

**City of Brighton  
Downtown Development Authority  
Regular Meeting Minutes  
November 19, 2019**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, November 19, 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:** Dave Beauchamp, Scott Griffith, Mark Binkley, Bob Herbst, Pam McConeghy, Tim Corrigan, Ashley Israel, Jim Muzzin, Lisa Nelson, Shawn Pipoly and Cal Stone.

**Members Absent:** Alex Pushman

**Also present:** Mr. Doug Cameron, Mancuso & Cameron Law Office; Nate Geinzer, City Manager; Mike Caruso, Community Development Manager, Bill Albert and an audience of 1.

Chairperson Corrigan welcomed Mr. Bill Albert to the Board as the new resident member. Mr. Albert introduced himself.

Chairperson Corrigan congratulated Board Member Pipoly as the City's new Mayor.

**Moved** by Muzzin, supported by Stone to excuse Board Member Pushman. **The motion carried 10-0.**

Board Member Nelson arrived at 7:19 a.m.

**2. Approval of the November 19, 2019 Agenda**

Mr. Geinzer requested the Board add item 4b. Approval of Closed Session Minutes October 15, 2019 to the agenda, and noted a correction of the total bills as \$1,380.75.

**Moved** by Herbst supported by Muzzin, to approve the November 19, 2019 agenda as amended. **The motion carried 10-0.**

**3. Call to the Public**

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

Jim Vichich, President of the Brighton Area Historical Society, thanked the Board for the donation made to the Victorian silhouettes and plaques located throughout the downtown.

Hearing and seeing no further comments, the Call to the Public was closed at 7:22 a.m.

#### 4. Approval of Minutes

- a. October 15, 2019 Regular Meeting
- b. October 15, 2019 Closed Session

**Moved** by Herbst, supported by Griffith, to approve the October 15, 2019 Regular Meeting Minutes. **The motion carried 11-0.**

**Moved** by Griffith, supported by Herbst, to approve the October 15, 2019 Closed Session Minutes. **The motion carried 11-0.**

#### 5. Approval of Bills

**Moved** by McConeghy, supported by Herbst, to approve the bills as presented. **The motion carried 11-0.**

#### 6. Financial Report - FY 19-20 Adopted Budget and YTD Summary (through 10/31/19).

**Moved** by Muzzin, supported by Herbst, to approve the financial report. **The motion carried 11-0.**

#### 7. Unfinished Business

##### a. Receive Update on the Streetscape Conceptual Design Project

Mr. Geinzer presented a conceptual design of the streetscape and reviewed the next steps for moving the project forward. He noted things to consider for the timing of the project are capital investment needs, other projects in the area, utilities and possible grant funding. The Board discussed sidewalks, crosswalks, elevations, parking, loading areas and times, downtown trash service, lighting, signage, traffic signals, safety and ease of maintenance.

#### 8. New Business

Mr. Cameron reviewed the First Right of Offer, First Right of Refusal and Quit Claim Deed with the Board.

##### a. Consider Approval of, and Authorize the Chair to Execute, a First Right of Refusal and Right of First Offer Relating to 206 E. Grand River

**Moved** by Binkley, supported by Herbst to authorize the Chair to execute, a First Right of Refusal and Right of First Offering relating to 206 E. Grand River. **The motion carried 11-0.**

##### b. Consider Approval of, and Authorize the Chair to Execute, a Quit Claim Deed Relating to 206 E. Grand River

**Moved** by Muzzin, supported by McConeghy to authorize the Chair to execute, a Quit Claim Deed relating to 206 E. Grand River. **The motion carried 11-0.**

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

No Report

**10. Lindhout Report - Piet Lindhout**

No Report

**11. Administrative Report - Nate Geinzer**

Mr. Caruso mentioned the Planning Commission recommended approval of the DBD Ordinance revisions and updates. There will be a public hearing at the December 5<sup>th</sup> City Council meeting for City Council's approval. He also spoke about a conceptual site plan presented by a developer at last night's Planning Commission meeting. The proposal is for twelve (12) townhomes within the R-5 zoning district on Second Street, and was well perceived by the Commissioners.

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

Ms. McConeghy thanked the DDA for contributing towards the holiday lights and reminded the Holiday Glow is this weekend.

**13. City Council Report – Shawn Pipoly**

Mr. Pipoly reported the elected City Council was sworn in. Mr. Pipoly is the new Mayor and Ms. Susan Gardner was appointed as the new Mayor Pro-Tem.

Mr. Geinzer mentioned City Council received the parking study reports from Rich and Associates and it will be presented to the DDA for further discussions during the first quarter.

**14. Adjournment**

***Moved by Muzzin, supported by Griffith, to adjourn the meeting. The motion carried 11-0. Meeting was adjourned at 8:35 a.m.***

Respectfully submitted,

Kelly Haataja, Recording Secretary