

City of Brighton
200 N. First Street, Brighton, MI 48116
Downtown Development Authority
Regular Meeting Minutes
August 18, 2020

The Board for the Downtown Development Authority (DDA) held a Regular Meeting on Tuesday, August 18, 2020, conducted virtually.

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

2. Roll Call

Members Present: Bill Albert, Shawn Pipoly, Pam McConeghy, Mark Binkley, Jon Emaus, Cal Stone, Tim Corrigan, Scott Griffith, Dave Beauchamp, Bob Herbst and Ashley Israel

Members Absent: Alex Pushman and Lisa Nelson

Also present: Doug Cameron, Mancuso & Cameron Law Office; Piet Lindhout, Lindhout Associates; Nate Geinzer, City Manager; Mike Caruso, Community Development Manager; Henry Outlaw, Management Assistant; Jill Bahm; Giffels Webster; Marcia Gebarowski, Ann Arbor SPARK; Phil Santer, Ann Arbor SPARK; Kelly Haataja, Executive Assistant to Community Development; and an audience of two (2).

Motion by Herbst, supported by Albert to excuse Board Members Pushman and Nelson for personal reasons. **Motion passed unanimously by a roll call vote.**

3. Approval of August 18, 2020 Agenda

Motion by Binkley, supported by Emaus to amend the Agenda to move Consent Agenda items 4.d and 4.e to Unfinished Business. **Motion passed unanimously by a roll call vote.**

4. Approval of Consent Agenda Items

- a. **Approval of Minutes: July 21, 2020 Regular Meeting**
- b. **Approval of Bills**
- c. **Financial Report: FY 19-20 Adopted Budget and YTD Summary through 7/31/2020**

Motion by Emaus, supported by Albert to approve Consent Agenda items a. b. and c. **The motion carried unanimously by a roll call vote.**

5. Call to the Public

Chairperson Corrigan opened the call to the Public at 7:20 a.m.

Susan Bakhaus commented on Call to the Public during virtual meetings.

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

6. Unfinished Business

4d. Approval of Updated DDA Bylaws

4e. Confirmation of Advisory Committee Appointments

The board discussed voting and advisory committee appointment procedures.

Motion by Emaus, supported by Herbst to approve the updated DDA Bylaws and Confirmation of Advisory Committee Appointments. **Motion passed unanimously by a roll call vote.**

7. New Business

a. Review of Work Plan and Development Process

Ms. Bahm presented an interactive workshop for best practices of advisory committees and incorporating the Master Plan. She further discussed articulating clear goals, establishing three-year initiatives, critical issues facing the downtown and elements of the annual work plan.

b. Discussion of Maintenance Projects

Mr. Lindhout discussed a framework for repairs and maintenance needed on the retaining wall behind the AMP, and the Millpond tridge and boardwalk.

Manager Geinzer clarified the cost for Mr. Lindhout to put together the scope of work and oversee the project is \$2,064 for the retaining wall and \$6,400 for the tridge and boardwalk.

Motion by McConeghy, supported by Griffith to approve up to \$8,500 to prepare the scope of work and oversee the projects as presented. **Motion passed unanimously by a roll call vote.**

c. Discussion of Holiday Lights/Decorations

Mr. Geinzer stated the City has offered staff time to take the lead on holiday lights this year provided there is ongoing support from sponsorships and crowdfunding. He discussed the continued interest to expand the lighting display, options to expand and obtaining bids for the scope.

Board member Emaus asked about a launch date and duration for a crowd-funding campaign.

Mr. Geinzer explained Patronicity would be the crowd-funding source with a goal of launching in early September, and acquiring bids in late September.

Ms. McConeghy noted the quote for lights is the same as last year for the same scope of work.

Staff will continue to explore options and bring back to the board for further discussion.

8. Advisory Committee Reports

No report

9. City Council Report

Mayor Pipoly announced the appointment of Mr. Jon Emaus to fill Board Member Muzzin's position on the board. City Council approved an insurance package with PAR, the social district discussion was tabled and adjustments were made to the Main Street, street closure.

10. Chamber of Commerce Report

Ms. McConeghy mentioned a few merchants have made complaints concerning the Farmer's Market setting up too close to their business, and she is working with the market managers to find resolve to the issue.

11. Administrative/Consultant Reports

Mr. Outlaw reported positive feedback having musicians playing at the AMP on the weekends.

Mr. Geinzer stated there is continued investment interest in the community. He commented the Farmer's Market made adjustments to their layout over the weekend and the response was positive.

Mr. Binkley commented accessibility to the businesses and blocking entrances are the main issues merchants are experiencing.

14. Adjournment

Motion by Herbst supported by Emaus to adjourn the meeting. **The motion carried by a roll call vote.** Meeting was adjourned at 8:44 a.m.

Respectfully submitted,

Kelly Haataja
Executive Assistant to Community Development