

**City of Brighton
Downtown Development Authority
Regular Meeting Minutes
May 19, 2020**

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, May 19, 2020, conducted virtually.

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

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

Members Absent: None

Also present: Doug Cameron, Mancuso & Cameron Law Office; Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Mike Caruso, Community Development Manager, Kelly Haataja, Executive Assistant to Community Development; Gretchen Gomolka, Finance Director; Rob Bradford, Police Chief; Henry Outlaw, Management Assistant; Marcel Goch, DPS Director; Tara Brown, City Clerk; Michelle Miller, Human Resources Manager and an audience of three (3).

2. Approval of the May 19, 2020 Agenda

Moved by Herbst, supported by Griffith to approve the May 19, 2020 Agenda. ***The motion carried unanimously with a roll call vote.***

3. Call to the Public

The Call to the Public was made at 7:17 a.m. Hearing and seeing no comments, the Call to the Public was closed at 7:17 a.m.

4. Approval of Minutes

- a. February 18, 2020 Regular Meeting
- b. April 14, 2020 Special Meeting

Moved by Herbst, supported by Muzzin to approve the February 18, 2020 Regular Meeting Minutes and the April 14, 2020 Special Meeting Minutes. ***The motion carried unanimously with a roll call vote.***

5. Approval of Bills

Moved by Herbst, supported by Griffith, to approve the bills as presented. ***The motion carried unanimously with a roll call vote.***

6. Financial Report - FY 19-20 Adopted Budget and YTD Summary (through 4/30/20)

Moved by Muzzin, supported by Pipoly to approve the financial report. The motion carried unanimously with a roll call vote.

7. Unfinished Business

- a. None

8. New Business

- a. Receive City of Brighton Staff Updates on Projects, Programs, and Other Topics of Interest**

Manager Geinzer spoke about the organizational culture of City staff and indicated staff will be discussing the response to Covid-19, employee safety and continuation of services over the last few months.

Human Resources Manager Miller discussed the measures applied to protect employees while maintaining City Services, increased sanitizing efforts, staff reduction, staggered schedules, virtual meetings and the best practices implemented for safe return to work.

Clerk Brown stated certain guidelines have been fulfilled for virtual and electronic meeting public notices and noted security measures are in place while using Zoom.

Finance Director Gomolka discussed the potential impacts to revenues and expenditures. She stated staff is tracking expenditures arising from Covid-19 to apply for a FEMA grant for reimbursement. Penalties on utility bills will be waived for six (6) months to help citizens. She discussed savings from employee benefit changes and the purchase of office equipment rather than leasing.

Management Assistant Outlaw provided an update on the success of the Small Town Big Hearts crowdfunding initiative, noting over \$75,000 has been raised. Although the matching portion of the initiative has ended, campaigns may continue.

David Snodgrass of Lake Trust announced the winners of \$1,000 Spirit Awards are London Beauty, Hush Intimate Apparel, American Awards & Engraving, Rosie's Boutique and Champ's Pub.

Board member McConeghy and Mr. Outlaw discussed the coordination with the Chamber for getting communications and resources to the community.

Ms. Brown spoke about the City E-Newsletter and announced the Secretary of State has mailed out absentee ballot applications to all non-permanent absentee voters in light of Covid-19.

Community Development Manager Caruso commented that despite Covid-19, interest and demand for development in the City continues. He mentioned the developments that have been approved during the shutdown, as well as inquiries received. He spoke about relaxing zoning code restrictions to allow flexibility for businesses to utilize additional outdoor space.

DPS Director Goch spoke about shift changes for his staff, street sweeping, parking lots and Imagination Station maintenance and upcoming infrastructure projects. He announced in anticipation to fill the water superintendent vacancy, a newly created position for a regulatory compliance superintendent has been posted.

Chief Bradford presented an update of dispatch system events in 2019. He spoke about retirements and succession planning and noted the challenges in recruitment due to a decrease in candidates. He cited the types of service calls received during the pandemic.

9. Mancuso & Cameron Report

No report

10. Lindhout Report – Piet Lindhout

Mr. Piet Lindhout affirmed the downtown flower program is on schedule for installation.

11. Administrative Report – Nate Geinzer

No report

12. Chamber of Commerce Report – Pam McConeghy

Board Member McConeghy announced a new program called Love Live Co will be available as an incentive for local businesses as they reopen. She stated SELCRA is managing the Farmer's Market this year and the kick off was a success. She updated the board on staffing changes at the Chamber due to the pandemic.

13. City Council Report

Mayor Pipoly reported the City budget was approved for the 20/21 fiscal year, along with a multi-jurisdictional agreement to repave Lee Road. He mentioned all but the last two concerts have been canceled this year.

14. Adjournment

Moved by Griffith supported by McConeghy to adjourn the meeting. ***The motion carried with a roll call vote.*** Meeting was adjourned at 9:06 a.m.

Respectfully submitted,

Kelly Haataja, Recording Secretary