

City of Brighton
200 N. First Street, Brighton, MI 48116
Downtown Development Authority
Regular Meeting Minutes
June 16, 2020

The Board for the Downtown Development Authority (DDA) held a regular meeting on Tuesday, June 16, 2020, conducted virtually.

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

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

Members Absent: Alex Pushman

Motion by Muzzin, supported by Griffith to excuse Board Member Pushman for personal reasons. **Motion passed unanimously by a roll call vote.**

Also present: Doug Cameron, Mancuso & Cameron Law Office; Nate Geinzer, City Manager; Mike Caruso, Community Development Manager, Kelly Haataja, Executive Assistant to Community Development; Henry Outlaw, Management Assistant; and an audience of three (3).

2. Approval of the June 16, 2020 Agenda

Motion by Herbst, supported by Muzzin to approve the June 16, 2020 Agenda. **The motion carried unanimously by a roll call vote.**

3. Call to the Public

Chairperson Corrigan opened the call to the Public at 7:18 a.m.

Susan Bakhaus discussed a call to the public from a previous meeting and spoke about the City Charter.

Hearing no further comment, the call to the public was closed at 7:21 a.m.

4. Approval of Minutes

a. May 19, 2020 Regular Meeting

Motion by Herbst, supported by McConeghy to approve the May 19, 2020 Regular Meeting Minutes. **Motion passed unanimously by a roll call vote.**

Board Member Pushman joined the meeting at 7:22 a.m.

b. May 27, 2020 Special Meeting

Motion by Herbst, supported by McConeghy to approve the May 27, 2020 Special Meeting Minutes. **The motion carried unanimously by a roll call vote.**

5. Approval of Bills

Motion by Griffith, supported by Pipoly 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 5/30/20)

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

7. Unfinished Business

a. None

8. New Business

a. Consider Approval of New DDA Organizational Framework and Discussion of Ann Arbor SPARK Proposal

Marcia Gebarowski and Phil Santer; Ann Arbor SPARK, discussed the background of Ann Arbor SPARK and presented an economic development services proposal to the City of Brighton. Manager Geinzer mentioned this would be in lieu of hiring a staff member as presented in the budget.

Manager Geinzer presented a DDA Organizational Framework concept, which would consist of a board of directors supported by four (4) advisory committees 1) Executive 2) Engagement 3) Business Development and 4) Development and Infrastructure. Each committee would be supported by City staff. Ann Arbor SPARK would support the business development committee.

Board Member Muzzin asked if SPARK would be hiring and dedicating one person to the City.

Ms. Gebarowski stated the position would be an addition to the SPARK team at thirty (30) hours per week and dedicated to the City.

Board Member Binkley commented the new hire needs to have retail and small business experience.

Manager Geinzer stated the intent of SPARK is to fill the gap between zero and large businesses. He noted the City does not have the staff resources to undertake this.

The board discussed the contract, an out clause, monthly reports, budget and staff liaisons and their roles. Manager Geinzer explained it will give the ability to be more proactive beyond

current resources. Board member Pipoly clarified the funding would come from the existing DDA contribution fund to the City.

Mr. Binkley expressed concerns with the executive committee.

Board Member Israel mentioned concerns of maintaining the autonomy of the DDA.

Chairperson Corrigan explained no one advisory committee would have the ability to make decisions and noted there would be more opportunity to engage everyone and utilize a greater pool of resources.

The board discussed the contract terms and SPARK's recruitment process.

Motion by Herbst, supported by Muzzin to adopt the new DDA organizational framework as presented and move forward with the planning process. **The motion carried unanimously by a roll call vote.**

Motion by Griffith, supported by Herbst to recommend the Ann Arbor SPARK contract for business development services to City Council. **The motion carried unanimously by a roll call vote.**

9. Mancuso & Cameron Report

No report

10. Lindhout Report – Piet Lindhout

Mr. Caruso gave an update on outdoor dining platform designs that he and Mr. Lindhout have been researching.

11. Administrative Report – Nate Geinzer

Mr. Outlaw spoke about a retail webinar he attended presented by Robert Gibbs, a local urban planning consultant.

Mr. Geinzer gave an update on the streetscape project.

12. Chamber of Commerce Report – Pam McConeghy

Board member McConeghy stated she is working on a potential art fest in the downtown.

13. City Council Report

Board member Pipoly mentioned the possibility of having discussions with the Kiwanis Club about resuming some of the summer concerts.

14. Adjournment

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Moved by Pipoly supported by Herbst to adjourn the meeting. **The motion carried by a roll call vote.** Meeting was adjourned at 9:12 a.m.

Respectfully submitted,

Kelly Haataja, Recording Secretary