

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
September 17, 2019**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, September 17, 2019 at City Hall, 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:** Ashley Israel, Pam McConeghy, Scott Griffith, Jim Muzzin, Tim Corrigan, Shawn Pipoly, Bob Herbst, Lisa Nelson, Cal Stone, Alex Pushman, and Mark Binkley

**Members Absent:** Dave Beauchamp

**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 1.

*Moved by Mr. Herbst, supported by Mr. Israel to excuse Board Member Beauchamp. The motion carried 9-0.*

*Board Member Pushman arrived at 7:21 a.m. and Board Member Nelson arrived at 7:24 a.m.*

**2. Approval of the September 17, 2019 Agenda**

*Moved by Mr. Muzzin, supported by Mr. Herbst, to approve the September 17, 2019 agenda. The motion carried 9-0.*

**3. Call to the Public**

The Call to the Public was made at 7:17 a.m. Hearing and seeing none, the Call to the Public was closed.

**4. Approval of Minutes**

- a. August 20, 2019 Special Joint Meeting
- b. August 20, 2019 Regular Meeting
- c. August 20, 2019 Closed Session

*Moved by Mr. Muzzin, supported by Mr. Herbst, to approve the August 20, 2019 Special Joint Meeting, Regular Meeting and Closed Session Minutes as presented. The motion carried 9-0.*

**5. Approval of Bills**

*Moved by Mr. Pipoly, supported by Mr. Herbst, to approve the bills as presented. The motion carried 9-0.*

**6. Financial Report - FY 19-20 Adopted Budget and YTD Summary (through 8/31/19)**

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

## **7. Unfinished Business**

- a. **None**

## **8. New Business**

- a. **Consider request for Holiday Lights Sponsorship**

Ms. McConeghy gave a report stating the cost for installing the holiday lighting purchased last year, and changing the lights on the tridge to match, would be \$11,000. She also noted, the previous year the DDA sponsored the lighting event by donating \$10,000.

Mr. Binkley expressed he believes the DDA should sponsor the same amount as the previous year, and would support \$10,000.

Mr. Muzzin stated he would support a \$5,000 donation.

Mr. Corrigan stated he believes the event is great for the City, but would like the Board to understand there is the possibility of future projects that will put stress on the budget. He supported a \$5,000 sponsorship.

*Moved by Mr. Binkley, supported by Mr. Herbst, to support the holiday lighting event in the amount of \$7,500. Motion carried 10-1.*

- b. **Consider Approval of Agreement for Legal Services with Mancuso & Cameron, PC**

Mr. Geinzer summarized the need to have a formal agreement documented for the legal services provided by Mancuso & Cameron, PC.

*Moved by Mr. Griffith, supported by Mr. Muzzin to approve the agreement with Mancuso & Cameron for legal services. Motion carried 11-0.*

- c. **Consider Entering into Closed Session for the Purpose of Discussing the Purchase or Lease of Real Property Pursuant to MCL 15.268(d)**

*Moved by Mr. Muzzin, supported by Mr. Pipoly to enter in to closed session for discussing the purchase or lease of real property pursuant to MCL 15.268(d)*

*Roll Call Vote: Griffith-yes, Binkley-yes, Stone-yes, McConeghy-yes, Corrigan-yes, Israel- yes, Nelson-yes, Muzzin-yes, Pushman-yes, Pipoly-yes, Herbst-yes*

**Closed Session Called to Order at 7:46 a.m.**

*Moved by Mr. Pipoly, supported by Mr. Muzzin to end the closed session. Motion carried 11-0.*

**Closed session terminated and Board returned to the regular meeting at 8:24 a.m.**

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

Mr. Cameron reported his firm was still waiting on the legal descriptions for 311 and 317 W. Main St., as it is the only item needed to finalize the easement agreement with the DDA for the walkway on the property.

## **10. Lindhout Report - Piet Lindhout**

Mr. Lindhout presented two design options of the sign for the AMP. He also provided the cost estimate for both options.

*Moved by Mr. Herbst, supported by Ms. McConeghy to purchase and install option 1, not to exceed \$5,000.*

*After discussion on the Motion, Moved by Mr. Herbst, supported by Ms. McConeghy to withdraw the previous motion.*

*Moved by Mr. Israel, supported by Mr. Stone to have Mr. Lindhout show both sign options in color and imposed on the structure, and bring to a future meeting for board review. Motion carried 11-0.*

## **11. Administrative Report - Nate Geinzer**

Mr. Geinzer reported the next streetscape design open house is being scheduled for either October 11<sup>th</sup> or 14<sup>th</sup>. Everyone will be notified of the date.

## **12. Chamber of Commerce Report - Pam McConeghy**

Ms. McConeghy reported on the success of the Art Festival and the Smokin-Jazz Festival, and the large turnout of citizens.

## **13. City Council Report - Jim Muzzin**

Mr. Muzzin reported the resignation of DDA Board Member Chris Klebba, stating he has moved his residence out of the City.

## **14. Adjournment**

*Moved by Mr. Herbst, supported by Mr. Griffith, to adjourn the meeting. The motion carried 11-0. Meeting was adjourned at 8:36 a.m.*

Respectfully submitted,

Kelly Haataja, Recording Secretary