

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

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, October 15, 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, Tim Corrigan, Shawn Pipoly, Bob Herbst, Lisa Nelson, Cal Stone and Alex Pushman

Members Absent: Dave Beauchamp, Jim Muzzin and Mark Binkley

Also present: Mr. Doug Cameron, Mancuso & Cameron Law Office; Mr. Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Mike Caruso, Community Development Manager, Gretchen Gomolka, Finance Director and an audience of 1.

Moved by Herbst, supported by Israel to excuse Board Members Beauchamp, Muzzi, and Binkley. The motion carried 8-0.

Board Member Nelson arrived at 7:21 a.m.

2. Approval of the October 15, 2019 Agenda

Mr. Geinzer requested the Board add item 8c “Review of the Amp Sign Design”

Moved by Griffith supported by Herbst, to approve the October 15, 2019 agenda as amended. The motion carried 8-0.

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. September 17, 2019 Regular Meeting
- b. September 17, 2019 Closed Session

Moved by Griffith, supported by Herbst, to approve the September 17, 2019 Regular Meeting Minutes. The motion carried 8-0.

Moved by Griffith, supported by Pipoly, to approve the September 17, 2019 Closed Session Minutes. The motion carried 8-0.

5. Approval of Bills

Moved by Israel, supported by Griffith, to approve the bills as presented. The motion carried 8-0.

6. Financial Report - FY 19-20 Adopted Budget and YTD Summary (through 9/30/19).

Ms.Gomolka explained the budget and financial report at the request of the Board Members.

Moved by Herbst, supported by Pushman, to approve the financial report. The motion carried 9-0.

7. Unfinished Business

- a. None

8. New Business

- a. **Consider Approval of Agreement for Architectural Services with Lindhout and Associates**

Mr. Geinzer explained the professional service contract proposal from Lindhout and Associates, and gave an overview of services provided with this type of agreement.

Moved by Griffith, supported by Pipoly, to approve the agreement for architectural services by Lindhout and Associates. Motion carried 9-0.

- b. **Consider Authorizing the DDA Chair to Execute Legal Documents Pertaining to the New Easement Located at 311/317 W. Main**

Mr. Geinzer informed the Board all documentation needed for the easement agreement has been reviewed and completed.

Moved by Herbst, supported by McConeghy to authorize the DDA chair to execute legal documents pertaining to the new easement located at 311/317 W. Main. Motion carried 9-0.

- c. **Review of the Amp Sign Designs**

Piet Lindhout, Lindhout & Associates showed a presentation of the two final design choices to consider for the Amp.

Moved by Pipoly, supported by Nelson to approve the sharp point design in image two, with the brushed metal design of image one, with the expenditure amount not to exceed five-thousand dollars. Motion carried 9-0.

Moved by McConeghy, supported by Nelson to re-open agenda item 2, "Approval of the October 15, 2019 Agenda" at the request of Mr. Geinzer. Motion carried 9-0.

Mr. Geinzer explained to the Board he did not include a closed session on the

agenda, for the purpose of discussing the purchase or lease of real property pursuant to MCL 15.268(d)

Moved by McConeghy, supported by Pushman, to amend the agenda to include a closed session for the purpose of discussing the purchase or lease of real property pursuant to MCL 15.268(d). Motion carried 9-0.

Moved by Pipoly, supported by Herbst, to enter into closed session.

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

Closed Session Called to Order at 7:38 a.m.

Moved by Pipoly, supported by Griffith to end the closed session. Motion carried 9-0.

Closed Session terminated and Board returned to the Regular Meeting at 7:54 a.m.

9. Mancuso & Cameron Report - Doug Cameron

No Report

10. Lindhout Report - Piet Lindhout

Mr. Lindhout commented on a meeting held with the City Manager and the DPW Superintendent, for the one-year warranty inspection of the Amp. He stated there is a few concrete and landscape issues that will be addressed by the general contractor. Mr. Geinzer also commented on the procedure for safety and maintenance measures that will be utilized during the winter months.

11. Administrative Report - Nate Geinzer

Mr. Geinzer reported on the streetscape open house held on October 14, 2019. Comments gained from the citizens will be presented to the Board at an upcoming meeting.

Mr. Caruso reported that Ginopolis Restaurant is scheduled to open Thursday, October 17.

12. Chamber of Commerce Report - Pam McConeghy

Ms. McConeghy reported they are one-thousand, five-hundred dollars short of meeting their goal of donations for the holiday lighting event.

13. City Council Report – Shawn Pipoly

Mr. Pipoly reported the League of Women Voters will be hosting a City Council candidate question and answer forum held in Council Chambers on October 24, 2019. He stated November 5th is election day and on November 11, 2019 there's a Special City Council meeting where the elected City Council is sworn in, and a Mayor is appointed.

14. Adjournment

Moved by Pipoly, supported by Griffith, to adjourn the meeting. The motion carried 9-0. Meeting was adjourned at 8:07 a.m.

Respectfully submitted,

Kelly Haataja, Recording Secretary