

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
October 17, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, October 17, 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 7:14 a.m.

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

**Members Absent:** Pam McConeghy

**Also present:** Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Community Development Associate; Mike Caruso, Zoning Administrator, and an audience of 0.

*Moved by Ms. Nelson, supported by Mr. Griffith, to excuse Board Member McConeghy. The motion carried 11-0-1.*

**2. Approval of the October 17, 2017 Agenda**

Mr. Geinzer stated Item 8b would be deleted from the agenda.

*Moved by Mr. Corrigan, supported by Mr. Pipoly, to approve the October 17, 2017 Agenda as amended. The motion carried 11-0-1.*

**3. Call to the Public**

The Call to the Public was made at 7:15 a.m. with no response.

**4. Approval of Minutes**

a. September 19, 2017 Regular Meeting

*Moved by Mr. Griffith, supported by Mr. Muzzin, to approve the September 19, 2017 Regular Meeting Minutes as presented. The motion carried 10-0-2 with Ms. Roblee abstaining.*

**5. Approval of Bills**

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

**6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 9/30/17)**

Mr. Skopek stated the report included the approved bills from last month as well as the water utility bill for the Second Street parcel.

*Moved by Mr. Corrigan, 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 Request for Tridge or Treat Sponsorship

Janice Ramirez, Tot Spot Director, presented her request to the Board. She stated Tridge or Treat was started five years ago with SELCRA and is now coordinated by her department. They have asked for sponsorships from 25 places, but only 5 have responded. Ms. Ramirez stated the event requires a lot of work since it is their first year coordinating it.

*Moved by Mr. Muzzin, supported by Ms. Nelson, to approve up to \$3,000 for Tridge or Treat sponsorship. The motion carried 11-0-1.*

## **9. Subcommittee Reports**

None

## **10. Mancuso & Cameron Report-Doug Cameron**

Mr. Cameron stated he is working with Mr. Skopek on a new lease agreement for the Excelda property.

**11. Lindhout Report-** Mr. Lindhout had nothing to report.

## **12. Administrative Report – Nate Geinzer**

- a. Millpond Band Shell and Amphitheater Site Plan

Mr. Geinzer discussed the Mill Pond Band Shell and Amphitheater site plan which will be on the City Council agenda for final approval. He recommended that DDA Board Members be present at the meeting to speak in support of the project.

Mr. Skopek discussed the virtual tour of the proposed band shell which was posted on the city website as well as Facebook page. He stated it has had over 12,500 views, 80 likes, 6 positive comments, and has been played 750 times. It has been the fifth most active Facebook post of the year.

Mr. Geinzer stated the timing of approval was important due to needing November and December to finalize the bid packets for optimal bidding.

Mr. Lindhout discussed having public comment through the process.

Mr. Geinzer stated there has been a lot of positive feedback so far.

Mr. Pipoly asked what would happen to the project if it is denied.

Mr. Geinzer stated it would be up to the DDA to decide. He stated Council could table the site plan with comments for the DDA. They would have to try for November approval with bid documents going out in February.

Mr. Muzzin asked about the bond approval.

Mr. Geinzer stated the bond approval is a separate item and includes other projects.

Mr. Stone asked if the opportunity to comment would be during the public comment section of the meeting.

Mr. Geinzer stated public comment would be before the site plan discussion. There will not be a public hearing for this item.

b. Second Street Condominium Development Update

Mr. Skopek stated Power Play Development has submitted a site plan for preliminary approval at the November 20<sup>th</sup> Planning Commission meeting. He stated there are utility poles that will be removed. The cost should be relatively low but they are waiting for an estimate from DTE. They also met with Tetra Tech and have discussed adding five foot sidewalks on both sides of Second Street as well as bike lanes from Mill Pond Lane to Cross Street.

Mr. Geinzer stated the project may be done in one phase instead of two, which was originally planned. They may also be looking at burying some of the utilities. Mr. Geinzer stated the proposed bike lanes are part of the Complete Streets Plan. They see Second Street as the primary connector to downtown from the north side of town. He also stated they are discussing extending Second Street all the way to Charles Orndorf Drive.

Mr. Muzzin asked about the home on Second Street that is being renovated.

Mr. Caruso stated the house is being completely renovated by the owners.

Mr. Muzzin stated they are starting to see considerable renovation improvements in that area.

Mr. Geinzer stated Mr. Skopek and Jessica Leinhardt will be presenting on the Master Plan at the Rotary meeting.

Mr. Skopek stated Giffels-Webster will be presenting renderings of potential development sites at the December DDA meeting.

Mr. Herbst asked how the extension of Second Street would be developed.

Mr. Geinzer stated he is discussing plans with Meijer, who has stated although they are interested, they will not be doing anything until they have done a facelift of their store, which will take another 2 to 3 years.

Mr. Muzzin asked if anything was happening with the parcel at Cross Street and Second Street.

Mr. Pipoly asked about the SELCRA Meijer skate park.

Mr. Geinzer stated there are no changes going on currently with the skate park.

### **13. Chamber of Commerce Report – Pam McConeghy**

Mr. Skopek gave an update on behalf of Ms. McConeghy. He stated the Chamber will have free customer service training for Principal Shopping District (PSD) businesses on October 24<sup>th</sup> at 7:30 a.m. The Chamber is also holding a City Council Candidate Forum on October 30<sup>th</sup> at 7:00 p.m. All six candidates will be present.

### **14. City Council Report – Jim Muzzin**

Mr. Muzzin stated the City Council Election is November 7<sup>th</sup>. There are six people running, including four incumbents and a write-in candidate.

### **15. Adjournment**

*Moved by Mr. Griffith, supported by Mr. Muzzin, to adjourn the meeting at 7:55 a.m. The motion carried 11-0-1.*

Respectfully submitted,

Wendy Ayala, Recording Secretary  
October 17, 2017