

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
June 20, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, June 20, 2017 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, Bob Herbst, Jim Muzzin, Pam McConeghy, Scott Griffith, Ashley Israel, Lisa Nelson, and Cal Stone

Members Absent: Phil Garbacz, Shawn Pipoly, Claudia Roblee, Tim Corrigan, and Mark Binkley

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Community Development Associate; Jessica Reed, Management Assistant; Mike Caruso, Zoning/Code Enforcement Associate, and an audience of 1.

Moved by Ms. McConeghy, seconded by Mr. Muzzin, to excuse Board Members Garbacz, Pipoly, Roblee, Corrigan, and Binkley. The motion carried 8-0-5.

2. Approval of the June 20, 2017 Agenda

Mr. Skopek requested Item 8A be deleted from New Business.

Moved by Ms. McConeghy, supported by Mr. Israel, to approve the June 20, 2017 agenda as amended. The motion carried 8-0-5.

3. Call to the Public

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

4. Approval of Minutes

a. May 16, 2017 Regular Meeting

Moved by Mr. Muzzin, supported by Mr. Beauchamp, to approve the May 16, 2017 Regular meeting minutes as presented. The motion carried 8-0-5.

b. May 16, 2017 Closed Session

Moved by Mr. Muzzin, supported by Mr. Israel, to approve the May 16, 2017 Closed Session minutes as presented. The motion carried 7-0-6 with Mr. Griffith abstaining.

c. June 5, 2017 Special Joint Meeting

Moved by Mr. Griffith, supported by Mr. Beauchamp, to approve the June 5, 2017 Special Joint Meeting minutes as presented. The motion carried 6-0-7 with Mr. Israel and Ms. Nelson abstaining.

5. Approval of Bills

Moved by Mr. Griffith, supported by Mr. Beauchamp, to approve the bills as presented. The motion carried 8-0-5.

6. Financial Report - FY 16-17 Adopted Budget and YTD Summary (through May 31, 2017)

Mr. Skopek stated there were no major changes to the report since last month.

Moved by Ms. McConeghy, seconded by Mr. Muzzin, to accept the financial report. The motion carried 8-0-5.

7. Old Business

- a. None

8. New Business

- a. Consider Bid Award for the Demolition of Vacant Duplexes Located at 293-303 N. Second St.

Mr. Lindhout discussed how the bid process was done and stated only 2 bids were received. Only one of the bidders submitted a schedule of values and the amounts were higher than normal. He suggested the Board rebid in the fall.

Mr. Griffith asked if the cost for tree removal could be addressed by putting out a bid for tree removal companies to do the work.

Mr. Lindhout stated tree removal could be removed from the bid. He stated the project is expected to take 30 days plus the time it would take to have utilities shut off.

Mr. Israel thought it would be best to rebid in the fall.

Mr. Lindhout stated the bid could be addressed at the September meeting with work commencing in October.

- b. Bonding Scenarios & Consider Approval of DDA Revenue Pledge Resolution

Mr. Geinzer stated staff has worked with the Budget Committee to put together very conservative bonding scenarios, with the bond payment being \$350,000 annually. Some of the projects would include remodeling the pavilion restrooms as well as sidewalk gap filling. He stated they will have a resolution at the next meeting.

- c. Discussion: Development RFP Requirements

Mr. Skopek discussed the possibility of a commercial rehab district for tax abatements. The purpose would be to solve the issue of parking in the DBD. He asked the DDA what they would want to see or if they would prefer having a blank slate for developers.

Mr. Griffith was concerned about the qualifications that would have to be included in the plan. He asked if it would be for city-owned property.

Mr. Geinzer said it would include city-owned property and would incentivize parking development. He stated he would also like to see redevelopment along East Grand River, which has not seen a lot of investment.

Mr. Beauchamp asked if the Barton property would be included.

Mr. Israel thought the qualification list would put the City at risk of a lawsuit if they did not approve a development.

Mr. Geinzer stated staff would recommend policy guidelines for the commercial rehab district.

Mr. Israel asked how it would affect budget plans.

Mr. Geinzer stated it would mean less revenue based on new development but there would be no impact to the current budget.

Mr. Scott stated he did not feel tax abatement was the right tool for development.

d. Discussion: Second Street Improvements

Mr. Geinzer discussed potential utility and road upgrades on Second Street to facilitate projects closer to Cross Street. He stated similar improvements will be needed for the parcel the DDA owns. Staff is working on estimates for the improvements. He stated the DDA may want to include this in the bonds.

Mr. Geinzer also discussed the Request for Proposals (RFP's) for Second Street stating there would be a follow up questionnaire for developers and an interview. Staff will have a possible recommendation closer to the fall.

e. Discussion: Challis Road Intersection Improvements

Mr. Skopek discussed the intersection improvements and proposed pocket park on Challis Road. The improvements will include pedestrian crosswalks and 8-foot sidewalks that may extend to Grand River.

Mr. Geinzer stated the current project is for the section between the railroad tracks and Karl Greimel Drive, but that there is an opportunity to mill and fill Challis all the way to Grand River for a low cost. He added there will be retaining walls and pedestrian lighting along the path.

Mr. Lindhout explained that the DDA would introduce a fixture design to DTE and that DTE would be in charge of maintaining them.

9. Subcommittee Reports

There were no subcommittee reports.

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron announced an attorney has reached out regarding the lease agreement and would like to set up a meeting to discuss it. The liquor license is pending as the initial transfer request was denied. However, the purchaser has appealed and a hearing is scheduled.

11. Lindhout Report- Piet Lindhout

Mr. Lindhout announced the full bandshell site plan amendments have been submitted to the City and there will be a meeting with the engineer to go over the details. The project is on a very aggressive

schedule and there will be construction documents at the next DDA meeting. The survey results show a wire in the middle of the proposed seating area, therefore DTE will have to remove a pole.

12. Administrative Report – Nate Geinzer

Mr. Geinzer announced there will be police enforcement on Main Street regarding pedestrian safety. Officers will be looking for speeding, failing to yield to pedestrians, and distracted driving. The Building Department has turned the inspection line over to Livingston County. People will be able to call up to midnight the day before and inspections will also be available on Saturdays.

Mr. Skopek thanked everyone that could attend the joint meeting for the Master Plan. He reminded everyone of the market survey on the City website. They have had 206 respondents so far and focus group meetings are being held as well.

13. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy announced the ribbon cutting that will be held at Homespun Market at 4:00 p.m. on Thursday. At 5:00 p.m. there will be a ribbon cutting at Hampton Inn. Ms. McConeghy met with Joe Hershey of Providence and he mentioned wanting to get involved with the city. She also mentioned that the flowers the City installed along Grand River and Main Street look great.

Ms. Reed announced the Brighton 150th Anniversary events which will start on July 4th. There will also be the Taste of Brighton, Fine Arts Festival, and Mayors' Breakfast on August 5th. There will be a Block Party on August 13 starting at noon and ending with a laser show at night. The event has received a lot of sponsorships and will include a hot dog dinner for \$1.50.

14. City Council Report – Jim Muzzin

Mr. Muzzin had nothing to report.

15. Adjournment - *Moved by Mr. Griffith, supported by Ms. Nelson, to adjourn the meeting at 8:31 a.m. The motion carried 8-0-5.*

Respectfully submitted,

Wendy Ayala, Recording Secretary
June 20, 2017