

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
October 16, 2018**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, October 16, 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, Pam McConeghy, Tim Corrigan, Bob Herbst, Ashley Israel, Cal Stone, Mark Binkley, Shawn Pipoly, Alex Pushman, and Scott Griffith

Members Absent: Lisa Nelson

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Mike Caruso, Community Development Manager, and an audience of 3.

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

2. Approval of the October 16, 2018 Agenda

Moved by Mr. Corrigan, supported by Mr. Griffith, to approve the October 16, 2018 Agenda as presented. The motion carried 11-0-1.

3. Call to the Public

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

4. Approval of Minutes

a. September 18, 2018 Regular Meeting

Moved by Ms. McConeghy, supported by Mr. Israel, to approve the September 18, 2018 Regular Meeting Minutes as presented. The motion carried 11-0-1.

5. Approval of Bills

Mr. Geinzer stated the billing for Contracting Resources was behind and the balance of \$144,000 would be adjusted after the change order was made.

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

6. Financial Report - FY 18-19 Adopted Budget and YTD Summary (through 9/30/18)

Mr. Geinzer stated the audit was complete. He stated the balance included the \$3,000 Tridge of Treat sponsorship.

Moved by Mr. Pushman, supported by Mr. Pipoly, to accept the financial report. The motion carried 11-0-1.

7. Old Business

- a. None

8. New Business

- a. Cheresko Development Update – 311 & 317 W. Main Street

Mr. Geinzer discussed the \$90,000 the DDA had committed for public improvements. He stated the DDA had paid for the relocation of a utility pole and that Mr. Cheresko would be updating the DDA on the project.

Dan Cheresko, Cheresko Development, gave an update of the construction. He stated they would be paving the sidewalks soon. Mr. Cheresko stated the DDA funding would pay for lighting, heated sidewalks, and landscaping.

Mr. Geinzer stated the DDA would discuss the design work for the Main Street streetscape next month and that he would like the sidewalks for this development to match the rest of the downtown.

Mr. Cheresko stated they were having issues obtaining the liquor licenses for his restaurants, but was working with the City to get approval.

- b. Soil Borings Proposal

Mr. Lindhout presented the cost estimates received for soil borings at the North Street parking lot. He stated the project would impact some of the parking for drilling work, which would take two to three days. He stated the window of time to complete the work was for two to three weeks based on the proposals received.

Mr. Binkley stated his concern for the timing due to the holiday shopping for businesses.

Mr. Pipoly asked if this was the wisest place to put money since there was no money for a parking structure.

Mr. Geinzer stated the data received would be helpful to have since they would be discussing parking options and funding in the coming months.

Moved by Mr. Binkley, supported by Mr. Pushman, to approve the proposal for soil borings by G2 Consulting. The motion carried 11-0-1.

c. Millpond Bandshell and Amphitheater Update

Mr. Lindhout discussed the remaining work to be done and stated the bandshell would be open for Veteran's Day.

9. Mancuso & Cameron Report-Doug Cameron

None

10. Lindhout Report-Piet Lindhout

Mr. Lindhout stated the bid documents for the Flower Program would be discussed at the next meeting. He stated it was a three-year contract.

Mr. Geinzer asked for a unit price per flower basket for additional basket locations.

11. Administrative Report – Nate Geinzer

Mr. Geinzer stated Giffels-Webster would be assisting with the CIP process. He stated there would be a six-year plan which would build projects into the budget. He stated they would look at available DDA properties. He also discussed business recruitment he was doing with restaurants and retailers. Mr. Geinzer stated Challis Road was complete and discussed the Second Street construction.

12. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy stated the holiday lighting was fully funded. She stated the DDA had committed \$10,000 and that the PSD would contribute \$1,000. She stated DTE awarded them a grant of \$5,000 and that they had received other grants as well. She stated the lights would be installed the week of November 17.

13. City Council Report – Jim Muzzin

Mr. Muzzin stated the City Council retreat would be held October 27-28 at City Hall from 8:00 a.m. to 4:00 p.m.

14. Adjournment

Moved by Mr. Pipoly, supported by Mr. Griffith to adjourn the meeting at 8:14 a.m. The motion carried 11-0-1.

Respectfully submitted,

Wendy Ayala, Recording Secretary
October 18, 2018