

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

The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, May 17, 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 May 17, 2011 Agenda | |
| ACTION | 3. | Call to the Public | |
| ACTION | 4. | Approval of the April 19, 2011 Regular Meeting Minutes | |
| ACTION | 5. | Approval of Bills | |
| | | A. McCririe & Cameron (April 2011) | \$ 2,290.00 |
| | | B. Lindhout Associates (April 2011) | \$ 1,092.50 |
| | | C. Sarah Hyer (Chamber Mow & Edge W/E 4/30/11) | \$ 40.00 |
| | | D. City of Brighton Utility Bill (Final 4/1-4/21/11) | <u>\$ 17.58</u> |
| | | TOTAL BILLS | \$ 3,440.08 |
| ACTION | 6. | Financial Report | |
| | | A. Financial Summary | |
| | 7. | Administrative Report (Matt Modrack) | |
| | | A. Façade Loan Program proposal update | |
| | | B. Satellite parking strategy update | |
| | 8. | Lindhout Update | |
| | | A. Pocket Park and Commissioned Artwork Status | |
| | 9. | New Business | |
| | | <u>Sub-Committee Reports</u> | |
| ACTION | | A. Budget – No report | |
| | | B. Mexican Jones | |
| | | • Consider disbanding Mexican Jones subcommittee | |
| ACTION | | C. Development – 5/9/11 Meeting | |
| ACTION | | D. Design – 5/5/11 Meeting re proposed DBD Sign Ordinance (Amy Cyphert) | |
| | | E. Business Recruitment/Promotions – No report | |
| ACTION | 10. | Old Business | |
| | | A. World Café/DDA Visioning Sessions integration reports | |
| | | • Consider adoption of DDA Vision Statement | |
| | 11. | Other | |
| | | A. Merchants Advisory Subcommittee (Lisa Nelson) | |
| | | B. Five Fotos (Matt Modrack) – Hastings, MI | |
| ACTION | 12. | Adjournment | |

Next meeting is scheduled for Tuesday, June 21, 2011 at 7:15 a.m.

**City of Brighton
Downtown Development Authority Meeting Minutes
May 17, 2011**

The Board for the Downtown Development Authority (DDA) held a meeting on Tuesday, May 17, 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 7:17 a.m.

Members Present:

Ricci Bandkau, Dave Beauchamp, Mark Binkley (arrived at 7:19 a.m.), Tim Corrigan, Scott Griffith, Bob Herbst, Lisa Nelson (arrived at 7:19 a.m.), Pam McConeghy, Mond Miller, Shawn Pipoly, Al Wirth

Members Absent: Greg Strouse and Linda Botka (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
Ms. Amy Cyphert, Acting Planning & Zoning Director, City of Brighton

An audience of one was also present.

2. Approval of May 17, 2011 Agenda

Mr. Modrack noted that Item 9.C. on the agenda was revised to include a request to go into closed session to consider lease or purchase of real property prior to execution of lease or purchase agreement. The revised agenda was posted within the 18 hours required by the Open Meetings Act. Motion by Mr. Corrigan, supported by Ms. Bandkau, to approve the revised May 17, 2011 meeting agenda as presented. Motion carried 9-0-4.

- 3. Call to the Public** was made at 7:19 a.m. Hearing no response, call to the public was closed.

4. Approval of the April 19, 2011 Regular Meeting Minutes

Motion by Mr. Griffith, supported by Ms. McConeghy, to approve the April 19, 2011 regular meeting minutes as presented. Motion carried 9-0-4 with Ms. Bandkau and Mr. Wirth abstaining.

5. Approval of Bills

Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the bills as presented. Motion carried 11-0-2.

6. Financial Report

A. Financial Summary – Motion by Mr. Griffith, supported by Mr. Wirth to accept receipt of the financial summary as presented. Motion carried 11-0-2.

7. Administrative Report (Matt Modrack)

- A. Façade Loan Program proposal update – Mr. Modrack reported that he is continuing to work with two banks who have each committed \$100,000 each to finalize details of loan management, financial review of applicants and servicing the loans either for a nominal charge or free. He may present the façade loan program to City Council as early as next month; any agreement with the banks will require City Council approval. The façade loan program will create \$180-190,000 in working capital.

Mr. Modrack reviewed the recent Press & Argus Restaurant poll and noted that of the total of 90 “slots” available, Brighton had 47, with 37 in downtown. He congratulated the restaurants noted in the poll and suggested that this metric proves that Brighton is the dining center of the area. Mr. Modrack also reviewed the recent article in the Press & Argus about the grand opening of Jack’s Custard, located in Cheryl Mayday’s building on Mill Pond Lane. The owner noted foot traffic as one of the reasons they chose to relocate to downtown Brighton.

- B. Satellite parking strategy update – Mr. Modrack reported that the subcommittee had met once since last month’s DDA meeting. The biggest parking “pinch” identified is after 5:00 p.m., and they have asked the restaurant owners to encourage their employees to park in outlying lots (Pierce St. lot, for example, which is full every afternoon) and the Cemetery parking lot. They have asked the Ciao Amici owners to have their employees park in the Chamber lot after getting approval from the Chamber; this frees up the lot next door to Ciao as well as the Fifth Third lot. Mr. Modrack also noted that the Second St. lot is being used more both day and night. The subcommittee will continue to encourage “adjustments” for night demand. The next step is to decide which lots will have 2-hour parking and all day parking, additional signage and an information campaign followed by more enforcement if required.

8. Lindhout Update

Pocket Park and Commissioned Artwork Status – Mr. Lindhout gave an update on the concrete wall at the pocket park. There have been some issues with the wall “flaking” and a new contractor is working to fix the wall by sandblasting off the old product that was used to try to fix it and replacing it with new product (the former contractor is paying for the fix). The contractor needs four days with no rain and a temperature above 50 degrees in order to complete the wall. Mr. Lindhout advised he has a change order in the amount of \$10,186 for approval today due to new, raised concrete bases for the three commissioned sculptures, concrete for the bench tie-downs and the three benches. The net amount of the change order is approximately \$3,600 for the additional concrete; the cost of the benches (up to \$6,000) was already approved at last month’s DDA meeting.

Motion by Mr. Binkley, seconded by Ms. Bandkau, to authorize Chairperson Herbst to sign the change order as prepared by Mr. Lindhout. Motion carried 11-0-2.

Motion by Ms. McConeghy, seconded by Ms. Nelson, to approve additional budget of \$3,600 for the changes to the pocket park as noted in the change order prepared by Mr. Lindhout. Motion carried 11-0-2.

Mr. Modrack noted that the pocket park needs a name, which will require City Council approval.

**9. New Business
Sub-Committee Reports**

A. Budget – No report

B. Mexican Jones

- Consider disbanding Mexican Jones subcommittee – Mr. Modrack reported that with the recent sale of 675 W. Grand River, the subcommittee had completed its mission and he recommends the subcommittee be disbanded. The DDA-owned liquor license is in the hands of the Business Recruitment Subcommittee.

Motion by Ms. Nelson, seconded by Mr. Corrigan, to disband the Mexican Jones Subcommittee. Motion carried 11-0-2.

C. Development – 5/19/11 Meeting

- Consider convening closed session to consider purchase or lease of real property prior to execution of lease or purchase agreement

Motion by Mr. Pipoly, seconded by Mr. Griffith, to convene into closed session including Mr. Lindhout and Mr. Cameron. A roll call vote was taken as follows:

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

Motion carried 11-0-2. Convened into closed session at 7:45 a.m.
Convened into regular session at 8:20 a.m.

- Continue negotiations as discussed in closed session

Motion by Mr. Griffith, seconded by Mr. Corrigan, to authorize DDA Director Modrack and DDA Attorney Cameron to continue lease negotiations with the Bartons as modified in the closed session. Motion carried 11-0-2.

D. Design – 5/5/11 Meeting re proposed DBD Sign Ordinance (Amy Cyphert)

Ms. Cyphert reviewed the proposed sign ordinance and noted that it was developed from other communities' with input from the merchants and Design Subcommittee. She noted that the changes are highlighted in red and briefly reviewed those changes. She asked that any suggested changes to the proposed ordinance be sent to Mr. Modrack. Ms. Cyphert will be taking the draft ordinance to the PSD and Planning Commission for approval prior to review and approval by City Council.

E. Business Recruitment/Promotions – No report

10. Old Business

A. World Café/DDA Vision Sessions integration reports

- Consider adoption of DDA Vision Statement

Motion by Mr. Corrigan, seconded by Mr. Wirth, to adopt the DDA Vision Statement as presented. Motion carried 11-0-2.

11. Other

A. Merchants Advisory Subcommittee (Lisa Nelson) – Lisa Nelson advised that the next subcommittee meeting is Wednesday, May 18, at 8:00 a.m. She noted that the Trinkets to Treasure event was cancelled by the Chamber. Ms. McConeghy reported that they did not have enough vendors and they may have priced the booths too high. Ms. Nelson said they would be having another ladies night out on August 18.

B. Five Fotos (Matt Modrack) – Hastings, MI – Mr. Modrack reviewed five photographs he took in Hastings and highlighted their planter boxes, parking signs and banners, event banner and angle parking.

12. Adjournment

Motion by Ms. Nelson, supported by Ms. McConeghy, to adjourn at 8:50 a.m. Motion carried 11-0-2.

Respectfully submitted,

Lauri French, Community Development Department
May 17, 2011