

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
January 15, 2019**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, January 15, 2019 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, Tim Corrigan, Bob Herbst, Ashley Israel, Cal Stone, Mark Binkley, Shawn Pipoly, Lisa Nelson, Christopher Klebba, and Scott Griffith

Members Absent: Pam McConeghy and Alex Pushman

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Mike O’Leary, Lindhout Associates; Nate Geinzer, City Manager; Mike Caruso, Community Development Manager; Kelly Haataja, Executive Assistant to Community Development, and an audience of 2.

2. Approval of the January 15, 2019 Agenda

Moved by Mr. Israel, supported by Mr. Corrigan, to approve the January 15, 2019 Agenda as presented. The motion carried 10-0-3.

3. Call to the Public

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

Mike Lenninger, *Neighbor’s Magazine*, stated the magazine is looking for sponsors and the deadline is this coming Friday.

The call to the public was closed at 7:17 a.m.

4. Election of Officers

a. Chair

Chairman Herbst stated he would be stepping down as DDA Chair.

Moved by Mr. Herbst, supported by Mr. Pipoly, to nominate Tim Corrigan as DDA Chair. The motion carried 10-0-3.

b. Vice Chair

Moved by Mr. Muzzin, supported by Mr. Pipoly, to nominate Cal Stone as Vice Chair. The motion carried 10-0-3.

c. Secretary

Moved by Mr. Muzzin, supported by Mr. Corrigan, to nominate Lisa Nelson as Secretary. The motion carried 10-0-3.

5. Approval of Minutes

a. December 18, 2018 Regular Meeting

Moved by Mr. Griffith, supported by Mr. Herbst, to approve the December 18, 2018 Regular Meeting Minutes as presented. The motion carried 10-0-3.

6. Approval of Bills

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

7. Financial Report - FY 18-19 Adopted Budget and YTD Summary (through 12/31/18)

Moved by Mr. Herbst, supported by Mr. Israel, to accept the financial report. The motion carried 10-0-3.

Mr. Muzzin asked about the payoff of the Johnson lot.

Mr. Cameron stated that \$3,600 was deducted from the final payment of the Johnson lot and would be paid when the deed is recorded this week.

Lisa Nelson arrived at 7:29 a.m.

7. Old Business

a. Discussion of May 4th Grand Opening Event & Event Budget

Mr. Geinzer discussed plans to collaborate with Brighton Schools for the grand opening event. He stated the event would serve to raise suicide awareness. He discussed a 3:45 p.m. ribbon cutting, followed by Carl's Concert at 4 p.m. He stated the concert would include the high school jazz band and the Sanctuary Blues Band. Mr. Geinzer discussed fundraising by various organizations during the event and a closing concert by the band Sponge. He discussed a proposed budget of \$7,500 for the event.

Moved by Mr. Herbst, supported by Mr. Muzzin to approve up to \$7,500 for the grand opening. The motion carried 11-0-2.

Mr. Geinzer stated there would be a banner on Main Street advertising Carl's Concert as well as the Grand Opening and discussed the banner calendar.

Mr. Muzzin stated a major portion of the budget would be going to pay for Sponge as well as the banner. He stated the DDA was not paying the jazz band or blues band to play.

Mr. Binkley stated the digital board at the high school could be used to promote the event.

b. Discussion of Amphitheater Naming

The Board discussed possible names for the amphitheater.

Moved by Mr. Stone, supported by Mr. Herbst, to recommend naming the amphitheater "The Amphitheater on Mill Pond (The AMP)". The motion carried 11-0-2.

8. New Business

a. Recommended Adoption of the Comprehensive Master Plan

Mr. Geinzer stated the Recreation Plan component of the master plan would provide opportunities for grants for the Mill Pond and other projects. Mr. Beauchamp asked if the site plan for the new apartment complex on the Mill Pond included anything along the shoreline. Mr. Geinzer stated PEA was involved in that project and discussed the proposed work around the shoreline. Mr. Binkley discussed doing a pocket park on the DDA owned property next to the Pierce Street parking lot.

Moved by Ms. Nelson, supported by Mr. Herbst, to adopt the Comprehensive Master Plan. The motion carried 11-0-2.

b. Discussion of Capital Improvement Planning & DDA Project Submittals

Mr. Caruso stated the Capital Improvement Plan was a five-year plan that was required every year by the Michigan Planning Enabling Act. He stated it was wish list of future ideas and projects. He discussed two possible projects, including the downtown streetscape and rebuilding the pavilion and area around the Imagination Station. Mr. Geinzer stated the plan would be used to inform the budget process. Mr. Binkley suggested including the other side of the Mill Pond in the streetscape project.

c. Consider Award of Bid for 2019-2021 Flower Program

Mr. O'Leary stated the bids for the Flower Program were opened on January 9 and only one bid was received. He discussed the annual contract costs as well as the cost for additional baskets included in the bid.

Moved by Mr. Binkley, supported by Mr. Pipoly, to award the bid for the 2019-2021 Flower Program. The motion carried 11-0-2.

Moved by Mr. Herbst, supported by Mr. Muzzin, to excuse Ms. McConeghy and Mr. Pushman from the meeting. The motion carried 11-0-2.

9. Mancuso & Cameron Report-Doug Cameron

Mr. Cameron stated he had sent a draft of the easement agreement for the pedestrian walkway at 311/317 W. Main to Mr. Geinzer for review. He stated the agreement was irrevocable and

made the walkway available to the public. He stated the DDA would be responsible for the maintenance of the walkway and that the easement runs with the land.

Mr. Lindhout stated he has been discussing lighting along the easement and right-of way with Mr. Cheresko.

10. Lindhout Report-Piet Lindhout

Mr. Lindhout stated he has been working on the flower bid and looking at DDA-owned properties for parking and development opportunities.

11. Administrative Report – Nate Geinzer

Mr. Geinzer discussed a downtown parking survey that will be sent out in February. He stated the streetscape design work will be starting in March. Mr. Caruso stated that Giffels Webster was interested in submitting the Comprehensive Master Plan for a national award. He also introduced Kelly Haataja as the new Executive Assistant to Community Development. Mr. Geinzer stated research was being done regarding payment in lieu of parking and other ways of creating a sustainable parking system.

12. Chamber of Commerce Report – Pam McConeghy

None

13. City Council Report – Jim Muzzin

None

14. Adjournment

Moved by Mr. Herbst, supported by Mr. Griffith, to adjourn the meeting at 8:20 a.m. The motion carried 11-0-2.

Respectfully submitted,

Wendy Ayala, Recording Secretary
January 15, 2019