

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
March 20, 2018**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, March 20, 2018 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, Jim Muzzin, Scott Griffith, Pam McConeghy, Tim Corrigan, Bob Herbst , Shawn Pipoly, Mark Binkley, Lisa Nelson, Ashley Israel, and Cal Stone

Members Absent: Claudia Roblee

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Brandon Skopek, Assistant to the City Manager/DDA Coordinator; Mike Caruso, Senior Community Development Associate, and an audience of 1.

Moved by Ms. Nelson, supported by Mr. Stone, to excuse Board Member Roblee. The motion carried 11-0-1.

2. Approval of the March 20, 2018 Agenda

Moved by Mr. Corrigan, supported by Mr. Griffith, to approve the March 20, 2018 Agenda as presented. The motion carried 11-0-1.

3. Call to the Public

The Call to the Public was made at 7:16 a.m. with no response.

4. Approval of Minutes

a. February 20, 2018 Regular Meeting

Moved by Mr. Muzzin, supported by Mr. Griffith, to approve the, February 20, 2018 Regular Meeting Minutes as presented. The motion carried 9-0-3 with Ms. Nelson and Mr. Israel abstaining.

5. Approval of Bills

Moved by Mr. Corrigan, supported by Mr. Pipoly, to approve the bills as presented. The motion carried 11-0-1.

6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 2/28/18)

Moved by Mr. Israel, supported by Ms. McConeghy, to accept the financial report. The motion carried 11-0-1.

7. Old Business

- a. None

8. New Business

- a. Michigan Scapes Donation Request

Mr. Skopek stated the Brighton Art Guild submitted a letter requesting a donation for their event. He stated the DDA had donated \$400 last year for the Livingston Paint Out, which came out of the Community Promotion line item in the budget. Mr. Skopek stated the DDA was over the budget line-item this year due to the Second Street Flats rezoning fee and other expenses.

Sarah Grusin, Brighton Art Guild Co Chair, discussed the event which was aimed at attracting artists around the state to the Brighton Area. She stated money was needed for advertising, prize money, and lighting.

Lisa DeLuca, Brighton Art Guild Co Chair stated the event would include an exhibition opening at Cleary University and conclude at the Brighton Fine Art and Acoustic Music Festival. She stated this is the first time having this event, but they would like to make it something that they do every year. Ms. DeLuca also stated the show would be advertised on Pure Michigan's website and they have received permission to use the Pure Michigan logo on all advertising.

Ms. Grusin stated the exhibit would run from July 13 to August 2. She stated they have received a lot of positive feedback so far.

Mr. Skopek stated there is a fund balance available outside of the Community Promotion budget. He also stated allocation of funds could be discussed during next month's budget discussion if the DDA was interested.

Mr. Pipoly stated they could earmark the amount to donate since the funds would come out of the next year's budget.

Mr. Griffith suggested waiting until next month's budget conversation to make a decision.

- b. Consider Bid Award for "Mill Pond Park & Bandshell" to Contracting Resources in the Amount of \$739,500

Mr. Lindhout discussed the bids that were received. He stated he had met with Contracting Resources to discuss the bid they submitted. He stated they have done previous projects in the city and expressed his confidence in them. He stated their projected start date is April 16 and they anticipate completing the work by the end of July or beginning of August.

Moved by Mr. Griffith, supported by Mr. Corrigan, to accept the recommendation to award the bid to Contracting Resources for \$739,500. The motion carried 11-0-1.

- c. Consider Approval of Authorizing Chairperson Herbst to Sign Any Documents Required for the Closing of 293 – 303 N. Second Street

Mr. Skopek stated there was a resolution in the meeting packet authorizing Bob Herbst to sign all closing documents related to the sale of 293-303 N. Second Street. He stated City Council had approved the final site plan and Planned Unit Development (PUD) Agreement for Second Street Flats at their March 15 meeting and that there was an executed purchase agreement.

Moved by Mr. Griffith, supported by Ms. McConeghy, to authorize Bob Herbst to sign any documents required for the closing of 293-303 N. Second Street. The motion carried 11-0-1.

Mr. Herbst stated in prior years the attorney has been present during signing of closing documents.

Mr. Griffith asked when the money from the sale would go back into the budget.

Mr. Skopek stated it was not included in the financial report, but he would check with the Finance Director on where the sale would appear in the budget.

d. Discussion of Alley Improvements for 311 and 317 W. Main Street

Mr. Skopek stated Dan Cheresko would be discussing proposed improvements to the alley between his two buildings. He stated the DDA had allocated funding for enhancements to the alley which would be deeded as public right of way.

Mr. Muzzin asked whether the improvements conformed to the approved site plan.

Mr. Skopek stated they were just enhancements and still conformed to the site plan. He stated \$90,000 was allocated for the improvements and approximately \$25,000 was spent on the DTE utility pole removal.

Dan Cheresko, Cheresko Development, discussed the proposed enhancements which included a 4-foot sidewalk with 2 feet of plantings on each side. He proposed having a stainless steel emblem with the City of Brighton embedded in the sidewalk which would be lit up at night. He also discussed the catch basins and the ongoing construction on the site. He stated they are two months behind schedule due to weather conditions.

Mr. Beauchamp asked what restaurants would be occupying the space.

Mr. Cheresko discussed the proposed restaurants and the impact they will have downtown.

9. Subcommittee Reports

None

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron stated he had reviewed the Second Street land contract and found the original deed had been destroyed. He was able to get a new deed and have it signed by Jim Lawrence. He stated all the documentation is in order and they are ready to close. Mr. Cameron also stated he, Mr. Skopek, and Mr. Lindhout had met with Father Deon of St. Paul's Church to discuss the construction of the amphitheater and the current easement agreement between the

church and the City. He stated he had prepared an agreement that authorizes the DDA to use the easement.

11. Lindhout Report-Piet Lindhout

Mr. Lindhout stated the flower program was a 3 year contract and was currently in its third year. He stated it would need to be re-bid in 2019.

12. Administrative Report – Brandon Skopek

Mr. Skopek stated staff had met with the Livingston County Road Commission to discuss the Challis Road reconstruction project and they are ready to start in April. He stated the DDA had budgeted \$650,000 for the project, but preliminary costs have come in at approximately \$488,000. He stated he will need to talk to the Utilities and DPW Directors regarding budget allocations, but there could be cost savings of approximately \$162,000. Mr. Skopek stated the DDA has a lot of projects going on and would like to see some of the savings go toward the Mill Pond project since that project came in slightly over budget. Depending on bids for the N. Second Street reconstruction project, he asked the Board for feedback regarding the proposed downtown pavilion expansion.

Mr. Muzzin asked if Mr. Lindhout could provide a quote for the pavilion expansion.

Mr. Lindhout stated he could bring some schematics that had been done in the past.

Mr. Herbst asked if they would be getting a report about the tridge conditions.

Mr. Skopek stated Marcel Goch, DPW Director, has a report, but they have not had an opportunity to discuss it yet.

Mr. Herbst asked about the proposal to connect the tridge to Second Street.

Mr. Lindhout stated a tridge connection could be done, but it would be very expensive.

13. Chamber of Commerce Report – Pam McConeghy

None

14. City Council Report – Jim Muzzin

None

15. Adjournment

Moved by Mr. Griffith, supported by Ms. Nelson to adjourn the meeting at 8:08 a.m. The motion carried 11-0-1.

Respectfully submitted,

Downtown Development Authority Board Meeting Minutes
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Wendy Ayala, Recording Secretary
March 20, 2018