

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
February 20, 2018**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, February 20, 2018 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, Scott Griffith, Pam McConeghy , Claudia Roblee, Tim Corrigan, Bob Herbst , Shawn Pipoly, Mark Binkley, and Cal Stone

Members Absent: Lisa Nelson and Ashley Israel

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Community Development/DDA Coordinator; Mike Caruso, Senior Community Development Associate; Lydia Macklin-Camel, Community Development Associate, and an audience of 0.

2. Approval of the February 20, 2018 Agenda

Moved by Mr. Muzzin, supported by Ms. McConeghy, to approve the February 20, 2018 Agenda as presented. The motion carried 10-0-2.

3. Call to the Public

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

Moved by Mr. Corrigan, supported by Mr. Muzzin, to excuse Board Member McConeghy from the January 16, 2018 Regular Meeting. The motion carried 10-0-2.

4. Approval of Minutes

a. January 16, 2018 Regular Meeting

Moved by Mr. Muzzin, supported by Mr. Griffith, to approve the, January 16, 2018 Regular Meeting Minutes as presented. The motion carried 9-0-3 with Ms. McConeghy abstaining.

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

5. Approval of Bills

Moved by Mr. Griffith, supported by Mr. Pipoly, to approve the bills as presented. The motion carried 10-0-2.

6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 1/31/18)

Mr. Skopek stated there was a \$1,500 rezoning fee paid by the DDA on behalf of Power Play Development for the rezoning application for 293 N. Second Street. He also stated bond funds are now in the bank.

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

7. Old Business

a. None

8. New Business

a. Millpond Bandshell & Amphitheater Update

Mr. Lindhout gave an update on the band shell design, stating the design work was complete and final details of the sound system are being worked on. He discussed the staging plan for construction with the access point being between the creek and the Old Town Hall. He stated the bid documents would call for barricades to be used when necessary.

Mr. Muzzin asked if there would be room for large equipment to get through.

Mr. Lindhout stated that it will have to be discussed with the potential contractor when they do a walk through. He discussed the bid schedule, stating bids will be due by 2 p.m. on March 13 and they will have a report at the March DDA meeting, with a possible recommendation. He stated questions regarding the bid should be referred to Mike O'Leary. Mr. Lindhout also discussed scheduling construction around civic events and construction starting in April at the soonest.

Moved by Ms. McConeghy, supported by Mr. Pipoly, to approve the bid schedule and documents. The motion carried 10-0-2.

b. Consider Approval of Stage Rental Agreement with Huron-Clinton Metropolitan Authority

Mr. Skopek discussed the agreement for the temporary stage to be used while the gazebo is under construction. He stated Ms. Macklin-Camel has been in discussions with multiple agencies and has recommended using Huron-Clinton Metropolitan Authority. He discusses the size of the stage and stated the location will be at the corner of the municipal lot. Mr. Skopek also stated the agreement has been reviewed by the DDA Attorney, who has recommended that a contractual agreement be made regarding the time of delivery.

Mr. Cameron stated the agreement should state having the stage delivered by 4:00 p.m.

Mr. Geinzer stated having the stage delivered by 3:00 p.m. to allow time for set up for the Kiwanis Concerts.

Mr. Muzzin asked why Two Stones Events was listed on the agreement.

Mr. Griffith suggested the Kiwanis contributing toward the cost.

Mr. Geinzer stated there would have to be a discussion with the DDA and City Council regarding facility rentals and procedures.

Mr. Skopek stated staff is researching policies for rentals.

Mr. Muzzin asked if the parking lot would be available for Swingfusion.

Mr. Skopek stated they have had no contact with Swingfusion yet.

Mr. Pipoly asked if the City insurance covers damage to the stage while it is onsite.

Mr. Skopek stated it was included in the agreement.

Moved by Mr.Griffith, supported by Mr. Binkley, to approve the rental agreement with changes to the delivery time and removal of Two Stones Events. The motion carried 10-0-2.

Mr. Herbst stated this should be a reminder to the downtown merchants that the DDA is supporting their activity downtown for the summer time.

Mr. Pipoly stated having Huron-Clinton Metropolitan Authority listed as lost pay and additional insured.

- c. Consider Approval of Overhead Utility Relocation Agreements for 293-303 N. Second Street

Mr. Skopek discussed the utility relocation agreements with DTE and Comcast to facilitate the development of Second Street Flats. He stated there are currently two or three DTE poles in conflict with the proposed development. Mr. Skopek stated staff had estimated \$130,000 for this project, but the cost came in lower than anticipated.

Moved by Mr. Muzzin, supported by Mr. Corrigan, to approve the agreements with DTE and Comcast. The motion carried 10-0-2.

9. Subcommittee Reports

Mr. Skopek stated the DDA Development Committee met to discuss additional parking options downtown. One of the options discussed was additional surface parking along the Center Street right-of-way. He also stated the possibility of having it as an addendum to the Second Street reconstruction project.

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron stated he had reviewed the easement agreement between the City and St. Paul's Church and has asked Mike O'Leary to arrange a meeting with the church to discuss the agreement.

11. Lindhout Report-Piet Lindhout

Mr. Lindhout stated the flowers do not need to be re-bid for the 2018 flower program as previously stated at the last meeting.

Moved by Mr. Muzzin, supported by Ms. McConeghy, to amend the minutes of the January 16, 2018 Regular Meeting to state that the flowers do not need to be re-bid. The motion carried 10-0-2.

12. Administrative Report – Brandon Skopek

Mr. Skopek stated the Community Development Department is going through re-organization with the departure of Jessica Lienhardt and Lydia Macklin-Camel. Mr. Skopek stated Ms. Lienhardt will be a foreign policy and diplomacy officer in Detroit. Her last day will be March 2nd.

Ms. Macklin-Camel stated she will be attending Graduate School out of state and will be pursuing her Master's Degree in Landscape Architecture.

13. Chamber of Commerce Report – Pam McConeghy

None

14. City Council Report – Jim Muzzin

None

15. Adjournment

Moved by Mr. Pipoly, supported by Mr. Muzzin to adjourn the meeting at 7:50 a.m. The motion carried 10-0-2.

Respectfully submitted,

Wendy Ayala, Recording Secretary
February 20, 2018