning Commission, to substitute a raised intersection, for the December Planning Commission meeting.

Mr. Lindhout also noted that he was asked to meet with the new owners of the Singer Press building for his two-hour free consultation. He indicated that the new owners were interested in discussing the feasibility of putting in a roof deck. Mr. Modrack noted that we should be cognizant of potential noise issues, since the issue has gotten a lot of attention over the past several months. City staff will look at the availability of grant money and will work with the DDA Design subcommittee as the project progresses.

**New Business**

**Sub-Committee Reports**

- A. **Budget** – No report
- B. **Mexican Jones** - No report
- C. **Development** (11/14/10 Meeting) – Mr. Corrigan reported the subcommittee met to discuss the Lower Town project and more information will be available in the near future.
- D. **Design** – No report – Mr. Strouse indicated the subcommittee would still like to meet with the City Department Directors for answers to the questions asked in their last meeting about why things are not being done.
- E. **Business Recruitment/Promotions** – Becca Boss, Events Director, Chamber of Commerce, presented a proposal for consideration to expand the number of downtown events (one each month) from May through November, and to consider moving the events to the Municipal Parking Lot, similar to the Smokin' Jazz festival on Saturday. The proposal would also move the Brighton Art Festival from Main Street to the parking lot; Main Street would remain open for this event. Mr. Modrack noted that in addition to obtaining the lease for the Second Street parking lot from CSX, there is an estimated 700 feet of City and/or CSX right-of-way available for additional parking. Mr. Modrack noted that it could be a "green" parking lot, where cars can park on the grass and then the grass has a month to recover in between events.

There were some concerns about not closing Main Street for the Art Festival, since activity at the municipal lot is not visible from Main Street, and questions about the feasibility of putting activities around the Mill Pond so people can see things going on from Main Street. There were suggestions to use speakers on Main to pipe in the event music; Ms. McConeghy noted the Chamber was investigating the cost of wireless speakers and whether they could afford them. There was also a suggestion to use Hyne and/or West Street in addition to the municipal lot for some of the vendors, which would still leave Main Street open. Ms. McConeghy stated the Chamber needs some direction from the merchants; the events, in addition to being fundraisers for the Chamber, are also designed to bring people downtown to shop and dine. Mr. Modrack noted that the proposal has already been vetted by the Business Recruitment & Promotions subcommittee (made up of members of both the PSD and DDA), and the Chamber will meet with the City's Civic Event Committee to make sure there are no "red flags" for the proposal. After today's presentation to the DDA, the proposal should then be taken to the merchants for their input. Ms. McConeghy stated there is a sense of urgency to get a decision on this in order for the Chamber to start planning next year's events

**Old Business**

**Other**

- A. **Downtown Brighton Merchants Association – Lisa Nelson, Chairperson** – No report

Mr. Binkley noted that American Express is sponsoring a "Small Business Saturday" on November 27, 2010 and encouraged everyone to check out their web site or contact his wife for further information.

**Adjournment**

Motion by Ms. Botka, supported by Mr. Corrigan, to adjourn at 9:23 a.m. Motion carried 10-0-3.

Respectfully submitted,

Lauri French, Community Development & Planning Department  
November 17, 2010