

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

***The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, July 20, 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 July 20, 2010 Agenda   |                    |
| ACTION | 3.  | Call to the Public   |                    |
| ACTION | 4.  | Approval of the June 15, 2010 Regular and Closed Session Meeting Minutes |                    |
| ACTION | 5.  | Approval of Bills  |                    |
|        |     | A. McCririe & Cameron (June 2010)  | \$ 1,798.00        |
|        |     | B. Lindhout Associates (May/June 2010)                                   | \$20,129.30        |
|        |     | C. Comcast Cable   | \$ 1,563.33        |
|        |     | D. Laux Construction, LLC  | \$32,550.00        |
|        |     | D. City of Brighton (Water/Sewer Bill 6/1-6/30/10)                       | \$ 12.41           |
|        |     | E. City of Brighton Summer 2010 Taxes (675 W. Grand River)               | <u>\$12,703.32</u> |
|        |     | TOTAL BILLS  | \$68,743.95        |
| ACTION | 6.  | Financial Report   |                    |
|        |     | A. Financial Summary (dated 7/13/10)                                     |                    |
|        | 7.  | Administrative Report (Matt Modrack)                                     |                    |
| ACTION |     | A. Planning & Community Development Report                               |                    |
|        |     | B. Request for Closed Session to discuss property acquisition            |                    |
|        | 8.  | Lindhout Update  |                    |
|        |     | A. Façade/inventory Study  |                    |
|        |     | B. St. Paul Parking Lot and Pocket Park update                           |                    |
|        |     | C. West and North Streetscape Project update                             |                    |
|        | 9.  | New Business   |                    |
|        |     | <u>Sub-Committee Reports</u>   |                    |
|        |     | A. Budget (No report)  |                    |
|        |     | B. Mexican Jones – 6/23/10 meeting                                       |                    |
|        |     | C. Development – 6/30/10 meeting   |                    |
|        |     | D. Design – 6/28/10 meeting  |                    |
|        |     | E. Business Recruitment/Promotions (No report)                           |                    |
|        | 10. | Old Business   |                    |
|        | 11. | Other  |                    |
|        |     | A. Downtown Brighton Merchants Association – Lisa Nelson, Chairperson    |                    |
|        |     | B. “Five Fotos” – Matt Modrack   |                    |
|        | 12. | Adjournment  |                    |

Next meeting is scheduled for Tuesday, August 17, 2010 at 7:15 a.m.

**City of Brighton  
Downtown Development Authority Meeting Minutes  
July 20, 2010**

The Board for the Downtown Development Authority (DDA) held a meeting on Tuesday, July 20, 2010 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

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

**Members Present:**

Ricci Bandkau, Dave Beauchamp, Mark Binkley, Tim Corrigan, Scott Griffith, Bob Herbst, Pam McConeghy, Mondy Miller, Shawn Pipoly, Greg Strouse (arrived 7:18 a.m.) and Al Wirth.

**Members Absent:** Linda Botka (excused), Lisa Nelson

**Also present:**

Mr. Bill McCririe, DDA Attorney  
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 three was also present.

**Approval of July 20, 2010 Agenda**

Chairperson Herbst asked Mr. Modrack to review the agenda items for today's meeting. Motion by Ms. McConeghy, supported by Mr. Wirth, to approve the July 20, 2010 meeting agenda. Motion carried 11-0-2.

**Call to the Public** was made at 7:18 a.m. Mr. Jim Vichich, on behalf of the Brighton Area Historical Society, thanked the DDA Board for the recently constructed cemetery walkway. He noted that the project has generated more visitors to the cemetery and that the BAHS is planning to conduct tours of the cemetery, possibly before the Sunday night concerts at the gazebo and/or in conjunction with Farmers Market on Saturday mornings. Hearing no further response, call to the public was closed.

**Approval of the June 15, 2010 Regular Meeting Minutes**

It was noted by Mr. McCririe to Chairperson Herbst that Mr. Frank Mancuso's name was erroneously shown as being in attendance in the "Also present" section of the June 15, 2010 meeting minutes. Mr. Doug Cameron was actually in attendance, and this will require a correction to the June 15, 2010 regular meeting minutes. Motion by Mr. Griffith, supported by Ms. Bandkau, to approve the June 15, 2010 meeting minutes as amended. Motion carried 11-0-2.

**Approval of the June 15, 2010 Closed Session Meeting Minutes**

Chairperson Herbst distributed the closed session draft meeting minutes from June 20, 2010 for review and noted that they contain minutes for both closed sessions, which will require two approvals. Motion by Mr. Griffith, seconded by Mr. Strouse, to approve the first closed session meeting minutes. Motion carried 11-0-2.

Motion by Mr. Griffith, seconded by Mr. Corrigan, to approve the second closed session meeting minutes. Motion carried 10-0-3, with one abstention by Ms. McConeghy as she was not present at this session.

**Approval of Bills**

Mr. Pipoly questioned the Stout issue on one of Mr. McCririe's bills, with Mr. McCririe explaining this was to request a copy of Stout's liability insurance. Mr. Pipoly noted that the DDA should be on Stout's policy as an additional insured and should therefore automatically receive a copy of their insurance certificate. Mr. Modrack will follow up with Mr. Gajda to determine whether the City already receives a copy so that Mr. McCririe's office will not have to do this in the future. Ms. French noted to Chairperson Herbst that items A, B, C and D would be paid out of the DDA's FY 2009-10 and items E and F out of FY 2010-11. Motion by Mr. Griffith, supported by Mr. Binkley, to approve the bills as presented. Motion carried 11-0-2.

**Financial Report** – Mr. Modrack again noted that Mr. Gajda would not be attending future DDA meetings unless requested to by the DDA Board in advance. He reviewed the summary page with the Board. Mr. Griffith asked whether the note for the Mexican Jones property should be removed from the 2010-11 budget once the purchase agreement has been signed with the bank, and Mr. Modrack advised the DDA budget would be adjusted when the agreement is complete. Mr. Griffith also asked when the DDA freeway ramp debit service ends and where the \$250,000 DDA appropriation to the City's General Fund is reflected in the DDA Budget to Actual Statement. Mr. Modrack will check with Mr. Gajda and will respond at the next DDA meeting on August 17. Motion by Ms. Bandkau, supported by Ms. McConeghy, to approve the financial summary dated 7/13/10 as presented. Motion carried 11-0-2.

**Administrative Report**

Mr. Modrack reviewed his Planning and Community Development Report with the Board. He reported that the West/North streetscape and Champ's façade grant has been reviewed by the MEDC and will be sent to their attorney to draft the grant agreement. He noted that Bagger Dave's would not be using grant funds for their façade since they would be bound by prevailing wages under the Davis-Bacon Act, which would increase their build-out costs to the interior of the building. The grant amount has been reduced by \$125,000 accordingly. Mr. Modrack requested the Board consider a closed session this morning to review a proposed property acquisition.

Chairperson Herbst asked for a motion to go into a closed session to review a proposed property acquisition. Motion by Mr. Wirth, supported by Mr. Corrigan, to close the regular session of the DDA meeting to go into a closed session to review and discuss a proposed property acquisition.

Roll Call Vote:	Mr. Binkley – Yes	Mr. Pipoly - Yes
	Mr. Corrigan – Yes	Mr. Wirth - Yes
	Mr. Griffith – Yes	Ms. Botka - Absent
	Mr. Herbst – Yes	Ms. Bandkau - Yes
	Ms. McConeghy – Yes	Mr. Beauchamp - Yes
	Ms. Miller – Yes	Mr. Strouse - Yes
	Ms. Nelson - Absent	

The DDA Board convened into Closed Session at 7:45 a.m.

The DDA Board reconvened the Regular Session at 8:30 a.m.

Motion by Mr. Griffith, seconded by Mr. Binkley, to direct the Chairperson, in conjunction with DDA Attorney McCririe and DDA Administrator Modrack, to negotiate the best possible purchase agreement for purchase of property as discussed in today's closed session. Motion approved 10-0-3 (two absences and one abstention).

### **Lindhout Update**

Mr. O'Leary noted that the façade inventory/study is complete and will be reviewed by the Design Committee.

Mr. O'Leary noted that the Comcast bill in today's packet is for charges to relocate the security camera and siren warning signal to a centralized location. This would free up one additional parking space in the cemetery parking lot. Mr. Griffith asked when the pocket park work would be started, and Mr. O'Leary noted that there will be some work that will tie in with the 205 West building's foundation, which will begin after the storm utilities go in (probably this week).

Mr. Lindhout noted that they would proceed with drawings based upon the West and North survey completed by Kem-Tec. Mr. Lindhout also reported that the back in parking for North Street was presented to the Traffic Safety Board and the Board was concerned with the "newness" of the concept with the public. The Safety Board did not support the concept at this time. Mr. Modrack noted that Mr. Schillinger would still like to take the concept to the Planning Commission and with their support and that of the DDA Board, the issue could go back to the Traffic Safety Board. Mr. Lindhout stated that if the back-in parking concept isn't approved, we could put in parallel handicapped spaces as a back-up plan.

Mr. O'Leary reviewed their drawings for the West and North Street crosswalks. Mr. Lindhout also advised the Board that they would ask for an alternate bid for a pedestrian bridge over Ore Creek that will require DNR involvement. Mr. Herbst asked if the bridge would be on the right-of-way and cautioned that the Lueker family may still own a piece of property there. Mr. Lindhout will confirm ownership and noted the project would be bid out in the fall of this year.

### **New Business**

#### **Sub-Committee Reports**

**A. Budget** – No report.

**B. Mexican Jones** – Mr. Corrigan reported that the subcommittee met on 6/23/10 and the following actions have been taken:

- We are waiting for the appraisal, which should be done this week, and have had three offers from interested parties.
- Carpeting has been removed due to mold.
- The purchase agreement will not encumber tear-down of the building

**C. Development** – Mr. Corrigan reported that the Development Subcommittee items have already been covered in closed session.

**D. Design** – Mr. Strouse reported that the Design Subcommittee met with Mr. Modrack to discuss its primary purpose (façade design review) but they also want to contribute to the general look and feel of the City. The subcommittee will be bringing their items and suggestions to the DDA Board.

**E. Business Recruitment/Promotions** – No report

### **Old Business**

#### **Other**

**A. Downtown Brighton Merchants Association** – Lisa Nelson, Chairperson  
No report due to Ms. Nelson's absence today.

B. "Five Fotos" – Matt Modrack

Mr. Modrack requested this item be postponed until the August 17, 2010 DDA meeting due to lack of time this morning. He noted that the Board of Review is meeting at 9:00 this morning in Council Chambers.

**Adjournment**

Motion by Mr. Corrigan, supported by Mr. Griffith, to adjourn at 9:00 a.m. Motion carried 11-0-2.

Respectfully submitted,

Lauri French, Community Development & Planning Department  
July 20, 2010