

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
August 15, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, August 25, 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, Claudia Roblee, Tim Corrigan, Bob Herbst, and Mark Binkley

Members Absent: Shawn Pipoly, Ashley Israel

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;; Marcel Goch, Public Works Director, and an audience of 0.

Moved by Mr. Muzzin, supported by Ms. McConeghy, to excuse Board Members Israel and Pipoly. The motion carried 10-0-2.

2. Approval of the August 15, 2017 Agenda

Moved by Mr. Corrigan, supported by Ms. McConeghy, to approve the August 15, 2017 Agenda as presented. The motion carried 9-0-3.

3. Call to the Public

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

4. Approval of the July 25, 2017 Regular Meeting Minutes

Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the July 25, 2017 Regular Meeting Minutes as presented. The motion carried 9-0-3.

5. Approval of Bills

Chairperson Herbst asked about the Roadies site plan that was included in the Lindhout Associates' bill.

Mr. Lindhout explained it was a review of a proposed restaurant downtown.

Mr. Geinzer stated they would see more of those listed on the bills as more proposals come in.

Moved by Mr. Muzzin, supported by Ms. McConeghy, to approve the bills as presented. The motion carried 9-0-3.

Lisa Nelson arrived at 7:20 a.m.

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

Mr. Skopek stated the bond amounts are not finalized and are subject to change. So far this fiscal year, the DDA has allocated up to \$90,000 for Dan Cheresko's project and has approved \$1,200 for the relocation of the utility pole.

Moved by Mr. Corrigan, supported by Ms. Roblee, to accept the financial report. The motion carried 10-0-2.

Mr. Geinzer stated he will have a proposed project list with estimates at the September meeting. The list includes the amphitheater, Challis sidewalk Phase 1 and 2, Challis pedestrian lighting Phase 1 and 2, the Second Street utility upgrades, the Imagination Station pavilion, the Grand River match, and a proposed sidewalk gap program.

7. Old Business

a. None

8. New Business

a. Consider Award of N. Second Street Development Request for Proposals

Mr. Skopek stated staff received two proposals, one of which was withdrawn. The DDA Development Committee interviewed Power Play Development LLC and recommends awarding the RFP to them as well as a motion for staff and the DDA Development Committee to enter into negotiations with Power Play Development LLC.

Mr. Muzzin asked what the process would be if the DDA approves the award.

Mr. Skopek stated there would be a preliminary Planned Unit Development (PUD) process that the DDA would assist with to get the plan ready for Planning Commission approval. The approval of the preliminary plan would give the development firm 6 months to come back with a final site plan.

Ms. Roblee asked if there was a conflict of interest for Mr. Lindhout who is a member of the development firm and suggested hiring an interim consultant in the meantime.

Mr. Geinzer stated this was discussed with the DDA attorney and they made sure this was a transparent process from the beginning.

Mr. Cameron stated there would be no conflict of interest as Mr. Lindhout will be acting as a representative of Power Play Development LLC and not as the DDA consultant for this project.

Mr. Griffith stated this was simply a property transfer and there was no conflict of interest.

Ms. Roblee stated although this was a transparent process, she was not aware of the proposal until today.

Mr. Geinzer stated the process for the RFP was for staff and the DDA Development Committee to review the proposals and to bring a recommendation to the DDA.

Mr. Muzzin clarified the DDA was made aware of the two proposals at the last meeting and decided to interview both applicants.

Mr. Binkley stated he is on the Development Committee and did not know about the proposal until recently.

Moved by Mr. Muzzin, supported by Mr. Corrigan, to award the Development RFP for 293-303 N. Second Street to Power Play Development, LLC and authorize the DDA Development Committee and DDA Attorney to enter into negotiations on property conveyance and development terms with final recommendations to be presented at the September 19 DDA meeting. It is further moved that staff shall assemble and submit an application to the Planning Commission for preliminary PUD approval with applications fees to be paid by the DDA. Motion carries with a roll call vote.

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

No: None

b. Discussion: New Crosswalk Signs at Main Street and S. Second Street

Mr. Skopek stated the cost for the new sign installation at the Main Street and Second Street crosswalk was \$12,600.

The Board decided it was too much money to invest for that crosswalk and did not see a need for it at this time.

c. Millpond Band Shell and Amphitheater Update

Mr. Lindhout presented the changes made to the site plan to address concerns by the Planning Commission.

Mr. Geinzer stated he has received positive feedback from the public regarding the modified design.

Ms. Nelson asked what would be discussed at the August 21st Joint Meeting between the Planning Commission and the DDA.

Mr. Skopek stated Giffels-Webster will present their Downtown Assessment at the meeting.

Mr. Geinzer stated Mr. Lindhout will present his revised model and answers to the Planning Commission during their regular meeting.

Mr. Lindhout stated he will only be presenting the new model to the Planning Commission but will not resubmit a site plan yet

Moved by Mr. Griffith, supported by Mr. Beauchamp, to approve the revised plan and present it to the Planning Commission. The motion carried 10-0-2.

Mr. Geinzer discussed the proposed schedule and portable stage rental options.

Mr. Muzzin asked what the length of construction would be for this project.

Mr. Lindhout stated it would be six to eight months.

Mr. Binkley suggested having a kickoff at the Jazz Festival.

Mr. Stone suggested using the Ciao Amici lot as a temporary location, which was used for Brighton After Dark.

d. Consider Closed Session to Discuss DDA Attorney's Written Attorney-Client Privileged Communications

Motion by Mr. Muzzin, seconded by Ms. Nelson, to enter into a Closed Session at 8:29 a.m. to discuss DDA Attorney's Written Attorney-Client Privileged Communications. The motion carried 10-0-2 with a roll call vote.

e. Consider Action Pursuant to Closed Session

Motion by Mr. Binkley, supported by Mr. Corrigan, to set aside \$77,000 until such determination is made by the MEDC. The motion carried 10-0-2.

9. Subcommittee Reports

Mr. Geinzer stated the Development Committee met to talk about the renewal of the Exelda lot lease which expires in September. He stated, after meeting with the Budget Committee he does not anticipate significant changes in the lease rates.

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron stated he met with Mr. Herbst and Mr. Geinzer to sign the closing documents of the liquor license and is waiting on a check for \$65,000.

11. Lindhout Report- Piet Lindhout

Mr. Lindhout had nothing to report.

12. Administrative Report – Nate Geinzer

Mr. Goch stated he received an estimate for the bridge and boardwalk repairs and is working with Mr. Lindhout to see what the best options are. He also stated they were behind schedule on the crosswalk light replacements.

Mr. Geinzer stated they are awaiting approval from the Department of Environmental Quality (DEQ) for the Mill Pond shoreline restoration project. There will be removal of invasive species as well as plantings which he would like to have done in the fall. He asked if the DDA would be willing to share some of the cost for the materials. He does not have a cost but is estimating it will cost between \$1,000 and \$1,500.

Mr. Griffith asked if there was any crowdfunding that could assist with the cost.

Mr. Geinzer stated there are currently several fundraising initiatives throughout the community and he is trying to prevent diluting any of those initiatives.

Chairperson Herbst offered to donate funds for the plantings around City Hall.

13. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy stated that U of M spoke at their Board Meeting. She also congratulated Ms. Lienhardt on the Brighton 150th Anniversary event.

14. City Council Report – Jim Muzzin

Mr. Muzzin stated the Brighton 150th Anniversary was a great community event.

15. Adjournment - *Moved by Mr. Muzzin, supported by Mr. Griffith, to adjourn the meeting at 9:01 a.m. The motion carried 10-0-2.*

Respectfully submitted,

Wendy Ayala, Recording Secretary
August 15, 2017