

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

*The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, December 20, 2011 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 20, 2011 Agenda   |                     |
| ACTION | 3.  | Call to the Public   |                     |
| ACTION | 4.  | Approval of Meeting Minutes  |                     |
|        |     | A. Approval of November 15, 2011 Regular Meeting Minutes                           |                     |
| ACTION | 5.  | Approval of Bills  |                     |
|        |     | A. McCririe & Cameron (November 1-15, 2011)  | \$ 425.00           |
|        |     | B. Lindhout Associates (November 2011)   | \$ 3,777.00         |
|        |     | C. Landscape Design (final Flower/Maintenance invoice)                             | \$ 1,440.58         |
|        |     | D. Mancuso & Cameron (November 16-30, 2011)  | \$ 25.00            |
|        |     | E. Security Access Controls (Cemetery fence removal)                               | \$ 1,630.00         |
|        |     | F. Boss Engineering (121 W. North architectural survey)                            | \$ 2,400.00         |
|        |     | G. City of Brighton (Barton property-2011 Winter taxes)                            | \$ 1,547.91         |
|        |     | H. Chamber of Commerce (Holiday Glow banner install.)                              | \$ 384.04           |
|        |     | I. Fonson (West St. Parking Lot)   | <u>\$ 55,277.40</u> |
|        |     | TOTAL BILLS  | \$ 66,906.93        |
| ACTION | 6.  | <u>Financial Report</u>  |                     |
|        |     | A. Financial Summary   |                     |
| ACTION | 7.  | <u>Lindhout Update</u>   |                     |
|        |     | A. Approve 2012 Flower & Maintenance Program Bid Package                           |                     |
|        |     | B. Architectural survey and site analysis – 121 W. North St.                       |                     |
|        |     | C. Status of Main/West/North Design & Bid Documents (Fall 2012 project)            |                     |
|        | 8.  | <u>Livingston County SBTDC Report – Nancy Johnson, Director</u>                    |                     |
|        |     | A. Fast-Trac Graduation – 12/9/11  |                     |
|        | 9.  | <u>Chamber of Commerce Report – Pam McConeghy</u>                                  |                     |
|        |     | A. Workshops and conferences at 218 E. Grand River                                 |                     |
|        | 10. | <u>City Council Liaison Report – Mayor Muzzin</u>                                  |                     |
|        |     | A. 12/15/11 Parking Study Report to City Council                                   |                     |
|        | 11. | <u>Administrative Report (Matt Modrack)</u>  |                     |
|        | 12. | <u>Old Business</u>  |                     |
| ACTION | 13. | <u>New Business</u>  |                     |
|        |     | A. Approve 2012 Meeting Dates  |                     |
|        |     | <u>Sub-Committee Reports</u>   |                     |
|        |     | B. Budget – 12/13/11 meeting (handout)   |                     |
|        |     | C. Development – 12/12/11 meeting re 121 W. North St. (Tim Corrigan/Piet Lindhout) |                     |
|        |     | D. Design – 12/8/11 Millpond Master Plan informational meeting (Mondi Miller)      |                     |
|        |     | E. Business Recruitment/Promotions – No report                                     |                     |
| ACTION | 14. | Adjournment  |                     |

Next meeting is scheduled for Tuesday, January 17, 2012 at 7:15 a.m.

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
December 20, 2011**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, December 20, 2011 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, Mark Binkley, Linda Botka, Tim Corrigan, Scott Griffith, Bob Herbst, Pam McConeghy, Mondy Miller, Jim Muzzin, Shawn Pipoly, Greg Strouse and Al Wirth

**Members Absent:** Lisa Nelson (excused)

*Motion by Ms. McConeghy, supported by Ms. Botka, to excuse the absence of Lisa Nelson.  
Motion carried 12-0-1.*

**Also present:**

Mr. Doug Cameron, DDA Attorney

Mr. Piet Lindhout and Mr. Mike O'Leary, Lindhout Associates

Ms. Nancy Johnson, Director, Livingston SBTDC

Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton

Also present was an audience of one.

Chairperson Herbst advised that he received a note from Mondy Miller advising that she is resigning from the Development Subcommittee in order to focus on her duties as chairperson of the Millpond Master Plan Design subcommittee. Mr. Herbst accepted her resignation from the subcommittee and appointed Jim Muzzin to the Development Subcommittee effective immediately.

2. **Approval of December 20, 2011 Agenda**

Mr. Herbst noted that there is one additional bill to be approved today that was received too late for the packet from Rich & Associates in the amount of \$746.40. This is the final bill for the parking study update and includes the presentation to City Council on 12/15/11.

Mr. Muzzin requested an agenda item be added under New Business, item B., Request from City Council to Purchase Equipment.

*Motion by Mr. Corrigan, supported by Ms. McConeghy, to approve the December 20, 2011 meeting agenda as amended. Motion carried 12-0-1.*

3. **Call to the Public** was made at 7:20 a.m. Hearing no response, call to the public was closed at 7:20 a.m.

4. **A. Approval of the November 15, 2011 Regular Meeting Minutes**

*Motion by Mr. Griffith, supported by Mr. Muzzin, to approve the November 15, 2011 regular meeting minutes as presented. Motion carried 9-0-4 with Mr. Wirth, Mr. Pipoly and Mr. Herbst abstaining and one absence.*

5. **Approval of Bills**

Mr. Modrack reviewed this month's bills and noted there are bills from both McCririe & Cameron and Mancuso & Cameron for attorney fees for November and that future bills will be from Mancuso & Cameron. One of the charges was for a phone call regarding an inquiry about the DDA-owned Class C resort liquor license from someone who wants to open a restaurant in Pinckney. Mr. Cameron confirmed that he advised the interested party that the DDA was not selling the license at this time. *Motion by Mr. Griffith, supported by Mr. Strouse, to approve the bills as amended. Motion carried 12-0-1.*

6. **A. Financial Report**

Mr. Modrack noted that the financial report provided by the City Finance Director is included in the packet. He also referred to the spreadsheets handed out this morning which contain budget information for FY 11-12 and FY 12-13. He reviewed several notable budget items and pointed out that the FY 11-12 Bond Principal and Interest totaling \$530,925 is for bonds for projects that were done years ago. Excluding grant revenue, that total represents 61% of the DDA budget, leaving only approximately \$330,000 for other projects and expenses. Mr. Griffith asked if it would be possible to separate administrative and project budgets and revenue and Mr. Modrack said that could be done. *Motion by Mr. Muzzin, supported by Mr. Strouse, to accept receipt of the financial summary as presented. Motion carried 12-0-1.*

7. **Lindhout Update**

A. **Approve 2012 Flower & Maintenance Program Bid Package** – Mike O'Leary from Lindhout Associates reviewed the proposed changes to the bid package that were suggested by the Design committee, including: elimination of the flower baskets at the corner of Grand River and Challis because of safety issues for the people watering the baskets at that busy intersection; increase watering of baskets from 6 to 7 days per week; and add the West Street parking lot and bi-annual weed control along the Mill Pond walkway to the maintenance bid package. The flower color scheme will remain the same as 2011. Mr. Modrack also noted the letter in today's handouts concerning Landscape Design's gold award for the flower program in Brighton from the Michigan Green Industry Association, which was well-deserved. *Motion by Mr. Binkley, supported by Ms. McConeghy, to approve the 2012 Flower & Maintenance Program Bid Package and to direct Lindhout Associates to proceed with the bid process. Motion carried 12-0-1.*

B. **Architectural survey and site analysis for 121 W. North St.** – Piet Lindhout advised that research for the due diligence is continuing, with the title policy received and reviewed and the survey and soil borings completed. He reviewed the survey drawing and noted four major issues:

1. Overhead electric lines that are in the way if we build a parking deck on the site. This has been reviewed by DTE; they recommend going underground from the West St. lot and they are working on cost estimates.

2. There is a gas line that runs under the property line at the bearing wall for a new parking deck. The main gas line runs under the West St. parking lot; Consumers would reroute the main and hook into a new main rather than digging up the new parking lot.
3. There is an 18" sanitary sewer line that handles 50% of Brighton's sewage through the 3<sup>rd</sup> Street pump station. Brighton DPS needs to keep the line where it is for maintenance. The sewer line is 10' below grade and 10' off the property edge centered in the 20' easement.
4. Mr. Lindhout advised that the soil boring results indicate that the closer to the creek, the worse the soil. If we move back the building, it would represent 24' of the parking structure, or approximately 48 spaces of the estimated 116 total (assumes a 4-level deck – roof, 2 floors and a ground floor). He said the alternative would be to go down half a floor but we may run into groundwater issues.

Mr. Lindhout noted the Phase I and title work were clear and there were no issues. There is no easement to the Herzog building next door. Mr. Modrack asked where we are on the due diligence phase and Mr. Lindhout stated we are waiting for cost estimates from DTE. Mr. Modrack wants to take this issue back to the Development subcommittee when we get the numbers, and he thinks North St. is the best site for a parking garage.

Mr. Muzzin reported the parking study was reviewed by City Council on December 15 and there was no opposition to the parking structure concept and no comments regarding funding. Enforcement came up as an issue and there was consensus that it would not be a good use of resources to have police officers or a parking enforcement officer marking tires. He understands that Claudia Roblee and Mark Binkley are members of a parking strategy subcommittee and they are working on agreements with businesses to use their lots for night parking. City Manager Foster believes the City should set a goal for 50/50 public/private parking. Mr. Binkley noted the parking strategy subcommittee is working on a brochure for businesses and have identified 3-hour and all-day parking locations. Mr. Modrack noted that recommendations will be made by the subcommittee to the boards and Council. He will send a note to City Manager Foster about the level of decision required by City Council before the DDA makes its very big decision about 121 W. North.

C. Status of Main/West/North Design & Bid Documents (Fall 2012 Project) – Mr. Lindhout noted that the construction documents are 80% complete and Mr. O'Leary reviewed the project drawings for the board. Mr. Modrack advised that the Planning Commission had asked for the West/Main intersection to mirror Hyne/Main which added approximately \$60,000 to the project; Mr. Wirth, who is a member of the Planning Commission, noted this done for the safety factor. Mr. Modrack advised that the project, which is 80% funded by a MEDC grant, is scheduled for fall 2012 but there is a possibility that construction of 7 spaces on North St. might get pulled ahead to spring. He will talk to the Development subcommittee and review the numbers for recommendation to the full DDA board in January.

8. Livingston County SBTDC Report (Nancy Johnson, Director) – The board could not view the Fast Trac 2011 YouTube® video because the laptop was not connected to a sound system. She will forward the link to the video and asked the board members to

please watch it. She reviewed the report that was handed out this morning and advised that the Livingston County SBTDC will be part of the Greater Washtenaw Area SBTDC. She will set up a meeting with Matt Modrack and the Regional Director as his schedule allows.

10. **Chamber of Commerce Report (Pam McConeghy, President & CEO)** – Pam McConeghy updated the board on use of the conference center at the Chamber and advised that they have programs scheduled throughout the day and into the evening. They encourage groups who are using the facility to dine in the downtown restaurants, but some do bring in their own food. She also noted their new sign should be up in January which will make it easier to identify the Chamber as a conference center. She also said several groups have used the teleconferencing at the facility.
11. **City Council Liaison Report (Mayor Jim Muzzin)** – Mr. Muzzin covered items from the December 15, 2011 City Council meeting in item 7.B. above.
12. **Administrative Report (Matt Modrack)**  
Mr. Modrack noted that the Millpond Master Plan Design subcommittee has developed a work plan which is included in the handouts today. He also stated while he believes Lindhout Associates has done a great job for the City, the subcommittee would like the Millpond Master Plan to be reviewed by an independent third party, either a landscape architect or architectural firm, to look at it with “fresh eyes” before Lindhout finalizes it. Mr. Modrack’s focus will be to explore corporate sponsorships, grants and other funding sources necessary to implement the plan.
13. **Old Business** - None
14. **New Business**
  - A. **Approve 2012 Meeting Dates** – *Motion by Mr. Griffith, supported by Mr. Muzzin, to approve the 2012 meeting dates on the third Tuesday of every month. Motion carried 12-0-1.*
  - B. **Request from City Council to Purchase Equipment** – Mr. Muzzin advised that City Council asked him to bring a request to the DDA board to purchase an ATV to push snow since the old ATV is not working. He noted that Council approved and accepted the low bid of \$10, 663 and is asking for the DDA to pay for the ATV either in full or a percentage. The ATV is used for smaller spaces such as the Tridge where the Bombardier doesn’t fit. Mr. Corrigan stated that he would like this issue to go back to the DDA budget subcommittee to ensure there is enough money in this year’s budget. Mr. Griffith would like to ask DPS Director Schindewolf to come to the next DDA meeting to explain the City snow removal plan to the board so they can better understand how the equipment is used and where. Mr. Modrack will send a note to City Manager Foster to invite Mr. Schindewolf to the January DDA meeting.**Subcommittee Reports**
  - C. **Budget** – The budget spreadsheets discussed at the 12/13/11 meeting were reviewed under item 6.A., and the subcommittee will schedule a meeting to review the ATV purchase request as soon as possible.
  - D. **Development** – The parking study recommendations and the option for 121 W. North Street that were discussed at the 12/12/11 subcommittee meeting were covered under Item 7.B. above.

- E. Design** – Mond Miller reported that the Millpond Master Plan informational meeting was held on December 8, 2011 and that the attendance was better than she expected being so close to Christmas. A work plan has been developed, which was handed out today, and the subcommittee will be meeting in January to begin working on the plan. She also noted that the comments from the 12/8/11 meeting were handed out for the board members to review.
- F. Business Recruitment/Promotions** – No report. Mr. Binkley observed that the block across the street from his store is now 100% occupied for the first time in a few years.

Mr. Muzzin asked Mr. Wirth to give the board members an update from the Planning Commission meeting last night. Mr. Wirth advised that the Planning Commission approved the Excelda project and described the building as being an exciting and different design for the downtown. The site plan will go to City Council in January for approval.

**14. Adjournment**

*Motion by Ms. McConeghy, supported by Mr. Wirth, to adjourn at 8:55 a.m. Motion carried 12-0-1.*

Respectfully submitted,

Lauri French, Community Development Department  
December 21, 2011