

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
April 18, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, April 18, 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 7:13 am.

Members Present: Dave Beauchamp, Bob Herbst, Shawn Pipoly, Jim Muzzin, Pam McConeghy, Claudia Roblee, Scott Griffith, Phil Garbacz, Tim Corrigan, Mark Binkley, Ashley Israel, and Cal Stone

Members Absent: Lisa Nelson

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Brandon Skopek, Community Development Associate; Jessica Reed, Management Assistant; Mike Caruso, Zoning/Code Enforcement Associate; Marcel Goch, DPW Director; Gretchen Gomolka, Finance Director, and an audience of 0.

Moved by Ms. McConeghy, seconded by Mr. Griffith, to excuse Board Member Lisa Nelson. The motion carried 12-0-1.

2. Approval of the April 18, 2017 Agenda

Moved by Mr. Corrigan, supported by Mr. Griffith, to approve the April 18, 2017 agenda as presented. The motion carried 12-0-1.

3. Call to the Public

The Call to the Public was made at 7:14 am with no response.

4. Approval of Minutes

a. March 15, 2017 Special Meeting

Moved by Mr. Muzzin, supported by Ms. Roblee, to approve the March 15, 2017 special meeting minutes as presented. The motion carried 12-0-1.

b. March 21, 2017 Regular Meeting

Moved by Mr. Griffith, supported by Ms. McConeghy, to approve the March 21, 2017 regular meeting minutes as presented. The motion carried 12-0-1.

c. March 21, 2017 Closed Session 1

Moved by Mr. Muzzin, supported by Mr. Griffith, to approve the March 21, 2017 Closed Session 1 minutes as presented. The motion carried 12-0-1.

d. March 21, 2017 Closed Session 2

Moved by Mr. Corrigan, supported by Ms. McConeghy, to approve the March 21, 2017 Closed Session 2 minutes as presented. The motion carried 12-0-1.

5. Approval of Bills

Moved by Mr. Griffith, supported by Mr. Corrigan, to approve the bills as presented. The motion carried 12-0-1.

6. Financial Report - FY 15-16 Adopted Budget and YTD Summary (through March 31, 2017)

Mr. Skopek reviewed the current budget, stating there will need to be a budget amendment for the Historical Society cutouts which were approved at the last meeting.

Moved by Mr. Muzzin, seconded by Mr. Israel, to amend the budget by \$6,775 for the Brighton Historical Society Art Exhibit. The motion carried 12-0-1.

7. Old Business

- a. None

8. New Business

- a. Millpond Master Plan Design

Mr. Skopek went over the design by Piet Lindhout, stating the main focus will be on Phase 1A, with Phase 1B coming later. The City will be more competitive for grant funding for that phase once the master plan is in place.

Mr. Goch discussed the DPW's plan to powerwash the sidewalks and parking lot around the Mill Pond.

Mr. Israel was concerned about the proposed seating arrangement as it relates to the view of the bandshell.

Mr. Muzzin had a similar comment regarding the sightlines from across the pond.

Mr. Lindhout stated the proposed design was targeted toward cost savings.

Mr. Skopek told the Board that if they were satisfied with the design, Mr. Lindhout can proceed with finalized CAD drawings and cost estimates.

Ms. Roblee asked about the current PEA site plan and whether it would have to be amended.

Mr. Skopek stated the site plan was expired and no longer valid, adding the Board was not bound to a conceptual drawing.

Moved by Ms. McConeghy, seconded by Mr. Binkley, to continue forward with the conceptual Mill Pond design. The motion carried 12-0-1.

- b. 2017/18 Budget Recommendation to City Council

Ms. Gomolka reviewed the proposed budget.

Moved by Ms. Roblee, seconded by Mr. Corrigan, to recommend approval of the proposed budget to City Council. The motion carried 12-0-1.

c. City Council & DDA Ad Hoc Appointments

Mr. Skopek announced the creation of an Ad Hoc Committee for City Council and the DDA and the need to appoint 3 members from the DDA.

Moved by Mr. Muzzin, seconded by Mr. Pipoly, to appoint Bob Herbst, Tim Corrigan, and Cal Stone to the Ad Hoc Committee. The motion carried 12-0-1.

d. West Street Parking Lot Lease

Mr. Skopek discussed the options for the lease agreement with the new owners of the West Street parking lot.

Moved by Mr. Binkley, seconded by Ms. McConeghy, to keep the previous lease agreement and pay the taxes. The motion carried 12-0-1.

e. N. Second Street Request for Proposals

Mr. Skopek discussed the proposed RFP for a residential development at North Second Street. The submittal deadline would be May 19th at 4:00 p.m.

Moved by Mr. Muzzin, seconded by Mr. Griffith, to issue a Request for Proposals for N. Second St. The motion carried 12-0-1.

f. Yogurtopia

Mr. Skopek asked if the DDA would release a letter to City Council that was brought up in a closed session.

Moved by Mr. Pipoly, seconded by Ms. McConeghy, to release the letter to City Council. The motion carried 11-0-2 with Mr. Israel abstaining.

g. Consider Closed Session to Discuss the Acquisition of Real Estate

Motion by Ms. Roblee, seconded by Mr. Griffith, to enter into a Closed Session at 8:20 a.m. to discuss the acquisition of real estate. The motion carried 12-0-1 with a roll call vote.

h. Consider Action Pursuant to Closed Session

Motion by Mr. Muzzin, seconded by Mr. Beauchamp, to take action pursuant to the discussion in the closed session. The motion carried 12-0-1.

9. Subcommittee Reports

There were no subcommittee reports.

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron informed the Board that the property at Second St. may still not have utilities shut off. He also stated the Police and Fire departments may be using the vacant building for training. The Liquor License Commission has extended the escrow to accommodate closing. The renewal form was submitted and paid for by the purchaser.

11. Lindhout Report- Piet Lindhout

Mr. Lindhout asked what the Board thought of the planters that were installed along Grand River and Main St.

12. Administrative Report – Brandon Skopek

Mr. Skopek stated the city has begun the Master Plan process with Giffels-Webster. They are planning to hold workshops which will be joint meetings between the DDA, Planning Commission, and City Council. They are tentatively scheduling them for the first Monday of each month beginning June 5th. He also informed the Board that Frank Portelli has asked for the 20 parking spaces the DDA had offered to provide for his development and plans on doing the original plan of a mixed-use commercial development. It was recommended that Mr. Portelli present his plan at the May meeting.

Ms. Reed spoke about the Mill Pond clean up event on April 22nd that is part of the Beautify Brighton campaign. It will be held from 8am to 11am with an Earth Day Celebration following.

13. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy asked if she should direct the possible donor to staff for further discussion of funding the Mill Pond bandshell.

Mr. Skopek added that staff received a letter from the IRS stating that governments can accept private donations and they are tax deductible.

14. City Council Report – Jim Muzzin

Mr. Muzzin stated City Council will adopt the City Budget at the May 4th meeting.

15. Adjournment - *Moved by Mr. Griffith, supported by Mr. Muzzin, to adjourn the meeting at 8:48 am. The motion carried 12-0-1.*

Respectfully submitted,

Wendy Ayala, Recording Secretary
April 18, 2017