

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

The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, December 21, 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 December 21, 2010 Agenda | |
| ACTION | 3. | Call to the Public | |
| ACTION | 4. | Approval of the November 16, 2010 Regular Meeting Minutes | |
| ACTION | 5. | Approval of Bills | |
| | | A. McCririe & Cameron (Nov. 2010) | \$ 836.00 |
| | | B. Lindhout Associates (Nov. 2010) | \$ 9,160.28 |
| | | C. Contracting Resources (Church Easement Lot) | \$ 14,400.00 |
| | | D. Landscape Design & Associates | \$ 419.91 |
| | | E. Rescue LLC (Mexican Jones property) | \$ 240.00 |
| | | F. City of Brighton (Water/Sewer Bill 11/1-11/30/10) | \$ 25.53 |
| | | G. City of Brighton – Winter 2010 Property Taxes | \$ 1,891.21 |
| | | TOTAL BILLS | \$ 26,972.93 |
| ACTION | 6. | Financial Report | |
| | | A. Financial Summary | |
| | 7. | Administrative Report (Matt Modrack) | |
| | | A. Planning & Community Development Report | |
| | | B. MEGA Family Diner Purchase Agreement Status | |
| | | C. DDA Liquor License (Mexican Jones) | |
| | 8. | Lindhout Update | |
| | 9. | New Business | |
| | | A. 2011 Meeting Dates | |
| | | B. World Café Update (Shawn Pipoly) | |
| | | <u>Sub-Committee Reports</u> | |
| | | C. Budget (No report) | |
| | | D. Mexican Jones (12/14/10 meeting) | |
| | | E. Development (11/22 & 12/13/10 meetings) | |
| | | F. Design – (12/14/10 meeting) | |
| | | G. Business Recruitment/Promotions (No report) | |
| | 10. | Old Business | |
| | | A. Five Fotos (Piet Lindhout – Holland, MI) | |
| | 11. | Other | |
| | | A. Downtown Brighton Merchants Association – Lisa Nelson, Chairperson | |
| ACTION | 12. | Adjournment | |

Next meeting is scheduled for Tuesday, January 18, 2010, 2010 at 7:15 a.m.

**City of Brighton
Downtown Development Authority Meeting Minutes
December 21, 2010**

The Board for the Downtown Development Authority (DDA) held a meeting on Tuesday, December 21, 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, Bob Herbst, Pam McConeghy, Mondy Miller, Lisa Nelson, Shawn Pipoly, Greg Strouse and Al Wirth.

Members Absent:

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

An audience of two was also present.

2. **Approval of December 21, 2010 Agenda**
Chairperson Herbst advised that there is one additional Contracting Resources 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 December 21, 2010 meeting agenda as presented. Motion carried 13-0.
3. **Call to the Public** was made at 7:16 a.m. Hearing no response, call to the public was closed.
4. **Approval of the November 16, 2010 Regular Meeting Minutes**
Motion by Ms. Bandkau, supported by Ms. Botka, to approve the November 16, 2010 regular meeting minutes as presented. Motion carried 12-0-1, with Mr. Pipoly abstaining.
5. **Approval of Bills**
Chairperson Herbst noted there was one additional bill Contracting Resources received too late for the meeting packet from. The bill, in the amount of \$85,352.45, is for the cemetery parking lot and pocket park. Motion by Ms. McConeghy, supported by Mr. Griffith, to approve the bills as amended. Motion carried 13-0.
6. **Financial Report** – Mr. Modrack noted that he would try to schedule a Budget Subcommittee meeting the first week of January 2011 and that he and Lauri French have a meeting this morning with Finance Director Lalonde to discuss the preliminary DDA 2011-12 revenue estimates. Motion by Ms. McConeghy, supported by Mr. Griffith, to approve receipt of the financial summary dated 12/14/10 as presented. Motion carried 13-0.
7. **Administrative Report (Matt Modrack)**
 - A. **Planning & Community Development Report**
Mr. Modrack reported that the cemetery lot has been finished and is in use and that the pocket park has some finishing work to be completed in the spring. Bagger Dave's has called for inspections and the back parking lot is done. Bagger Dave's management is hoping to have the restaurant open by the end of February 2011.

- B. MEGA Family Diner Purchase Agreement Status – this item will be discussed in more detail under the Mexican Jones Subcommittee report, but Mr. Modrack advised that MEGA is moving to withdraw their offer and we have received two subsequent letters of intent to purchase the building.

The Singer Press building has been purchased by a local group for a bar/restaurant (“The Pound”). The Planning Commission reviewed a preliminary site plan at last night’s meeting. The building owners used the two free design hours under the DDA design service offered by Lindhout Associates, and Mr. Lindhout’s drawing was passed around to the DDA board members.

- C. DDA Liquor License (Mexican Jones) – Doug Cameron reported that the Michigan Liquor Control Commission met on 11/17/10 and approved the Mexican Jones liquor license transfer to the City of Brighton Downtown Development Authority. He needs a resolution from the DDA designating the DDA Chairperson and Secretary to execute documents relating to the liquor license transfer from the owner of Mexican Jones to the DDA and to authorize payment of the ~~\$750~~ **\$790 (amended at 1/18/11 DDA meeting)** license transfer fee to the State of Michigan.

Motion by Mr. Pipoly, supported by Ms. Bandkau, to approve the Michigan Liquor Control Commission resolution designating Chairperson Robert Herbst and/or Secretary Tim Corrigan to execute documents relating to the liquor license transfer from the owner of Mexican Jones to the DDA and to authorize payment of the ~~\$750~~ **\$790 (amended at 1/18/11 DDA meeting)** license transfer fee to the State of Michigan. Motion approved 13-0.

8. Lindhout Update

Mr. O’Leary reported that he and Mr. Lindhout met with the Design Subcommittee last week to review the 2011 Flower and Maintenance Program bid documents. He noted there would be a new color scheme this year for the petunias in the baskets, which will be violet, pink and white. All of Grand River will be violet and white, Main Street will be violet and pink, and the 24” baskets at the Main 4 intersection will have all three colors. Also included in the bid will be the beds to Cross, Orndorf and Challis, West/North Streets, in front of Rottermond’s, the Rolison parking lot, Lavan building, City Hall, Mill Pond planter and CVS corner.

The bid will also include maintenance for DDA properties with the addition of the St. Paul parking lot and pocket park and adding irrigation start-up and shutdown, which will add approximately \$1,000 to the contract. Mr. O’Leary reported they will not be offering the merchant purchase option this year due to lack of interest. Mr. O’Leary also noted that winter greenery in the planters is included in the contract.

Mr. O’Leary noted the bids would go out a bit earlier than in the past with the same specifications as last year. He intends to have the bid documents ready by December 27, 2010 and if the board approves, the ad will go in the paper this week with bids due January 13, 2011.

Mr. Pipoly noted he is concerned about the planter on the northeast corner of Grand River and Main; it appears to have been moved and the material in the planter tends to hide pedestrians if they are behind it. Mr. Griffith suggested Mr. O’Leary send a note to Belle Tire to advise them of the flower program if they would like to participate when they do their own flowers to make it consistent on Grand River.

Motion by Mr. Griffith, supported by Mr. Strouse, to have Lindhout Associates proceed with the 2011 Flower and Maintenance Program bid. Motion carried 13-0.

Mr. O'Leary reported that as Mr. Modrack noted, the cemetery parking lot is complete. Weather prevented pavers from being installed at the pocket park, and a handrail will be installed around the park to prevent pedestrians from falling into it.

9. **New Business**

Sub-Committee Reports

- A. **2011 Meeting Dates** – Mr. Herbst advised that the 2011 DDA Board meeting dates are included in the meeting packet. There are no changes for 2011; meetings will still be held on the third Tuesday of the month at 7:15 a.m.
- B. **World Café Update** – Mr. Pipoly advised that work is progressing on the January 17, 2011 “Envision Brighton” World Café. He noted that it is important for DDA board members to hear what the participants want “their downtown” to look like, and he urged the members to register on the PSD website, www.downtownbrighton.com.
- C. **Budget** – No report; will try to meeting the first week of January 2011.
- D. **Mexican Jones (12/14/10 meeting)** – Mr. Griffith reported that the purchaser (MEGA) conducted their due diligence. As a result of the soil analysis, they decided it would now be too expensive to build on that site and, as reported earlier in the meeting, want to withdraw their offer. Mr. Griffith noted that results of MEGA's due diligence should be shared with any interested parties. He stated a motion is needed to direct McCririe-Cameron to return the deposit to MEGA Family Diner.

Motion by Mr. Griffith, seconded by Ms. Bandkau, to direct the DDA's attorneys, McCririe-Cameron, to return the \$35,000 deposit to MEGA Family Diner. Motion carried 13-0.

Mr. Modrack noted that City Council approved the agreement between the City and the DDA for the Mexican Jones property installment loan agreement at their December 16, 2010 meeting. The City will pay Michigan Commerce Bank and the DDA will pay the City.

- E. **Development (11/22 & 12/10/10 meetings)** – Mr. Corrigan reported the subcommittee is still pursuing the Lower Town project and met with the City Manager to review a community college proposal. Mr. Modrack noted that the Chamber of Commerce received a letter of intent from First National Bank; he sent the bank DDA financial reports as they requested. Mr. Modrack also noted he has met with the MEDC and is trying to tie in “The Pound” for job development and investment and has received preliminary interest in a façade grant and potential funding for a parking lot. Submission of grant paperwork will be entirely driven by the schedule of “The Pound” owners, as the grant process would definitely delay their plans. Mr. Modrack has talked to the owners but he does not yet know what they want to do.
- F. **Design** – Mr. Strouse met with Mr. O'Leary and Mr. Lindhout regarding the 2011 Flower and Maintenance Program as reported earlier. It was too late to add or delete anything for 2011, but the subcommittee will be working toward 2012. Ms. Botka noted they are looking at raised flower beds for more permanence, and Ms. Miller reported they are looking at perennials instead of annuals, which would save money.

Ms. Miller asked Mr. Modrack if there would be a potential noise issue with “The Pound”, and Mr. Modrack responded that a plan of operation would be developed with the owners, Chief Wightman and Acting Planning/Zoning Director Cyphert before going back to the Planning Commission with a full site plan review. He assured the board members that the site plan would be thoroughly vetted.

- G. **Business Recruitment/Promotions** – No report

10. **Old Business**

- A. Five Fotos (Piet Lindhout – Holland, MI) – Mr. Lindhout reviewed the photographs from his visit to Holland, MI, which included 1) a fireplace and heated sidewalk; 2) a one-level parking structure; 3) wayfinding signs; 4) angle parking on the street – one lane of traffic which equals wider sidewalks; and 5) another photograph including the wide sidewalks, which equals room for a fireplace. Ms. Bandkau asked if Mr. Lindhout had considered a possible location for a fireplace in downtown Brighton; he responded that in front of Old City Hall (now the CoBACH building) would be a potential location.

11. **Other**

- A. **Downtown Brighton Merchants Association – Lisa Nelson, Chairperson** – Ms. Nelson reported that a meeting was held in early December with her (as the DBMA representative) Mr. Modrack, Ms. McConeghy as the Chamber representative, Claudia Roblee as the Main Street Program representative, and Mr. Binkley as the PSD representative. The purpose of the meeting was to discuss the future of the DBMA and the lack of resources to get things done. She reported the same group will reconvene after the January 17 World Café session.

Mr. Griffith suggested that a “Welcome” package be developed for new businesses moving into or near Brighton to encourage their employees to come to downtown Brighton.

Ms. Miller asked why the streets haven’t been cleared since the big snowfall. She noted that one of her customers had a difficult time getting out of their car with the snow between the curb and sidewalk. Mr. Modrack said he would pass along her concerns to the DPS and Manager Foster. In his opinion, the two problems with snow removal were the amount of snow and low temperatures and cutbacks in personnel at DPS.

Chairperson Herbst noted that he wanted to personally thank Mr. Modrack, Ms. French, Mr. Lindhout and his staff and the board members for their participation and ideas throughout the year.

12. **Adjournment**

Motion by Ms. Bandkau, supported by Mr. Wirth, to adjourn at 8:20 a.m. Motion carried 13-0.

Respectfully submitted,

Lauri French, Community Development & Planning Department
December 26, 2010