City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
February 19, 2013

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, February 19, 2013 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 7:16 a.m.

**Members Present:**
Dave Beauchamp, Linda Botka, Tim Corrigan, Scott Griffith, Bob Herbst, Pam McConeghy, Jim Muzzin, Lisa Nelson, Shawn Pipoly, and Greg Strouse

**Members Absent:** Mark Binkley, Mondi Miller and Al Wirth

*Motion by Mr. Muzzin, supported by Mr. Griffith, to excuse the absence of Mark Binkley, Mondi Miller and Al Wirth. Motion carried 10-0-3.*

**Also present:**
Mr. Piet Lindhout, Lindhout Associates  
Mr. Doug Cameron, DDA Attorney  
Ms. Nancy Johnson, Director, Livingston SBTDC  
Mr. Matt Modrack, DDA Executive Director/Community Development Director, City of Brighton

2. **Approval of February 19, 2013 Agenda**

Mr. Modrack asked to amend today’s agenda to add the following items to the agenda:

11.B. Stout Patio request to use DDA property for St. Patrick’s weekend  
11.C. Chamber of Commerce service agreement  
11.D. SELCRA service agreement

*Motion by Mr. Corrigan, supported by Mr. Griffith, to approve the February 19, 2013 meeting agenda as amended. Motion carried 10-0-3.*

3. **Call to the Public** was made at 7:20 a.m. Hearing no response, call to the public was closed.

4. **A. Approval of the January 15, 2013 Regular Meeting Minutes**

*Motion by Ms. McConeghy, supported by Mr. Pipoly, to approve the January 15, 2013 regular meeting minutes as presented. Motion carried 8-0-5, with three absences and Mr. Herbst and Ms. Botka abstaining.*

5. **Approval of Bills**

Mr. Herbst advised that the Mancuso-Cameron bill should be adjusted for a duplicate item. The new total is $876.50 and the grand total for all bills is $2,322.50.  

*Motion by Mr. Griffith, supported by Mr. Corrigan, to approve the bills as amended. Motion carried 10-0-3.*

6. **A. Financial Reports**

Mr. Modrack noted that today’s packet includes the BS&A financial report from the Finance Director and the spreadsheet prepared by Lauri French. He reported that he and Lauri have been involved in several budget preparation meetings for the City Council 6-Year Budget Forecast, including the DDA budget. He also noted that next year’s revenue projections are becoming more solid as MTT cases are settled in this fiscal year and the effects of the personal property legislation becomes clearer. The Budget subcommittee is scheduled to meet this Thursday to review the budget in detail.

*Motion by Mr. Griffith, supported by Ms. Nelson, to accept the financial reports as presented. Motion carried 10-0-3.*
7. **New Business**
   
   **A. Sub-Committee Reports**
   
   1. **Design – 2/11/13 meeting** – Ms. McConeghy presented an overview of the Design subcommittee meeting. The main topic of discussion was maintenance of DDA and City assets such as the Tridge, trash cans, light poles, benches, etc. Mr. Lindhout noted that the Tridge was re-sealed and the railings were painted in 2008 at a cost of approximately $52,000 (which also includes the railings at the Pierce St. parking lot). Mr. Muzzin noted that Council developed a list of City assets at their retreat in November and the next step is to develop a “due care” plan. Claudia Roblee sent City Manager Foster a follow-up email after the Design subcommittee meeting and he has requested to meet with the subcommittee.
   
   2. **Development – 2/14/13 meeting** – Mr. Griffith provided a recap of the meeting. The Lueker property purchase was discussed and a couple of title issues were discovered that Mr. Cameron is working on. The property purchase will be finalized when the Luekers come back to town in late March or April. We may be able to do a couple of façade projects this year with grants from the MEDC. He also gave the board an update on the CSX application to lease space west of the railroad tracks for additional event parking. Mr. Modrack noted that the cost for the entire project is $260,000 (12 asphalt spaces and the rest gravel). Mr. Cameron is investigating whether DDA funds can be used since this area is outside the DDA district. Mr. Griffith also reported that there is a projected budget overrun in FY 14-15 due to the combination of declining tax revenues and an increase due to our last bond payment that year.
   
   3. **Budget** – No report; meeting scheduled 2/21/13
   
   4. **Executive** – No report

   **B. Livingston County SBTDC Report – Nancy Johnson, Director**
   
   Ms. Johnson distributed a handout and discussed the positive capital formation numbers in 2012 and projection for 2013. She noted that financing is starting to open up for small businesses. Huntington Bank, now in Livingston County, is interested in doing small business loans and lines of credit. She encouraged board members to attend the “Michigan Celebrates Small Business” conference on May 3, 2013 in Lansing. Nominations for the “Michigan 50 Companies to Watch™” will occur in October 2013 for second stage businesses. Ms. Johnson also reviewed the Venture Plan Entrepreneurial Training program for FastTrac that begins March 15.

8. **Lindhout Update**
   
   Mr. Lindhout reported that they investigated building a storage lean-to for Landscape Design Associates’ water wagons as discussed in last month’s meeting. The structure would have been too big for the space in order to accommodate the wagons. He suggested we ask Dave Norman (new owner of Stout’s) if we could continue to store the wagons on his property this year. He also suggested Landscape Design use the City water by the dumpster instead of using Stout’s or Kathleen’s Cookies. Mr. Lindhout also asked the board members for comments on the lower wattage LED light on West St. near North St. Several of the board members commented that they like the look of the lower wattage because it’s softer than and not as harsh as the higher wattage. Mr. Lindhout noted that Mike O’Leary is working with DTE on costs to retrofit existing lamps.

9. **Chamber Report – Pam McConeghy** - Ms. McConeghy reported that Jen Ling is working on the Polar Plunge and planning for the May Ladies Night. She noted that she spoke to Governor Snyder at the Chamber luncheon a few weeks ago and he is well aware of our successful downtown and plans to eat here. Ms. McConeghy attended the Aldi grand opening on Monday, 2/18, which was well attended with representatives from the City. She reminded everyone that the State of the Chamber luncheon is Thursday, 2/28/13. She and Katherine Shinske have a meeting with Vail Resorts on Friday, and they plan to discuss cross-marketing opportunities between Mt. Brighton and the City and to hear their plans for the property.
10. **City Council Liaison Report (Mayor Jim Muzzin)**
Mr. Muzzin reported that Council awarded the quota license at last week’s Council meeting to Scotty Simpson’s and that Jim Starnes from Two Brothers Coffee is applying for a redevelopment liquor license (he was one of the applicants for the quota license).

11. **Administrative Report (Matt Modrack)**
Mr. Modrack noted that the DDA, Amy Cyphert and Mike O’Leary from Lindhout Associates are being recognized for the North/West/Main streetscape project at a Michigan Concrete Association luncheon on Thursday, 2/21/13. An award will also be presented at the March 7 City Council meeting and he asked Chairperson Herbst to attend, if possible.

A. Consider approval of a project management contract for Cobb-Hall sculpture park landscaping
Mr. Modrack stated that he asked Lindhout Associates for a quote to manage the landscaping bid and construction administration. The plan was done by Landscape Design Associates, who will be bidding on the project and therefore cannot manage the bid process. He estimated the contract amount will be approximately $2,500.

Motion by Ms. McConeghy, supported by Ms. Botka, to approve the Bidding and Construction Administration Services quote from Lindhout Associates dated December 21, 2012. Motion carried 10-0-3.

B. Stout Patio Request to use DDA property on St. Patrick’s Day weekend – Mr. Modrack noted that we received a request from Dave Norman at Stout’s to use DDA property to locate two port-a-johns and a hand washing station behind their patio for the St. Patrick’s weekend. The DDA has historically approved this request, and Planning & Zoning Director Cyphert has a letter ready to go pending the DDA Board’s approval.

Motion by Mr. Muzzin, supported by Ms. Botka, to approve Stout’s 2/11/13 request to use DDA property to place two port-a-johns and a hand washing station on the back side of their patio. Motion carried 10-0-3.

C. Chamber service agreement – Mr. Modrack requested a 60 day extension for the Chamber agreement, which expires February 28, 2013, in order to have adequate time to meet with the Executive Committee to discuss continuation of the agreement and preparation of an amendment to the agreement as required.

D. SELCRA service agreement – Mr. Modrack stated that the SELCRA agreement contains specific events and that a new agreement with SELCRA will be presented to the DDA Board when he receives it from Derek Smith. The current agreement expires March 8, 2013.

Mr. Modrack informed the board about a meeting that was held last week called by Mark Binkley to discuss proposed events by the Chamber and the restaurant group. The Chamber wanted to do an event to replace Americana/Summerfest, which was later withdrawn, that was similar to an idea proposed by the restaurants. The meeting was held with several downtown merchants, Pam McConeghy and a couple of Chamber board members. Mr. Modrack attended the meeting with Claudia Roblee. Mr. Beauchamp, who also attended the meeting, felt that there had been some miscommunication between the two groups planning the events and that we need a process for new events. Mr. Modrack advised that the PSD Board is the entity that authorizes downtown merchant events, banners, etc.

Mr. Cameron updated the board on the Becker Brewery and their dealings with the Federal government (Alcohol, Tobacco & Firearms), and trying to obtain a Brewer’s Notice, which was a requirement before the MLCC will issue a license. The ATF no longer requires a Brewer’s Notice and because the property is on the Historical Register, the State of Michigan requires a Section 106 review. The Beckers have pushed the opening date for the brewery from Memorial Day weekend to August 2013. Mr. Lindhout described the interior layout of the building.
13. **Adjournment**  
*Motion by Mr. Muzzin, supported by Mr. Strouse, to adjourn at 8:20 a.m. Motion carried 10-0-3.*

Respectfully submitted,

Lauri French, Deputy Director  
Community Development, Planning & Zoning  
February 20, 2013