

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

The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, January 18, 2011 at 7:15 A.M. at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI

AGENDA

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|--------|-----|---|--------------|
| | 1. | Call to Order | |
| ACTION | 2. | Approval of January 18, 2011 Agenda | |
| ACTION | 3. | Call to the Public | |
| ACTION | 4. | Election of 2011 Officers | |
| ACTION | 5. | Approval of the December 21, 2010 Regular Meeting Minutes | |
| ACTION | 6. | Approval of Bills | |
| | | A. McCririe & Cameron (Dec. 2010) | \$ 648.00 |
| | | B Lindhout Associates (Dec. 2010) | \$ 10,612.87 |
| | | C. City of Brighton (Water/Sewer Bill 12/1-12/31/10) | \$ 25.53 |
| | | TOTAL BILLS | \$ 11,286.40 |
| ACTION | 7. | Financial Report | |
| | | A. Financial Summary | |
| | 8. | Administrative Report (Matt Modrack) | |
| | | A. Planning & Community Development Report | |
| | 9. | Lindhout Update | |
| | 10. | New Business | |
| | | A. World Café Update (Shawn Pipoly) | |
| | | <u>Sub-Committee Reports</u> | |
| | | B. Budget (1/6/11 meeting) | |
| | | C. Mexican Jones (1/13/11 meeting) | |
| | | D. Development (No report) | |
| | | E. Design (No report) | |
| | | F. Business Recruitment/Promotions (No report) | |
| ACTION | 11. | Old Business | |
| | | A. Review and approve DDA Vision Statement (from 11/9/10 session) | |
| | 12. | Other | |
| | | A. Downtown Brighton Merchants Association – Lisa Nelson, Chairperson | |
| ACTION | 13. | Adjournment | |

Next meeting is scheduled for Tuesday, February 15, 2011 at 7:15 a.m.

**City of Brighton
Downtown Development Authority Meeting Minutes
January 18, 2011**

The Board for the Downtown Development Authority (DDA) held a meeting on Tuesday, January 18, 2011 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 one was also present.

2. **Approval of January 18, 2011 Agenda**

Chairperson Herbst advised that Mr. Cameron requested an item be added to the agenda to approve a resolution for a revised Mexican Jones Installment Loan Agreement as Item 10B under "New Business". Motion by Mr. Corrigan, supported by Mr. Pipoly, to approve the January 18, 2011 meeting agenda as amended. 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. **Election of 2011 Officers**

Chairperson Herbst advised that elections for Chairperson, Vice-Chairperson and Secretary would be held at today's meeting and opened the floor for nominations.

Motion by Ms. Bandkau, seconded by Mr. Corrigan, to nominate Bob Herbst as Chairperson. Motion carried 13-0.

Motion by Ms. Bandkau, seconded by Mr. Pipoly, to nominate Mark Binkley as Vice-Chairperson and Tim Corrigan as Secretary. Motion carried 13-0.

5. **Approval of the December 21, 2010 Regular Meeting Minutes**

Mr. Cameron noted that the liquor license transfer fee amount in the minutes was \$750 but was actually \$790. Motion by Ms. McConeghy, supported by Mr. Strouse, to approve the December 21, 2010 regular meeting minutes as amended. Motion carried 13-0.

6. **Approval of Bills**

Motion by Ms. Bandkau, supported by Ms. McConeghy, to approve the bills as presented. Motion carried 13-0.

7. **Financial Report** – Mr. Modrack noted that the most important item in the financial reports is that the FY 10-11 revenue estimates have decreased by about \$125,000. Motion by Mr. Griffith, supported by Mr. Wirth, to approve receipt of the financial summary dated 1/13/11 as presented. Motion carried 13-0.

8. Administrative Report (Matt Modrack)

A. Planning & Community Development Report

Mr. Modrack noted that most of the development items would be covered in the sub-committee reports. He reported that he has contacted three banks in the past two weeks regarding monetary participation in the DDA façade loan program. The banks' funds would be married with the DDA funds for façade loans.

9. Lindhout Update

Mr. O'Leary reported that the bid opening for the 2011 Flower and Maintenance Program bid was held on January 11, 2011 and six companies participated in the bid. The low bidder was Landscape Design Associates, and the total bid, even including the addition of irrigation discussed at last month's meeting, is \$1,000 less than last year's program. Ms. Nelson questioned why there is an hourly rate in the bid, and Mr. Lindhout responded that it's not used very often, but it is for anything not covered in the bid documents. For example, replacing dead flowers in the beds.

Motion by Ms. Botka, seconded by Mr. Strouse, to award the DDA's 2011 Flower and Maintenance Program to Landscape Design Associates. Motion carried 13-0.

Mr. Lindhout reported that the North/West/Main Streetscape project was approved by City Council on January 6, 2011 and they are in the process of preparing bid documents. The project construction will be started in Fall 2011 so as to not conflict with the events and downtown parades. The project will be bid in late spring or early summer. He also noted that the pocket park at 205 West will be completed in the spring, and that the Brighton Arts and Culture Commission has sent out a Call to Artists for artwork for the park.

Mr. Modrack advised that Lindhout Associates would be bidding out the North/West/Main project in separate pieces due to the additional cost of changing the crosswalk at West and Main, which added approximately \$50,000.

10. New Business

Sub-Committee Reports

A. World Café Update – Mr. Pipoly gave a brief update on the "Envision Brighton" World Café that was held last night. He reported that the response was overwhelming; there were over 100 participants and everyone contributed their ideas for downtown. The World Café subcommittee will put the information into a logical order and it will be shared with the participants, City boards and commissions and the Chamber of Commerce. He thanked the DDA board members who participated in the World Café.

B. Mexican Jones Revised Installment Loan Agreement Resolution – Mr. Cameron explained that the DDA Board had approved the original installment loan agreement in October 2010, which called for three annual payments. The City of Brighton and Michigan Commerce Bank subsequently renegotiated the agreement to 12 quarterly payments of \$6,200 with a balloon payment of approximately \$334,000 (formerly \$293,000) due in February 2014. The first quarterly payment is due May 1, 2011.

Motion by Mr. Strouse, seconded by Mr. Binkley, to approve the Resolution Authorizing Execution of Installment Purchase Agreement and Reimbursement Agreement and to authorize its execution by Mr. Corrigan, DDA Secretary, and to authorize Mr. Herbst, DDA Chairperson, and Mr. Corrigan, DDA Secretary, to execute the revised Installment Purchase Agreement. Motion carried 13-0.

- C. **Budget** – Mr. Corrigan reported that the Budget Subcommittee met on January 6, 2011 and reviewed overall revenues and expenses for FY 11-12. The next step will be to refine the project estimates, and the subcommittee will come back to the full board in February with more detail.
- D. **Mexican Jones (1/13/11 meeting)** – Mr. Griffith reported that we continue to receive inquiries from interested parties for the Mexican Jones property. The subcommittee is in the process of discussions with an interested party to work out an acceptable agreement. He advised that the DDA Board might have to call a special meeting between now and February's regular meeting to approve a purchase agreement.
- E. **Development** – Mr. Modrack noted that the Chamber of Commerce offer is proceeding with an anticipated closing date in February and 90 days occupancy by the Chamber after the closing date. More information will be available at the February DDA meeting.
- F. **Design** – Mr. Strouse reminded the board that the Design subcommittee still has an open request to the City for information on existing equipment before the DDA spends more money on new equipment.
- G. **Business Recruitment/Promotions** – No report

11. Old Business

- A. Review and approve DDA Vision Statement (from 11/9/10 session) – Mr. Modrack noted that the Board had developed a vision at the session on 11/9/10 and asked if the Board was ready to approve it at today's meeting or table the agenda item. There was a brief discussion about holding off until the information from last night's World Café was available as it may have an impact on the vision statement. Motion by Mr. Wirth, seconded by Mr. Binkley, to table this agenda item until after the board has received the Envision Brighton feedback. Motion carried 13-0.

12. Other

- A. **Downtown Brighton Merchants Association – Lisa Nelson, Chairperson** – Ms. Nelson reminded the board that at the December DDA meeting she 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 next step would be for the same group to reconvene after the January 17 World Café session.

Ms. Nelson also noted that the DBMA was discussed at the last PSD meeting and that it could possibly become a subcommittee of the Main Street program. She would like to get as many merchants together as possible for a "powwow" to get their ideas on the table before going forward. After some of the discussions at last night's World Cafe, it is apparent that marketing of merchant events needs to be improved (i.e., Ladies' Night).

Ms. Miller reiterated her position that the City needs banners on Main Street to advertise events; other cities have successfully done this and she does not understand why Brighton cannot. Mr. Modrack reminded the board that this subject was brought to the Capital Improvements Project committee last year by Mr. Lindhout on behalf of the DDA. However, it was rejected for a variety of reasons. Mr. Pipoly noted that this should be revisited after the results of the World Café, since more than a few people brought it up last night. Mr. Binkley also mentioned the possibility of a digital message board at the Grand River & Main intersection as a possibility to advertise events.

13. Adjournment

- Motion by Ms. McConeghy, supported by Ms. Bandkau, to adjourn at 8:10 a.m. Motion carried 13-0.

Downtown Development Authority Board Meeting Minutes
January 18, 2011
Page 4 of 4

Respectfully submitted,

Lauri French, Community Development & Planning Department
January 18, 2011