

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
July 25, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, July 25, 2017 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

1. Call to Order – Vice Chairperson Binkley called the meeting to order at 7:15 a.m.

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

Members Absent: Phil Garbacz, Bob Herbst

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; Marcel Goch, Public Works Director; Gretchen Gomolka, Finance Director, and an audience of 3.

Moved by Mr. Muzzin, supported by Mr. Griffith, to excuse Board Members Herbst and Garbacz. The motion carried 10-0-3.

2. Approval of the July 25, 2017 Agenda

Moved by Mr. Corrigan, supported by Mr. Pipoly, to approve the July 25, 2017 Agenda as presented. The motion carried 10-0-3.

Lisa Nelson arrived at 7:15 a.m.

3. Call to the Public

The Call to the Public was made at 7:15 a.m.

Jim Vichich, President of the Brighton Area Historical Society, thanked the Board for approving the cutouts on display around downtown. He handed out copies of coloring pages that include the cutout characters. He stated there was a deficit of \$200 for an additional 13th character added on to the original 12 characters, but it was picked up by the Brighton Art Guild and Historical Society. The cutouts will stay up through September and be brought back in May. They will be displayed over 3 years.

Beth Walker, 1079 Hillcrest, talked about the mill pond amphitheater and band shell design. She stated the Mill Pond is the gem of the city and people waited in line to sign her letter of concern. They gathered 536 signatures in 5 hours. She stated all who signed want to keep the trees, object to removing the tiered grass seating, and hated seeing more concrete. She asked how the concrete will be maintained throughout the winter and if access will be restricted to the residents. She was concerned that the space would sit empty when there are no scheduled events. She commented on the lack of green space around the Mill Pond and Imagination Station and stated the need for a year round space that visitors can enjoy. Ms. Walker stated that several business owners signed the letter of concern and asked why they were not informed or invited to be a part of the process. She stated that residents also want to be involved in part of the design and many people had thanked them for making them aware of the project and creating the letter of concern. She asked the Board to involve the public, who want to share their input and will be the ones paying for the project.

Call to the public closed at 7:22 a.m.

4. Approval of the June 20, 2017 Regular Meeting Minutes

Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the June 20, 2017 Regular Meeting Minutes as presented. The motion carried 9-0-4 with Mr. Pipoly and Mr. Binkley abstaining.

5. Approval of Bills

Moved by Ms. McConeghy, supported by Ms. Nelson, to approve the bills as presented. The motion carried 11-0-2

6. Financial Report - FY 16-17 Adopted Budget and YTD Summary (through June 30, 2017)

Mr. Skopek stated that at the time the financial report was generated invoices for legal services and architectural services were not yet received and are only a projection.

Mr. Muzzin asked if \$213,460 was the projection for the end of June.

Moved by Mr. Corrigan, supported by Mr. Muzzin, to accept the financial report. The motion carried 11-0-2.

7. Old Business

a. None

8. New Business

a. Discussion: Department of Public Works Downtown Maintenance

Mr. Goch stated he has received calls regarding the state of deterioration of the Mill Pond boardwalk. He stated the wood is rotted and railings are pulling away from the rest of the structure. He also discussed the sidewalks around downtown and the paver areas that need to be repaired. Mr. Goch stated the paver issue will help take care of other issues. He added that the wood underneath the tridge is rotting as well and will need to be evaluated.

Mr. Binkley asked how old the boardwalk was.

Mr. Lindhout stated it was installed in 1998.

Mr. Muzzin asked if an outside company would need to do an estimate and evaluation.

Mr. Goch stated an outside company would be able to give him a timeframe of how long before they need to make repairs so they can start budgeting the project over the next few years. At this point he does not know if it is just cosmetic work or more serious.

Mr. Muzzin asked how the boardwalk would be different from the work they did on the tridge.

Mr. Goch explained that the type of wood used is different and the way the boardwalk was installed makes it difficult for them to do repairs since they do not have the proper equipment.

Ms. Roblee asked if the DDA would need to find someone to assess the boardwalk.

Moved by Ms. Roblee, supported by Mr. Muzzin, that Mr. Goch comes back in August with an estimated cost for the assessment. The motion carried 11-0-2.

Mr. Griffith asked if this was something included in the City's Capital Improvements Plan (CIP).

Mr. Skopek stated this was not included in the CIP.

Mr. Geinzer stated they have been looking to incorporate more projects in the next CIP.

b. Consider Approval of Utility Line Relocation Agreement

Mr. Skopek discussed the permanent line relocation agreement from DTE. The DDA approved assisting Dan Cheresko with up to \$90,000 for the project at 317 W. Main St. Mr. Skopek has spoken with DTE to determine the best way to relocate the pole and DTE has proposed removing the pole altogether and spanning the line between two existing poles. They will also be installing a light on the pole behind C.W. Interiors. The total cost will be \$8,920.06 and will need DDA approval to move forward.

Moved by Mr. Corrigan, supported by Ms. McConeghy, to approve \$8,920.06 for the DTE line relocation. The motion carried 11-0-2.

c. Millpond Band Shell and Amphitheater Update

Mr. Skopek informed the Board of the July 17 Planning Commission meeting where the site plan for the Mill Pond band shell and amphitheater was reviewed. It received a lot of public comment and staff has looked at how to save some of the trees on the site from being removed. The Planning Commission voted to table the site plan until the DDA comes back with answers to questions that were raised.

Mr. Lindhout explained that the DDA will need to respond to each item in the tabling motion in order to proceed. He suggested putting together a packet for the Planning Commission to look at before their meeting and explained that the tabling motion would impact the proposed construction schedule. Mr. Lindhout recommended pushing back the schedule one year. The Planning Commission requested an arborist's report, which were done by two arborists and both show the trees in question are ok.

Mr. Pipoly asked if the trees have a projected lifespan.

Mr. Geinzer stated the lifespans of the trees are hard to estimate and the construction will drastically impact the lifespans.

Ms. McConeghy asked if there was any place else to put the band shell.

Mr. Muzzin asked if there were any regulations against clear cutting.

Mr. Caruso stated there were none regarding private property and that trees could be removed and replaced.

Ms. Roblee stated she was surprised that a plan went to the Planning Commission before receiving DDA approval. She also feels the project can wait until next fall and should be collaborative effort with the public where more designs could be looked at.

Mr. Muzzin was concerned that the DDA may not have the money to spend on the project in the future.

Ms. Roblee stated the Board can make the commitment to put money aside for it.

Mr. Pipoly was concerned the project will keep getting prolonged.

Mr. Binkley stated it was time to replace the gazebo.

Mr. Geinzer stated the Mill Pond Master Plan had public input and the guidelines were all checked off on the new design. He also suggested moving concerts to Main Street during a spring construction season.

Mr. Lindhout stated the arborist report acknowledges that trees may need to be removed for public projects and recommended forwarding it to the Planning Commission. He stated the band shell won't fit without removing trees due to the current St. Paul Church easement and DEQ requirements. Four trees will be affected regardless.

Mr. Israel asked if they had maximized the number of replacement trees on the site.

Mr. Geinzer discussed the benefit of having the band shell and electrical room for concerts.

Mr. Lindhout discussed a survey of current seating capacity that was done showing 166 total seats. He stated the plan could be modified to add more greenspace and change the concrete colors.

Mr. Muzzin suggested making modifications discussed and submitting it to the Planning Commission.

Mr. Binkley discussed the temporary location for the Kiwanis and stated it would help the process move along.

Moved by Mr. Muzzin, supported by Mr. Pipoly, to accept Mr. Lindhout's slight modifications and answers to the Planning Commission's questions and to be prepared for the August 21st meeting. The motion carried 11-0-2.

Mr. Binkley offered the Planning Commission an invitation to the next DDA meeting.

9. Subcommittee Reports

There were no subcommittee reports.

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron announced that the meeting with the attorney for the Barton property was canceled and has yet to be rescheduled. He stated the closing on the liquor license is pending.

11. Lindhout Report- Piet Lindhout

Mr. Lindhout had nothing to report.

12. Administrative Report – Nate Geinzer

Mr. Geinzer had nothing to report.

13. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy announced the opening of Hampton Inn and Holiday Inn in Green Oak Township. She stated there will be a meeting on August 10. Ms. McConeghy discussed the Legacy Center ball fields opening and spoke with the new director about trying to get people downtown.

14. City Council Report – Jim Muzzin

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Mr. Muzzin stated the Grand River construction was complete and asked Mr. Goch to speak on the sidewalk crossings.

Mr. Goch stated the crosswalk lights will be pulled out this week and the work to replace them will be done in phases. He also mentioned that the striping of streets was almost complete.

15. Adjournment - *Moved by Mr. Muzzin, supported by Mr. Griffith, to adjourn the meeting at 8:46 a.m. The motion carried 11-0-2.*

Respectfully submitted,

Wendy Ayala, Recording Secretary
July 25, 2017