

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

The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, April 19, 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 April 19, 2011 Agenda | |
| ACTION | 3. | Call to the Public | |
| ACTION | 4. | Approval of the March 15, 2011 Regular and Closed Meeting Minutes and April 5, 2011 Special Meeting Minutes | |
| ACTION | 5. | Approval of Bills | |
| | | A. McCririe & Cameron (Mar. 2011) | \$ 1,805.00 |
| | | B. Lindhout Associates (Mar. 2011) | \$ 650.00 |
| | | C. Contracting Resources-St. Paul Lot/Pocket Park (Grant) | \$16,651.26 |
| | | D. Contracting Resources-Cemetery Easement (DDA-Final) | \$ 1,202.00 |
| | | E. Rescue LLC (675 W. Grand River) | \$ 350.00 |
| | | F. City of Brighton (Water/Sewer 2/1 – 3/31/11) | \$ 51.06 |
| | | TOTAL BILLS | \$20,709.32 |
| ACTION | 6. | Financial Report | |
| | | A. Financial Summary | |
| | | B. DDA Budget – FY 10-11 and 11-12 | |
| | | • Millpond Site Plan Update proposal | |
| | | • Other expenditures | |
| | 7. | Administrative Report (Matt Modrack) | |
| | | A. Pocket Park and Commissioned Artwork Status | |
| | | B. Façade Loan Program proposal update | |
| | | C. Satellite parking strategy update | |
| | | D. Garden Club/CoC update | |
| | 8. | Lindhout Update | |
| | | A. Façade Study Powerpoint Presentation – E. Grand River Corridor | |
| | 9. | New Business | |
| | | A. World Café/DDA Visioning Sessions integration reports | |
| | | • Griffith/Corrigan group | |
| | | • Miller/Nelson group | |
| | | <u>Sub-Committee Reports</u> | |
| | | B. Budget - Covered in Financial Report | |
| ACTION | | C. Mexican Jones | |
| | | • Wooden Spoon closing status | |
| | | • Consideration of offer from Wooden Spoon for DDA Escrowed Liquor License | |
| ACTION | | D. Development - Barton property lease status | |
| | | • Request approval of proposed lease and demolition agreement for 114, 118 and 128 W. North Street | |
| | | • Consider Rescue LLC Proposal re 131 Hyne St. dated 4/8/11 (handout) | |
| ACTION | | E. Design – Benches for pocket park (Mondi Miller) | |
| | | F. Business Recruitment/Promotions (3/18/11 meeting) | |
| | 10. | Old Business | |
| | 11. | Other | |
| | | A. Merchants Advisory Subcommittee (Lisa Nelson) | |
| ACTION | 12. | Adjournment | |

Next meeting is scheduled for Tuesday, May 17, 2011 at 7:15 a.m.

**City of Brighton
Downtown Development Authority Meeting Minutes
April 19, 2011**

The Board for the Downtown Development Authority (DDA) held a meeting on Tuesday, April 19, 2011 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

1. 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, Lisa Nelson (arrived at 7:17 a.m.), Pam McConeghy, Mond Miller, Shawn Pipoly

Members Absent: Ricci Bandkau, Greg Strouse and Al Wirth (all excused)

Also present:

Mr. Doug Cameron, McCririe-Cameron Law Office
Mr. Piet Lindhout, Lindhout Associates
Mr. Matt Modrack, DDA Director/Community Development Director, City of Brighton

An audience of three was also present.

2. **Approval of April 19, 2011 Agenda**
Motion by Mr. Corrigan, supported by Mr. Binkley, to approve the April 19, 2011 meeting agenda as presented. Motion carried 9-0-4.
3. **Call to the Public** was made at 7:15 a.m. Hearing no response, call to the public was closed.
4. **Approval of the March 15, 2011 Regular and Closed Meeting Minutes and April 5, 2011 Special Meeting Minutes**
Motion by Ms. McConeghy, supported by Mr. Griffith, to approve the March 15, 2011 regular meeting minutes as presented. Motion carried 9-0-4 with Mr. Herbst abstaining.

Motion by Mr. Corrigan, supported by Ms. McConeghy, to approve the March 15, 2011 closed session meeting minutes as presented. Motion carried 9-0-4 with Mr. Herbst abstaining.

Motion by Mr. Corrigan, supported by Ms. Nelson, to approve the April 5, 2011 special meeting minutes as presented. Motion carried 7-0-6 with Mr. Binkley, Mr. Pipoly and Ms. Botka abstaining.
5. **Approval of Bills**
Motion by Mr. Griffith, supported by Ms. Botka, to approve the bills as presented. Motion carried 10-0-3.
6. **Financial Report**
 - A. Financial Summary – Motion by Mr. Griffith, supported by Mr. Corrigan to accept receipt of the financial summary as presented. Motion carried 10-0-3.
 - B. DDA Budget – FY 10-11 and 11-12 – Mr. Modrack reviewed the FY 10-11 DDA budget that shows us closing on the Mexican Jones property, paying off the installment loan to Michigan Commerce Bank and defers Champ's façade to FY 11-12, which begins July 1, 2011. FY 11-12 includes one-half (\$100,000) of the façade loan line of credit from two banks. The maximum exposure to the DDA is for the interest (2.5% of \$100,000 or \$2,500), which Mr.

Griffith pointed out would apply only if we use the line of credit. We are leveraging \$97,500 for a \$2,500 investment. FY 11-12 also reflects land contract payments for the Chamber site and deferring Main /North/West streetscape to FY 12-13 (construction in August, September and October 2012) to free up unrestricted funds. Land acquisition/improvement shows the costs prior to last week's ZBA decision on the Barton property, which will be discussed later under the Development Subcommittee report. Mr. Griffith questioned why we are showing money set aside for the Chamber site 2011 property taxes; he thought those were taken care of (prorated) at closing.

- Millpond Site Plan Update Proposal – Mr. Modrack is requesting an earmark of up to \$5,000 to be used for design services by Lindhout Associates on an hourly basis to update the Millpond Site Plan. The idea is to incorporate ideas from the Design Subcommittee and the Brighton Arts and Culture Commission, including the Veterans Memorial.

Motion by Mr. Griffith, seconded by Ms. Botka, to earmark up to \$5,000 to be used for design services by Lindhout Associates to update the Millpond Site Plan with the DDA Subcommittee and Brighton Arts and Culture Commission members. Motion carried 10-0-3.

- Other expenditures – Mr. Modrack noted that this category would include ideas from the DDA Board members.

7. Administrative Report (Matt Modrack)

- A. Pocket Park and Commissioned Artwork Status – Mr. Modrack reported that the three pieces for the pocket park have been selected. Lauri French noted that the commission was awarded to the Nordin brothers from the Detroit Design Center, who has two pieces on exhibit in the City. The contract is at the attorney's office, and installation must be completed by May 31, 2011.
- B. Façade Loan Program proposal update – Mr. Modrack reported that he has a commitment from two banks for \$100,000 each and that we may have MEDC grant funds available in the amount of up to \$80,000. He noted that there are currently three candidates, all of who are on the DDA's façade list.
- C. Satellite parking strategy update – Mr. Modrack noted that the PSD subcommittee is looking at a 2-hour limit on the most desirable parking spots and is following the DDA-funded parking study. Mr. Binkley reported they have identified satellite lots for designated employee lots and will be working with employers to set time limits and enforce them. Police Chief Wightman is currently reviewing the proposals.
- D. Garden Club/CoC Update – Mr. Modrack met with the Garden Club last week and updated them on the Chamber site. He believes it will be two years before there is a project going in at that site and we will advise the Garden Club in advance. In the meantime, we will be looking at potential sites for a new location. Ms. McConeghy also noted that the Garden Club is interesting in doing a garden at the Chamber's new location on Grand River.

8. Lindhout Update

- A. Façade Study Powerpoint Presentation – E. Grand River Corridor
Piet Lindhout continued the presentation from last month's meeting with the buildings on E. Grand River who are possible candidates for the Façade Program from the Façade Study performed last year for the DDA. There are fewer buildings on E. Grand River that meet the selection criteria. It was suggested that the former Golden Platter building be added to the list. Mr. Modrack reviewed the selection criteria for the façade loan program and he estimates an average project would require \$35,000 in loan funds. Mr. Lindhout will provide copies of his façade Powerpoint presentation at the next meeting.

9. **New Business**

A. **World Café/DDA Visioning Sessions integration reports**

- **Griffith/Corrigan group** – Mr. Griffith reported that the subcommittee has not had a chance to meet. He has put together a project matrix (handed out) using the Eight Assets and attempted to merge the old matrix with the new. Mr. Modrack stated that we should use the World Café as a focus group plus the information from the DDA visioning session as ideas to be considered and added to the project matrix.
- **Miller/Nelson group** – Ms. McConeghy noted that she had joined Ms. Miller and Ms. Nelson on this subcommittee. She handed out a draft vision statement to the Board members that was very well received.

Sub-Committee Reports

B. **Budget** – This was covered under Item 6.B.

C. **Mexican Jones**

- Wooden Spoon closing status – Mr. Cameron reported that we may possibly be closing on the Mexican Jones property as early as Thursday, April 21, in the morning. He noted there was a title work “glitch” where a State use and withholding tax lien was discovered to have been filed against Mr. Gienapp (approximately \$2,600). His recommendation is to pay this and work to get it back from Gienapp along with the \$300 fine we paid to the LCC. He noted we are having difficulty getting payoff letters from the State. As mentioned in last month’s meeting, Mr. Cameron has prepared all the necessary easement, conveyance of title, etc. documents.
- Consideration of offer from Wooden Spoon for DDA Escrowed Liquor License – Mr. Modrack noted that there is now only one escrowed liquor license available, that belonging to the DDA. Steve Pilon is on the City Council agenda for Thursday, April 21, for approval of his application for a redevelopment liquor license. With this license, Mr. Pilot will have to prove to the Liquor Control Commission that he tried to obtain an escrowed license. Mr. Modrack is asking the DDA Board to approve the Development Subcommittee’s recommendation that we not sell the license at this time so that it may be used as a business recruitment tool.

Motion by Mr. Binkley, seconded by Ms. McConeghy, to advise Wooden Spoon, LLC that the DDA’s escrowed Class C liquor license is not for sale. Motion carried 10-0-3.

D. **Development – Barton property lease status** – Mr. Modrack reported that the variance to build a temporary parking lot on the Barton property was turned down last week by the ZBA. The City ordinance does not allow two parking lots adjacent to each other. One alternative is to continue to negotiate for a lease agreement with the Bartons for a more permanent lot on the leased property. We could depreciate the value by 10% each year and include a buy-back provision where the Bartons would have to pay back a portion of the lease payments. Mr. Modrack reviewed the original “Lower Town” plan and a sketch of a potential redevelopment project for that site. He estimates a permanent lot would cost \$120,000, which would come out of the FY 11-12 budget. Mr. Binkley asked if the DDA could loan the Bartons the money to tear down the four buildings and they could pay it back when the property sells. Mr. Corrigan said the Development Subcommittee would like to continue to explore and negotiate some type of agreement with the Bartons to bring back to the full Board.

Consider Rescue LLC proposal re 131 Hyne St. dated 4/8/11 – Mr. Modrack noted that he was not ready to discuss this proposal with the board. This item will be moved to the May meeting.

- E. **Design** – Ms. Miller reported that the Design subcommittee had looked at three options for benches for the pocket park and that they were given a budget of \$6,000. The first option was for the same benches as in downtown; some of them are rusting and do not meet the low/no maintenance criteria. The second option was for custom-designed benches, but the estimated cost was \$20,000, well over the budget of \$6,000. The third option was benches from Landscapeforms, a Kalamazoo company, who have done work in Ann Arbor as well as at the Green Oak Village Mall. The benches are cast aluminum with several coats of paint to prevent chipping. The cost is \$1,300 per bench (excluding tax and shipping) and the Design Subcommittee recommends three benches for the pocket park. There was discussion about how the benches would be affixed; Ms. Miller noted they are bolted down. She also advised there is a lead-time of 3-6 weeks from order to delivery.

Motion by Mr. Binkley, supported by Ms. McConeghy, to direct the Design Subcommittee to order three 6-foot benches from Landscapeforms, color to be determined by the Design Subcommittee, at a cost not to exceed \$6,000. Motion carried 10-0-3.

F. Business Recruitment/Promotions – No report

10. Old Business

11. Other

- A. Downtown Brighton Merchants Association – Lisa Nelson, Chairperson** – Lisa Nelson advised that there will be a ladies night on Thursday, April 28, 2011.

Mr. Pipoly asked if the pocket park walls be painted or sealed to make it graffiti-proof. Mr. Lindhout noted the walls will be sealed with “ThoroughSeal” and if someone paints graffiti on them, DPS would just use “ThoroughSeal” to paint over the graffiti.

12. Adjournment

Motion by Ms. Nelson, supported by Ms. McConeghy, to adjourn at 8:50 a.m. Motion carried 10-0-3.

Respectfully submitted,

Lauri French, Community Development Department
April 19, 2011