

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
May 16, 2017**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, May 16, 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, Bob Herbst, Shawn Pipoly, Jim Muzzin, Pam McConeghy, Claudia Roblee, Scott Griffith, Tim Corrigan, Mark Binkley, Ashley Israel, Lisa Nelson, and Cal Stone

**Members Absent:** Phil Garbacz

**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, DPW Director; Patty Thomas, Assistant DPW Director, and an audience of 1.

*Moved by Mr. Muzzin, seconded by Mr. Griffith, to excuse Board Member Garbacz. The motion carried 10-0-3.*

**2. Approval of the May 16, 2017 Agenda**

*Moved by Ms. McConeghy, supported by Mr. Muzzin, to approve the May 16, 2017 agenda as presented. The motion carried 10-0-3.*

**3. Call to the Public**

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

**4. Approval of Minutes**

a. April 18, 2017 Regular Meeting

*Moved by Mr. Corrigan, supported by Ms. Roblee, to approve the April 18, 2017 Regular meeting minutes as presented. The motion carried 9-0-4 with Lisa Nelson abstaining.*

b. April 18, 2017 Closed Session

*Moved by Mr. Griffith, supported by Mr. Beauchamp, to approve the April 18, 2017 Closed Session minutes as presented. The motion carried 9-0-4 with Lisa Nelson abstaining.*

**5. Approval of Bills**

*Moved by Mr. Griffith, supported by Ms. McConeghy, to approve the bills as presented. The motion carried 10-0-3.*

*Shawn Pipoly arrived at 7:18 a.m.*

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

Mr. Skopek reviewed the current budget, stating the City Manager authorized construction for the East Street parking lot in the amount of \$6,658.

*Moved by Mr. Muzzin, seconded by Ms. McConeghy, to accept the financial report. The motion carried 11-0-2.*

*Ashley Israel arrived at 7:19 a.m.*

## **7. Old Business**

- a. None

## **8. New Business**

- a. Livingston Paint Out 2017 Donation Request

Mr. Skopek went over the letter from the Brighton Art Guild and Livingston Arts Council requesting a donation for the event which will go towards cash prizes for the participants. Last year the DDA donated \$350 for the event.

Sarah Grusin representing the Brighton Art Guild presented her request and explained the event.

Ms. Roblee commented that the event has grown from 24 artists to 43 artists participating. The winners are based on a public vote and last year there were 1,600 public votes.

Ms. McConeghy stated it is a good addition at Art Fest.

*Moved by Ms. McConeghy, seconded by Mr. Muzzin, to participate in the Livingston Paint Out 2017 with a donation of \$400. The motion carried 12-0-1.*

- b. Department of Public Works Crosswalk Presentation

Ms. Thomas gave a presentation of the crosswalk program downtown with the current replacement costs for crosswalk lights as well as costs for a proposed alternative replacement program. She would recommend removal of the in-the-ground crosswalk lights and installation of lighted crosswalk signs.

Mr. Goch explained the process that would need to be done to replace the signage.

Mr. Muzzin stated the double-sided signs are necessary.

Mr. Binkley stated the lighted crosswalks give the sense of a pedestrian-friendly community.

Mr. Pipoly asked if they could reduce the speed limit on Main Street.

Mr. Goch stated the electrical costs would be up to \$10,000 for the sign installations.

Mr. Geinzer stated the costs would be on the next year's budget.

*Moved by Mr. Binkley, seconded by Mr. Pipoly, to install double-sided signs at all of the crosswalks on Main Street, put in mastic, and have "yield to pedestrian" signs in the center, for up to \$30,000. The motion carried 12-0-1.*

Scott Griffith left at 7:56 a.m.

c. West Street Parking Lot Lease

Mr. Cameron discussed the request by the new owners of reimbursement for the taxes paid at closing. The amount paid was \$6,415 but the previous owners were responsible for 14 days, which would make the amount to be reimbursed \$6,100. The DDA tax obligation was to the Barton's, not the new owners. The owners were aware of the lease agreement between the DDA and the Bartons when they purchased the property. The new lease agreement states the DDA would pay taxes going forward, not at closing. It also states that the lease can be terminated at 30 days notice.

*Moved by Mr. Muzzin, seconded by Mr. Corrigan, to reimburse the owners \$6,100 minus \$500, as long as the new lease is assumed. The motion carried 11-0-2.*

d. Mill Pond Master Plan Design

Mr. Lindhout presented the new bandshell design, as well as landscaping, seating, lighting, and concrete design. He gave a cost estimate of just over \$700,000. The previous design was estimated at \$960,000.

Mr. Geinzer stated the design would be in line with other public improvements.

Mr. Pipoly asked how they would prevent skateboarding on the stair rails.

Mr. Israel asked if there was an area for kids to play.

Mr. Binkley asked about the views from across the pond.

Ms. Roblee stated she was pleased with the design.

*Moved by Mr. Pipoly, seconded by Mr. Corrigan, to move forward with the design, surveying, and budgeting of the bandshell based on the current design. The motion carried 11-0-2.*

Mr. Binkley asked about the impact to the second phase.

Ms. Thomas stated she had events scheduled for September and October, but would try to find an alternative location.

Bob Pettengill, 608 W. Main St., asked if there would be a public hearing to discuss the Mill Pond design.

e. Discussion: Downtown Development Opportunities

Mr. Skopek asked if the DDA would be open to putting out Requests for Proposals (RFP's) that would increase parking capacity and add tax revenue for mixed use. He is researching other communities to see how they have added parking.

Mr. Geinzer stated that there is a lot of interest by developers and they are looking at the community as a whole. He thinks there are a lot of properties worth looking at, one being the North Steet lot. The cost to develop parking is \$7-9 million and a public-private partnership would help get the cost down. He also stated the current RFP for Second Street has seen a lot of interest and the application has been downloaded 66 times. If the Board is interested, staff can make a list of potential properties to bring back to them.

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

*Motion by Ms. McConeghy, seconded by Ms. Nelson, to enter into a Closed Session at 8:45 a.m. to discuss the acquisition of real estate. The motion carried 11-0-2 with a roll call vote.*

g. Consider Action Pursuant to Closed Session

*No action taken as a result of the closed session.*

## **9. Subcommittee Reports**

There were no subcommittee reports.

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

Mr. Cameron had nothing to report.

## **11. Lindhout Report- Piet Lindhout**

Mr. Lindhout announced the flower installation is on schedule and is scheduled for next week.

## **12. Administrative Report – Brandon Skopek**

Mr. Skopek announced the approval by City Council of a special land use permit to Marcus Goller at 315 W. North St. for a black box theater and coffeehouse. Mr. Goller plans to start work in July. Additionally, City Council approved MJR for application for a liquor license. The Planning Commission recommended approval by City Council of Dan Cheresko's site plan for 317 W. Main with the conditions that they are granted a variance for their required 3 residential parking spaces, council approval of the forecourt ordinance, and approval for a land division. Mr. Cheresko informed the Planning Commission that he plans to keep his walkway private, which will require further discussion with staff. Mr. Skopek also announced the first joint meeting of the master planning process between the DDA, Planning Commission, and City Council. They are the first Monday of each month beginning June 5<sup>th</sup>.

Mr. Geinzer announced that the City received the grant for 6 recycling bins around the Mill Pond. This is a collaboration with students, who will be creating educational raps about what can and cannot be recycled. Also, there will be a new bike rack designed and painted by students made out of pallets. Mr. Geinzer stated the collaboration between the schools and the City is going really well. He also discussed the Challis Road improvement project and recommends it continue to Grand River.

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

Ms. McConeghy commented about someone suggesting to her the creation of a Chamber of Commerce Environmental Council. She also stated the Chamber is currently working on summer events. In addition, there will be a renaming ceremony on Memorial Day at the American Spirit Center which will be in honor of Bernie Corrigan. The event will be at 1:30 p.m.

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

Mr. Muzzin stated City Council adopted the City Budget at the May 4<sup>th</sup> meeting and the Ad Hoc Committee meeting will be tomorrow, May 17<sup>th</sup>.

**15. Adjournment** - *Moved by Ms. Roblee, supported by Mr. Muzzin, to adjourn the meeting at 9:10 a.m. The motion carried 11-0-2.*

Respectfully submitted,

Downtown Development Authority Board Meeting Minutes  
May 16, 2017

Wendy Ayala, Recording Secretary  
May 16, 2017