

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
September 19, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, September 19, 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, Jim Muzzin, Pam McConeghy, Scott Griffith, Lisa Nelson, Cal Stone, Tim Corrigan, Bob Herbst, Mark Binkley, Shawn Pipoly, and Ashley Israel

Members Absent: Claudia Roblee

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Community Development Associate; Jessica Lienhardt, Management Assistant; Lydia Macklin-Camel, Communications and Community Engagement Associate, Mike Caruso; Zoning Administrator, and an audience of 0.

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

2. Approval of the September 19, 2017 Agenda

Mr. Skopek stated the renewal of the Excelda property lease agreement would be added to the agenda under item 8e.

Moved by Ms. McConeghy, supported by Mr. Pipoly, to approve the September 19, 2017 Agenda as amended. The motion carried 11-0-1.

3. Call to the Public

The Call to the Public was made at 7:17 a.m. with no response.

4. Approval of Minutes

a. August 15, 2017 Regular Meeting

Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the August 15, 2017 Regular Meeting Minutes as presented. The motion carried 9-0-3 with Mr. Pipoly and Mr. Israel abstaining.

b. August 15, 2017 Closed Session

Moved by Mr. Corrigan, supported by Mr. Muzzin, to approve the August 15, 2017 Closed Session Minutes as presented. The motion carried 9-0-3 with Mr. Pipoly and Mr. Israel abstaining.

c. August 21, 2017 Joint Meeting Minutes

Moved by Mr. Griffith, supported by Mr. Beauchamp, to approve the August 21, 2017 Joint Meeting Minutes as presented. The motion carried 8-0-4 with Ms. McConeghy, Mr. Pipoly, and Mr. Israel abstaining.

5. Approval of Bills

Moved by Mr. Griffith, supported by Ms. McConeghy, to approve the bills as presented. The motion carried 11-0-1.

6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 8/31/17)

Mr. Skopek stated there were no significant changes.

Mr. Muzzin asked about the sale of the liquor license and commission.

Mr. Skopek stated the commission was \$5,000.

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

7. Old Business

a. None

8. New Business

a. Consider Approval of Utility Line Relocation Agreements

Mr. Skopek stated the DDA approved public improvement assistance for Dan Cheresko's project at 317 W. Main Street. Part of the agreement included relocating the DTE utility pole. They have received quotes from AT&T and Comcast for a total of \$24,500.

Moved by Mr. Griffith, supported by Mr. Binkley, to approve \$24,500 for expenses for the relocation of the utility line. The motion carried 11-0-1.

b. Discussion of DDA Project List

Mr. Skopek stated staff had met with the Development Committee and Budget Committee to solicit feedback regarding debt issuance. Staff recommends debt issuance of \$2.5 million for the Grand River grant match, Challis Road improvements, the Millpond Band Shell and Amphitheater, and Second Street utility upgrades for the DDA owned parcel. Mr. Skopek stated the scope of the utility upgrades is Phase 1: First Street from Mill Pond Lane to Walnut Street and Phase 2: Walnut to Cross Street. Phase 1 includes water and sewer as well as street

upgrades, but the DDA costs associated are for road and sidewalk improvements only. Mr. Skopek stated \$285,000 left over from the bond proceeds were vetted for the Imagination Station pavilion expansion, sidewalk gap infill repair and replacement, and Main Street streetscape. Staff prepared a budget forecast showing funds available for the next six years and recommends the DDA pay off the Second Street parcel this fiscal year.

Mr. Griffith asked about the \$549,264 Johnson Property pay off.

Mr. Geinzer stated the amounts are combined to show bond payments, debt service, and the three property payments and they would have 3 years to spend the money.

Moved by Ms. McConeghy, supported by Mr. Corrigan, to accept the project list and projected spending. The motion carried 11-0-1.

c. Consider Approval of DDA Revenue Pledge Resolution-Capital Improvement Bonds

Mr. Muzzin asked what the timeline was after City Council approval.

Mr. Geinzer stated it was based on Bond Council availability. After City Council approval they would authorize a bond agent but are looking at direct placement opportunities which would make them competitive for a low interest rate. Mr. Geinzer stated it would be a month or so to get the bond sold and he anticipates to have funds available at the beginning of the year.

Mr. Griffith asked who would pay for the bond issuance.

Mr. Geinzer stated an estimated \$40,000 is already budgeted for the bond issuance.

Moved by Mr. Muzzin, supported by Mr. Israel, to approve Resolution #17-01. The motion carried 11-0-1 with a roll call vote.

Yes: Griffith, Israel, Nelson, Binkley, Herbst, Muzzin, McConeghy, Pipoly, Beauchamp, Corrigan, Stone

No: None

d. Discussion of Millpond Band Shell Sponsorship

Mr. Skopek discussed the sponsorship offered of \$20,000 a year over 5 years for a total of \$100,000.

Mr. Geinzer discussed the issues associated with sponsorship and stated staff does not feel the amount equates with what is being requested.

Ms. McConeghy stated the offer changed dramatically from the initial discussion.

Mr. Pipoly stated he would rather see their other sponsorships for different events continue than to accept this one and stated it was very generous.

Mr. Geinzer stated staff recommends they do not seek any sponsorship for the band shell.

Mr. Corrigan stated they should handle the decision gracefully.

e. Discussion of Excelda Lease Agreement

Mr. Skopek discussed the Excelda lease which is set to expire September 2017. He stated staff and the DDA Budget Committee have been working on negotiations with property owners for a 3 year lease extension. The agreement is for \$1,100 a month.

Mr. Muzzin asked if they would have to go back to the Planning Commission for an extension for the transitional parking.

Mr. Skopek stated they have to show attempt at development and will have to go back in 2018 for a special land use.

Mr. Stone asked how many cars can be parked in the lot.

Mr. Skopek stated 34 cars can be parked.

Moved by Mr. Pipoly, supported by Mr. Corrigan, to approve the lease agreement for the Excelda lot for \$1,100 a month. The motion carried 11-0-1.

9. Subcommittee Reports

None

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron discussed the sale of the liquor license.

11. Lindhout Report- Piet Lindhout

Mr. Lindhout stated the Planning Commission approved the site plan for the Millpond Band Shell 6-1. They will send out bid documents and construction will start spring or fall. Mr. Lindhout discussed the combination of busy contractors and shortage of materials resulting in high bids.

Mr. Geinzer stated Councilman Bohn voted against the site plan stating concern for the process for public input. Mr. Geinzer discussed possible DDA support for large renderings or sample materials to collect additional feedback from the public.

Mr. Binkley suggested uploading the model to the city's website.

Mr. Skopek suggested having a video of the model on the website.

12. Administrative Report – Nate Geinzer

Mr. Geinzer discussed updating of the City website, the tridge assessment, and potential future budget costs. There were three quotes solicited for the boardwalk all with different scopes of work. The most cost effective one was from HRC for \$3,500. Tetra Tech's quote was \$6,100 and SME's quote was \$13,000. Mr. Geinzer stated he was comfortable with HRC's quote.

Moved by Ms. McConeghy, supported by Ms. Nelson, to approve \$3,500 for HRC for the tridge assessment. The motion carried 11-0-1.

Mr. Skopek announced a Special Meeting on October 2nd for the Master Plan which will be held at 4 p.m. at 125 S. Church Street.

13. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy had nothing to report.

14. City Council Report – Jim Muzzin

Mr. Pipoly stated the Brighton 150th Committee had their final meeting and they have a surplus of money, t-shirts, and Brightonopoly games. The T-Shirts will be given to Imagination Station volunteers. Mr. Pipoly stated they have not decided what to do with the money and it may be used to purchase art work.

Mr. Beauchamp asked about a long term vision of what will happen with parking.

Mr. Geinzer discussed the Requests for Proposals (RFP's) for DDA-owned properties which specify having mixed uses with a parking component. Mr. Geinzer spoke about the railroad crossing at Brighton Lake Road which is the next one being repaired. He also discussed the new crosswalk signs that will be installed and crosswalk lights that are being torn out to be filled with concrete.

15. Adjournment

Moved by Mr. Griffith, supported by Mr. Muzzin, to adjourn the meeting at 8:19 a.m. The motion carried 11-0-1.

Respectfully submitted,

Wendy Ayala, Recording Secretary
September 19, 2017