

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

The City of Brighton Downtown Development Authority will hold a meeting on Tuesday, January 17, 2012 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 17, 2012 Agenda | |
| ACTION | 3. | Call to the Public | |
| ACTION | 4. | Election of 2012 Officers | |
| ACTION | 5. | Approval of Meeting Minutes | |
| | | A. Approval of December 20, 2011 Regular Meeting Minutes | |
| ACTION | 6. | Approval of Bills | |
| | | A. Lindhout Associates (December 2011) | \$ 10,092.10 |
| | | B. Mancuso & Cameron (December 2011) | \$ 2,775.00 |
| | | C. Fonson Construction (West St. Lot) | \$ 6,175.00 |
| | | D. Soil & Materials Engineers (121 W. North-Geotechnical) | <u>\$ 8,800.00</u> |
| | | TOTAL BILLS | \$ 27,842.10 |
| ACTION | 7. | <u>Financial Report</u> | |
| | | A. Financial Summary | |
| | 8. | <u>2011 in Review – DDA & Community Development Activities (Matt Modrack)</u> | |
| | 9. | <u>New Business</u> | |
| | | A. <u>Sub-Committee Reports</u> | |
| ACTION | | 1. Budget – 1/4/12 meeting | |
| | | • ATV purchase recommendation | |
| | | • Snow Removal Plan – Matt Schindewolf, DPS Director | |
| ACTION | | 2. Development | |
| | | • 1/9/12 meeting with City Manager Foster – Parking Strategy | |
| | | • Update and recommendation for 121 W. North St. | |
| | | • Request closed session to discuss property acquisition | |
| | | 3. Design – 1/10/12 Millpond Design Subcommittee meeting (Mondi Miller) | |
| | | 4. Business Recruitment/Promotions – No report | |
| | 10. | <u>Old Business</u> | |
| | 11. | <u>Lindhout Update</u> | |
| ACTION | | A. 2012 Flower Installation/Maintenance and 2012 DDA Property Maintenance Bid | |
| ACTION | | B. West Street Parking Lot Change Order #02 | |
| | 12. | <u>Livingston County SBTDC Report – Nancy Johnson, Director</u> | |
| | 13. | <u>City Council Liaison Report – Mayor Muzzin</u> | |
| | 14. | <u>Administrative Report (Matt Modrack)</u> | |
| | | A. 2012 Work Plan | |
| | | B. Proposal for PR/Promotions | |
| ACTION | 15. | <u>Adjournment</u> | |

Next meeting is scheduled for Tuesday, February 21, 2012 at 7:15 a.m.

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
January 17, 2012**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, January 12, 2012 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, Mondie Miller, Jim Muzzin, Lisa Nelson (arrived at 7:20 a.m.), Shawn Pipoly, Greg Strouse and Al Wirth

Members Absent: None

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

Mr. Matt Schindewolf, DPS Director, City of Brighton

Also present was an audience of four.

2. **Approval of January 17, 2012 Agenda**

Mr. Modrack reviewed today's agenda and noted that the meeting will probably run until at least 9:15 a.m. due to the number of items to cover. Mr. Binkley noted that he has to leave the meeting no later than 8:50 a.m. today.

Motion by Mr. Muzzin, supported by Mr. Griffith, to approve the January 17, 2012 meeting agenda as amended. Motion carried 13-0.

3. **Call to the Public** was made at 7:20 a.m. Susan Walters-Steinacker noted that since the DDA is providing funding for the PSD that the DDA board should review the PSD's invoices each month. She also mentioned that some members of the DDA board had not been properly sworn in. Hearing no further response, call to the public was closed at 7:25 a.m.

4. **Election of 2012 Officers**

Mr. Griffith suggested that the current officers be reelected for 2012.

Motion by Mr. Griffith, supported by Mr. Corrigan, to approve Mr. Herbst as Chairperson, Mr. Binkley as Vice Chairperson and Mr. Corrigan as Secretary of the DDA Board for 2012. Motion carried 13-0.

5. **A. Approval of the December 20, 2011 Regular Meeting Minutes**

Motion by Mr. Corrigan, supported by Ms. Botka, to approve the December 20, 2011 regular meeting minutes as presented. Motion carried 12-0-1 with Ms. Nelson abstaining.

6. **Approval of Bills**

Mr. Herbst noted that the Lindhout bill amount should be \$6,900.60 and the total amount should be \$24,650.60. *Motion by Mr. Strouse, supported by Mr. Griffith, to approve the bills as amended. Motion carried 13-0.* Mr. Modrack highlighted some of the projects in the Lindhout bills.

7. **A. Financial Report**

Mr. Modrack noted that the financial report provided by the City Finance Director is included in the packet. There was not enough time to provide the detailed spreadsheets to the Board this month due to some late changes. *Motion by Ms. McConeghy, supported by Mr. Muzzin, to accept receipt of the financial summary as presented. Motion carried 13-0.*

8. **2011 in Review – DDA & Community Development Activities (Matt Modrack)**

Matt Modrack gave a Powerpoint presentation highlighting all the projects that were completed in 2011 within the DDA district. He introduced Phil Garbacz, Financial Center Manager from Fifth Third Bank since October 2011. Mr. Garbacz stated he is new to the City but is looking forward to working with the DDA. Ms. McConeghy noted that Fifth Third has contributed \$10,000 and is sponsoring the 2012 Farmers Market. She also noted that Studio West's ribbon cutting is Thursday, January 19, at 5:30 p.m. if any of the board members can make it.

9. **New Business**

A. Subcommittee Reports

1. **Budget – 1/4/12 meeting**

- **ATV purchase recommendation** - Mr. Pipoly recapped the Budget subcommittee meeting held on 1/4/12 to discuss, among other items, City Council's request to consider funding 75% of the cost of the new ATV recently purchased for use in the downtown area. The subcommittee's recommendation to the full DDA board is that the DDA allocate \$7,500 toward the purchase of the ATV rather than a percentage. Mr. Corrigan pointed out that the subcommittee's recommendation was not made without a lot of discussion; the DDA's budget is very dynamic and we have earmarked most of it for projects. The subcommittee also asked that any future requests be done far enough in advance, if possible, in order to be incorporated in the DDA budget planning.

Motion by Ms. McConeghy, supported by Mr. Beauchamp, to fund \$7,500 toward the purchase of the ATV to be used by the DPS within the DDA district. Motion carried 12-1. Mr. Muzzin thanked the board and advised he will take this back to City Council.

- **Snow Removal Plan – Matt Schindewolf, DPS Director** – Mr. Schindewolf gave an informative presentation about how his department prioritizes snow removal, what the routes are, the sidewalk snow removal area, what equipment is used and how his department communicates with each other when a snowstorm is expected (weather alerts, etc.). He thanked the DDA Board for their contribution to fund the ATV.

2. Development

- 1/9/12 meeting with City Manager Foster – Parking Strategy – Mr. Corrigan recapped the meeting with Mr. Foster and advised that in discussing the site for a parking structure, there was consensus to move forward on the 121 W. North St. site recommended in the parking study update by Rich & Associates.
- Update and recommendation for 121 W. North St. – Mr. Corrigan reported that the Development subcommittee’s recommendation is to move forward with environmental testing at this site. Mr. Modrack noted that two quotes had been received. He reviewed the Phase I and Phase II quotes from the low bidder, Innovative Environmental Services, which were \$1,000 and \$5,000, respectively. There was discussion about possible contamination due to an oil tank found at the corner of Grand River and North St. Mr. Modrack noted that the Baseline Environmental Assessment (BEA) would protect the City and the DDA.
Motion by Mr. Beauchamp, supported by Ms. McConeghy, to approve the quote of \$6,000 from Innovative Environmental Services, Inc. and to allow Innovative to go forward with Phase I and Phase II environmental testing at 121 W. North Street. Motion carried 11-0-2, with Mr. Griffith abstaining and Mr. Binkley having left the meeting before the vote.
- Request closed session to discuss property acquisition – *Motion by Ms. Botka, supported by Mr. Wirth, to go into closed session to discuss possible acquisition of property by purchase or lease. A roll call vote was taken as follows:*

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

Mr. Modrack asked DDA Attorney Doug Cameron to stay for the closed session. The board moved into closed session at 9:05 a.m. and reconvened the regular meeting at 9:22 a.m.

3. Design – 1/10/12 Millpond Design Subcommittee meeting (Mondi Miller)

Ms. Miller recapped the Millpond Design Subcommittee meeting held on 1/10/12. The subcommittee reviewed the comments from the public meeting on 12/8/11. They also discussed plan priorities and reached a consensus that the plaza area should be done first. They are waiting for cost estimates from Lindhout Associates and will also be coordinating with the Veterans Memorial committee regarding materials, etc.

4. Business Recruitment/Promotions – No report. Mr. Modrack noted that most of the participants on this subcommittee also serve on other committees such as the PSD marketing subcommittee. He noted that just because this subcommittee has not met recently, it doesn’t mean that things aren’t being done elsewhere.

10. **Old Business** – None

11. **Lindhout Update**

A. 2012 Flower Installation/Maintenance and 2012 DDA Property Maintenance Bid

Mr. O'Leary noted that they received only one bid for this year's flower installation/maintenance and DDA property maintenance bid, which was from Landscape Design Associates. As indicated, this year's contract is \$55,600 versus \$49,785 for both programs. This is attributable to changes from last year's program which include watering 7 days a week (used to be 6 days) and additional DDA property being added to the maintenance bid. Mr. O'Leary noted that the flower colors in 2012 will be the same as last year.

Motion by Mr. Griffith, supported by Mr. Pipoly, to accept the bid from Landscape Design Associates in the amount of \$55,600 for the 2012 Flower Installation/Maintenance and 2012 DDA Property Maintenance. Motion carried 12-0-1.

B. West Street Parking Lot Change Order #02 – Mr. O'Leary reviewed the change order for the West Street parking lot in the amount of \$751.50 which was for damage to the asphalt curb in the higher lot that was damaged and had to be repaired to control storm water run-off. Mr. Lindhout also noted that the DTE pole appears to be leaning further and some fence work may be required when DTE comes out to replace the pole in 4-5 weeks.

Motion by Mr. Griffith, supported by Mr. Muzzin, to accept Change Order #02 dated January 12, 2012 for the West Street Parking Lot in the amount of \$751.50. Motion carried 12-0-1.

12. **Livingston County SBTDC Report (Nancy Johnson, Director)** – Nancy Johnson introduced the Regional Director of the Greater Washtenaw MI-SBTDC, Charlie Penner, who is here for a meeting with Matt Modrack after the DDA meeting. She is anticipating more programs with the regional SBTDC and more services for the DDA and businesses in Brighton. Mr. Modrack suggested that due to time constraints and the depth of Ms. Johnson's report that it be tabled until the February DDA meeting so she would not have to rush through it.

13. **City Council Liaison Report (Mayor Jim Muzzin)** – Mr. Muzzin reported that City Council approved the Excelda building site plan at the January 5, 2012 meeting and are excited to have Excelda moving into Brighton.

14. **Administrative Report (Matt Modrack)**

A. 2012 Work Plan - Mr. Modrack reviewed a Powerpoint presentation containing the large projects that he will be working on this year (i.e., Millpond Master Plan) as well as some of the smaller projects that will have big benefits to the city. He asked the DDA Board to formally adopt the work plan.

Motion by Mr. Muzzin, supported by Mr. Corrigan, to adopt Mr. Modrack's 2012 Work Plan as presented. Motion carried 12-0-1.

B. Proposal for PR/Promotions – Mr. Modrack handed out and reviewed a proposed Service Agreement between the DDA and Chamber of Commerce for \$15,000 per year to provide 20 hours per week for promotions, public relations and event management (e.g., Valentine’s Day). This was discussed and approved at the Budget subcommittee meeting on 1/4/12. The service agreement is for six months from January through June, 2012. Jennifer Ling, a chamber employee, will be working with the DDA and the PSD. The service agreement is dependent on PSD approval of Ms. Ling. Ms. Nelson noted that it would be beneficial to have a part-time person to work on events since it has been difficult in the past for business owners to both run their businesses and to coordinate event promotions.

Motion by Mr. Corrigan, supported by Ms. Nelson, to approve execution of the Service Agreement for a period of six months with the approval of the PSD Board and compensation prorated in the amount of \$1,250 per month for FY 11-12 and \$15,000 for FY 12-13 if approved for a full year. Motion carried 11-0-2, with Ms. McConeghy abstaining.

15. Adjournment

Motion by Mr. Muzzin, supported by Mr. Strouse, to adjourn at 9:50 a.m. Motion carried 12-0-1.

Respectfully submitted,

Lauri French, Community Development Department
January 17, 2012