

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

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

Members Absent: Alex Pushman

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 Mr. Griffith, supported by Mr. Corrigan, to excuse Board Member Pushman. The motion carried 11-0-1.

2. Approval of the November 20, 2018 Agenda

Moved by Mr. Muzzin, supported by Ms. McConeghy, to approve the November 20, 2018 Agenda as presented. The motion carried 11-0-1.

3. Call to the Public

The Call to the Public was made at 7:17 a.m.

Mike Lenninger, Neighbors Magazine, asked when the fence around the bandshell will be removed and what the cost to use the bandshell will be.

Ms. McConeghy stated the fencing would remain until the Grand Opening in the spring in order to protect the landscaping and concrete. She stated the cost will be determined by City Council.

The call to the public was closed at 7:18 a.m.

4. Approval of Minutes

a. October 16, 2018 Regular Meeting

Moved by Mr. Griffith, supported by Mr. Israel, to approve the October 16, 2018 Regular Meeting Minutes as presented. The motion carried 11-0-1.

5. Approval of Bills

Mr. Lindhout stated there was a change order for Contracting Resources that would come out of their contingency.

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

6. Financial Report - FY 18-19 Adopted Budget and YTD Summary (through 10/31/18)

Moved by Mr. Corrigan, supported by Ms. McConeghy, to accept the financial report. The motion carried 11-0-1.

7. Old Business

- a. None

8. New Business

- a. Giffels Webster Proposal for Downtown Streetscape Design in an Amount Not to Exceed \$70,000

Mr. Geinzer presented the proposal stating it would include 4 phases and would take eighteen to twenty-four months. He stated this was in the budget under the project engineering line item and would not require any changes to the budget. He also stated the area they will look at will be from the railroad tracks to East Street and St. Paul to North Street.

Mr. Griffith asked for details on the survey they are proposing.

Mr. Lindhout stated the proposal mentioned "CAD Drawings and GIS information that is relevant including two-foot contours, locations of city sanitary sewers, storm sewers, and water mains, aerial photography, parcel lines, etc."

Mr. Griffith asked about the "shovel-ready" process.

Mr. Geinzer stated the typical process is at least a year out.

Moved by Ms. McConeghy, supported by Ms. Nelson, to approve the proposal for Giffels Webster for Downtown Streetscape Design in an Amount Not to Exceed \$70,000. The motion carried 11-0-1.

- b. City Council Request to Extend DDA Financial Support of DDA Related General Fund Activities through 2045 with a Review Every Five (5) years

Mr. Geinzer stated City Council had requested that the DDA contribute to support General Fund activities within the DDA District. He stated City Council is evaluating \$500,000 in cuts, as well as \$500,000 in non-millage revenue, plus a new lower millage request to address the two million dollar capital deficit the City has. He also stated the City is looking

at full reimbursement for civic events, and increasing cemetery fees. Mr. Geinzer discussed a millage proposal in May of 2.5 mills for 7 years with more specific millage language. Mr. Geinzer stated they are asking that the DDA continue contributing and commit to \$150,000 until 2045 with a review every five years.

Mr. Griffith stated he supports contributing to the city but finds the proposal to be excessive.

Mr. Geinzer discussed the need for a sustainable budget long-term and stated one year would not be sufficient. He stated they would need a minimum of five years.

Mr. Muzzin suggested a seven year commitment to match the proposed millage.

Mr. Pipoly stated a five-to-seven year commitment would make more sense for the DDA.

Mr. Israel asked for accounting that shows where the money is being spent.

Mr. Binkley stated nonprofits cannot afford reimbursement fees for their civic events.

Mr. Geinzer stated many cities charge civic event fees. He stated the current DDA commitment to the General Fund is through fiscal year 2019/2020.

Moved by Mr. Corrigan, supported by Mr. Muzzin, to approve the extension of financial support of DDA Related General Fund Activities for six (6) years at eighteen (18) percent of tax revenue. The motion carried 11-0-1.

c. 2019 Meeting Calendar

Mr. Geinzer stated the proposed DDA meetings are scheduled for the third Tuesday of each month.

Moved by Ms. McConeghy, supported by Mr. Binkley, to adopt the 2019 Meeting calendar. The motion carried 11-0-1.

9. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron stated preliminary work has started on the development of an easement agreement for the walkway between 311 and 317 W. Main. He stated he has had discussions with Mr. Lindhout and Mr. Geinzer regarding developing a legal description for the easement, maintenance issues, and payment of utilities.

Mr. Pipoly asked why the discussion of an easement was not done when the DDA first committed to paying for the improvements.

Mr. Caruso stated at that time the developer intended to own and maintain the sidewalk.

10. Lindhout Report-Piet Lindhout

Mr. Lindhout stated the soil borings for the North Street parking lot were complete and he will have a final report at the next meeting. He stated he would have design work for the Flower Bid packages next month. He also stated the bandshell had a final adjusting change order and their billing was behind. He discussed some design work being done for the pavilion restrooms and other properties.

11. Administrative Report – Nate Geinzer

Mr. Geinzer stated he was working with Gretchen Gomolka on looking at cash flow and recommendations. He stated the Planning Commission had approved a multi-family development on Second Street, which will go in front of City Council on December 6. He stated Planning Commission adopted the Master Plan and City Council will be required to adopt the Recreation Plan to be eligible for grants from the Department of Natural Resources (DNR). He stated City Council scheduled a public hearing for December 20 to opt out of recreational marijuana.

12. Chamber of Commerce Report – Pam McConeghy

Ms. McConeghy discussed Holiday Glow and stated they would possibly expand the lighting next year. She stated the Chamber has taken over Ladies Night Out and the Winter Sale. She also announced that Culture Beer and Cheese had received a temporary liquor license and would be having a ribbon cutting.

13. City Council Report – Jim Muzzin

Mr. Muzzin introduced Christopher Klebba to the Board. He stated Mr. Klebba is a downtown resident and will be filling the DDA Board vacancy.

Mr. Klebba gave a background of his family's involvement and business investments in the community.

Mr. Geinzer stated civic events would be discussed at the December meeting.

14. Adjournment

Moved by Mr. Muzzin, supported by Mr. Griffith to adjourn the meeting at 8:26 a.m. The motion carried 11-0-1.

Respectfully submitted,

Wendy Ayala, Recording Secretary
November 20, 2018