

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
April 17, 2018**

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

Members Present: Dave Beauchamp, Jim Muzzin, Scott Griffith, Pam McConeghy, Tim Corrigan, Bob Herbst, Shawn Pipoly, Lisa Nelson, and Ashley Israel

Members Absent: Claudia Roblee, Mark Binkley, Cal Stone

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Brandon Skopek, Assistant to the City Manager/DDA Coordinator; Gretchen Gomolka, Finance Director; Mike Caruso, Senior Community Development Associate, and an audience of 1.

2. Approval of the April 17, 2018 Agenda

Moved by Mr. Corrigan, supported by Ms. McConeghy, to approve the April 17, 2018 Agenda as presented. The motion carried 5-0-7.

3. Call to the Public

The Call to the Public was made at 7:18 a.m. with no response.

4. Approval of Minutes

a. March 20, 2018 Regular Meeting

Moved by Mr. Muzzin, supported by Mr. Pipoly, to approve the, March 20, 2018 Regular Meeting Minutes as presented. The motion carried 5-0-7.

5. Approval of Bills

Moved by Mr. Corrigan, supported by Ms. McConeghy, to approve the bills as presented. The motion carried 5-0-7.

Dave Beauchamp arrived at 7:20 a.m.

Lisa Nelson arrived at 7:21 a.m.

Ashley Israel arrived at 7:22 a.m.

Scott Griffith arrived at 7:24 a.m.

6. Financial Report - FY 17-18 Adopted Budget and YTD Summary (through 3/31/18)

Mr. Skopek discussed the new format for financial reports.

Moved by Mr. Muzzin, supported by Mr. Corrigan, to accept the financial report. The motion carried 9-0-3.

7. Old Business

- a. None

8. New Business

- a. Downtown Maintenance Discussion

Mr. Skopek stated this item would be moved to next month.

- b. Challis Road Construction Update

Mr. Skopek discussed the Challis Road reconstruction project. He stated the DDA had budgeted \$650,000 for the project, but preliminary costs have come in at approximately \$488,000.

Mike Craine, Livingston County Road Commission, discussed the current road reconstruction on Challis Road. He stated there was one property owner who did not give approval to install sidewalk along their property. He asked about payment arrangements by the DDA for the construction.

Mr. Skopek stated the DDA could approve up to \$500,000 for the project and staff would take care of invoices.

Mr. Craine also discussed several future projects around the area.

Moved by Mr. Muzzin, supported by Mr. Corrigan, to approve up to \$500,000 for the construction and allow staff to pay the invoices. The motion carried 9-0-3.

- c. Second Street Reconstruction

Mr. Skopek discussed the cost estimates for the Second Street reconstruction project. He stated the DDA approved a 10% cap from \$1.03 million for the full phase construction of Second Street. He stated there is an added alternate bid to do new curb and gutter for a cost of \$196,000. Mr. Skopek also stated there are cost savings left from the Challis Road reconstruction project and staff would recommend the DDA go out for an alternate bid. The pre-bid meeting would be held Friday and bids would be due May 3rd.

Moved by Ms. McConeghy, supported by Mr. Muzzin, to approve a bid of up to \$200,000 with a 10 percent cap for new curb and gutter for Second Street. The motion carried 9-0-3.

- d. Michigan Scapes Donation Request

Sarah Grusin, Brighton Art Guild, discussed the event which was aimed at attracting artists and collectors around the state to the Brighton Area. She stated they are requesting a \$1,000 donation for advertising, prize money, and lighting expenses. She stated the event will be held at Cleary University and conclude at the Brighton Fine Art and Acoustic Music Festival.

Mr. Skopek stated there was fund balance available in the DDA budget.

Moved by Ms. McConeghy, supported by Mr. Pipoly, to approve a donation of \$1,000 for Michigan Scapes. The motion carried 9-0-3.

e. 2018/19 Budget Discussion

Ms. Gomolka discussed the DDA budget summary included in the packet.

Mr. Skopek stated the special assessment for the Principal Shopping District (PSD) was not renewed. He stated the DDA would need to discuss items that the PSD Board will no longer be able to fund, such as holiday lights and banner replacement. He also discussed forming a committee to plan for holiday lights.

Mr. Pipoly discussed corporate sponsorships for the holiday lights.

Moved by Ms. McConeghy, supported by Mr. Corrigan, to accept the proposed budget. The motion carried 9-0-3.

Scott Griffith left at 8:08 a.m.

9. Subcommittee Reports

None

10. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron stated they are waiting to close on the sale of 293 N. Second Street.

Mr. Skopek stated he had met with Father Deon of St. Paul's Church to discuss the easement agreement between the church and the City for the construction of the Mill Pond band shell and amphitheater. The agreement should be signed by Wednesday.

11. Lindhout Report-Piet Lindhout

Mr. Lindhout discussed the Mill Pond bandshell construction stating the contractors are ready to start, but cannot do any work until the easement agreement is in place.

12. Administrative Report – Brandon Skopek

Mr. Skopek stated there is a bid meeting for the Second Street reconstruction on Friday and bids are due back May 3rd. He stated construction is due to start mid-June with completion on November 1st.

13. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy announced the Earth Day event on Saturday which will be held from 10 a.m. to 2 p.m. and includes 22 vendors. She stated it will merge with the Mill Pond cleanup which starts at 9 a.m. Ms. McConeghy also announced the Children's Entrepreneurship Fair on May 12th.

Mr. Lindhout announced the Dash or Crash at Mt. Brighton on May 19 which will start at 11 a.m.

14. City Council Report – Jim Muzzin

Mr. Muzzin stated the third budget work session would be tonight and the final budget will be presented at City Council for adoption on May 3rd.

15. Adjournment

Moved by Ms. McConeghy, supported by Mr. Muzzin, to excuse Board Members Roblee, Binkley, and Stone. The motion carried 8-0-4.

Moved by Mr. Muzzin, supported by Ms. Nelson to adjourn the meeting at 8:18 a.m. The motion carried 8-0-4.

Respectfully submitted,

Wendy Ayala, Recording Secretary
April 17, 2018