

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
May 21, 2019**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, May 21, 2019 at the City of Brighton Council Chambers located at 200 N. First Street, Brighton, MI.

**1. Call to Order** – Chairperson Corrigan called the meeting to order at 7:15 a.m.

**Members Present:** Bob Herbst, Dave Beauchamp, Jim Muzzin, Tim Corrigan, Cal Stone, Shawn Pipoly, Lisa Nelson, Alex Pushman, Ashley Israel, Mark Binkley, Pam McConeghy, and Scott Griffith

**Members Absent:** Christopher Klebba

**Also present:** Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Mike Caruso, Community Development Manager; Kelly Haataja, Executive Assistant to Community Development, and an audience of 1.

*Moved by Mr. Herbst, supported by Mr. Griffith, to excuse Board Members Pushman, Klebba, and Nelson. The motion carried 10-0.*

**2. Approval of the May 21, 2019 Agenda**

*Moved by Mr. Muzzin, supported by Mr. Israel, to approve the May 21, 2019 Agenda as presented. The motion carried 10-0.*

**3. Call to the Public**

The Call to the Public was made at 7:15 a.m.

Hearing and seeing none, the call to the public was closed at 7:15 a.m.

**4. Approval of Minutes**

a. April 16, 2019 Regular Meeting

*Moved by Mr. Herbst, supported by Mr. Griffith, to approve the April 16, 2019 Regular Meeting Minutes as presented. The motion carried 9-0-1 with Board Member McConeghy abstaining.*

**5. Approval of Bills**

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

**6. Financial Report - FY 18-19 Adopted Budget and YTD Summary (through 4/30/19)**

Mr. Geinzer stated all of the expenses for the grand opening of the Amp went out in April but that there may be some carry over into May. He also stated that the new business items on the agenda would reduce the available fund balance.

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

(Lisa Nelson and Alex Pushman arrived at 7:17 a.m.)

**7. Old Business**

None

**8. New Business**

- a. Authorization for the DDA Chair to Execute an Access Agreement
- b. Consider Approval of Performance Environmental Proposal for Phase One Environmental Site Assessment in the Amount of \$2,150
- c. Consider Approval of G2 Consulting Proposal for Additional Soil Borings in the Amount of \$9,550
- d. Consider Approval of Boss Engineering Proposal for Site Survey Services

Mr. Geinzer stated he would like discuss all four action items. He stated the access agreement will allow additional due diligence and the other three items will allow the DDA to have all the data they need.

*Moved by Mr. Griffith, supported by Mr. Herbst, to approve all four action items in one motion. The motion carried 12-0.*

**9. Mancuso & Cameron Report-Doug Cameron**

Mr. Cameron stated Ken Birchfield who was the attorney representing the Browns was interested in extinguishing the DDA easement on their property. He stated the DDA would receive first right of refusal in exchange. He stated the Warner family would have to agree since the easement is part of the Warner's security as part of their land contract. Mr. Pipoly asked that Mr. Cameron obtain more information regarding the request. Mr. Cameron stated Mr. Birchfield had mentioned the possibility of quiet title action to extinguish the easement and that they were giving five days for first right of refusal. Mr. Geinzer stated the DDA could give Mr. Cameron some direction so he can bring this back for discussion in June.

**10. Lindhout Report-Piet Lindhout**

Mr. Lindhout stated the AMP was complete and had received its final certificate of occupancy. He stated the sound system and lighting for the grand opening was good and that there was more seating capacity than estimated. He also stated flowers will be installed before the Memorial Day parade.

**11. Administrative Report – Nate Geinzer**

Mr. Geinzer stated the street millage proposal had passed and that City Council has taken action to do the South Third, Fairway Trails, and Alpine area in 2020. He stated work in the northwest neighborhoods would begin in spring of 2021. He also stated the Pavilion restrooms would be closed this week for painting and new flooring. He stated the bathroom fixtures were replaced and that the new floors had been donated.

Mr. Caruso stated the Planning Commission approved a proposal for a three-story, eight-unit townhome development with a rooftop deck overlooking the Mill Pond. He stated the developer plans on breaking ground by August. He also stated the preliminary Planned Unit Development (PUD) for the Lindbom site was granted a 3-month extension with the condition that all requirements are met by the expiration date.

**12. Chamber of Commerce Report – Pam McConeghy**

Ms. McConeghy stated there was a new manager for the Farmer’s Market. She also discussed the DDA think tank who was looking at ways to enhance the city and would be working with local business owners.

**13. City Council Report – Jim Muzzin**

Mr. Muzzin announced the Memorial Day Parade on Monday, May 27<sup>th</sup>.

**14. Adjournment**

*Moved by Mr. Herbst, supported by Mr. Griffith, to adjourn the meeting at 7:46 a.m. The motion carried 12-0.*

Respectfully submitted,

Wendy Ayala, Recording Secretary  
May 21, 2019