

**City of Brighton**  
**200 N. First Street, Brighton, MI 48116**  
**Joint Meeting of the Downtown Development Authority**  
**And**  
**Brownfield Redevelopment Authority**  
**Regular Meeting Minutes**  
**October 20, 2020**

The Board for the Downtown Development Authority (DDA) held a Joint Regular Meeting with the Brownfield Redevelopment Authority on Tuesday, October 20, 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 (Brighton, MI), Lisa Nelson (Brighton, MI), Mark Binkley (Brighton, MI), Cal Stone (Brighton, MI), Tim Corrigan (Brighton, MI), Scott Griffith (Brighton, MI), Dave Beauchamp (Brighton, MI), Bob Herbst (Brighton, MI) and Ashley Israel (Farmington Hills, MI). All members were participating remotely.

**Members Absent:** Pam McConeghy, Jon Emaus, and Alex Pushman

**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; Denise Murray Ann Arbor SPARK; Kelly Haataja, Executive Assistant to Community Development; Roman Wilson, Fishbeck, and an audience of one (1).

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

Member Emaus joined at 7:22 a.m.

**3. Approval of October 20, 2020 Agenda**

Manager Geinzer requested that approval of the September 23, 2020 Brownfield Redevelopment Authority minutes be added as item 4e.

**Motion** by Pipoly, supported by Albert approve the agenda as amended adding item 4e. **Motion passed unanimously by a roll call vote.**

**4. Approval of Consent Agenda Items**

- a. **Approval of Minutes: August 18, 2020 Regular Meeting**
- b. **Approval of Bills**
- c. **Financial Report: FY 19-20 Adopted Budget and YTD Summary through 9/30/2020**

- d. **Parking Lot Lease Renewal**
- e. **Approval of Minutes: September 23, 2020 BRA Meeting Minutes**

**Motion** by Griffith, supported by Pipoly to approve Consent Agenda items a. through e. **The motion carried unanimously by a roll call vote.**

## 5. Call to the Public

Chairperson Corrigan opened the call to the Public at 7:24 a.m.

**Susan Bakhaus** commented on the bid openings that were held for the retaining wall and the holiday light projects.

Hearing no further comment, the Call to the Public was closed at 7:27 a.m.

## 6. Unfinished Business

### a. St. Paul Retaining Wall Bid Results

Mr. Lindhout provided a summary of the scope of work and the bid results.

**Motion** by Pipoly, supported by Herbst to award the St. Paul Retaining Wall Bid to Hi-Tech Landscaping in an amount of \$24,500. **Motion passed unanimously by a roll call vote.**

Mr. Lindhout afforded the board a quoted option to address two sickly oak trees adjacent to the AMP.

**Motion** by Griffith, supported by Herbst to add an additional \$1,200 to the Hi-Tech scope of work to replace two red oaks. **Motion passed unanimously by a roll call vote.**

### b. Holiday Lights Bid Discussion

Mr. Outlaw outlined the bid responses for Holiday lights. He discussed the challenges with expanding the scope beyond what was done last year and fund raising options. Board members discussed the scope and agreed with the limited scope. Staff informed the Board that they would come back to the Board if fundraising exceeds expectations and if there is adequate time to expand the scope.

**Motion** by Herbst, supported by Pipoly to award the Holiday Lights Base Bid to Michigan Master Landscape and Design in an amount of \$12,850. **Motion passed unanimously by a roll call vote.**

## 7. New Business

### a. Consider Approval of Holiday Promotion for DDA Businesses

Mr. Outlaw and members of the Community Engagement Advisory Committee outlined a holiday promotions proposal that included promotions on WHMI, social media advertising, and a discount card in collaboration with Brighton Community Ed.

**Motion** by Binkley, supported by Griffith to allocate up to \$4,000 to the Community Engagement Advisory Committee to support holiday promotions as outlined. **Motion passed unanimously by a roll call vote.**

## **8. Advisory Committee Reports**

Manager Geinzer noted that the Infrastructure and Development Advisory Committee is continuing to evaluate the two engineering proposals and will have a recommendation no later than the November DDA meeting.

Ms. Murray informed that the Economic Prosperity Advisory Committee has sent out a survey to 60 businesses to better understand needs.

## **9. City Council Report**

Mayor Pipoly informed the Board that City Council has issued a Notice of Intent to issue bonds that outlines the maximum parameters of an upcoming bond issuance for capital improvements.

## **10. Chamber of Commerce Report**

None.

## **11. Administrative/Consultant Reports**

Mr. Geinzer clarified statements made during call to the public.

Mr. Caruso noted that the site plan for Qdoba was approved.

Mr. Cameron noted that the BRA would need to adopt bylaws at its next meeting.

Mr. Lindhout noted that they continue to work on the boardwalk evaluation and extensive work is needed. He asked that Members send pictures of any great ideas seen during travels.

## **12. Brownfield Redevelopment Authority (BRA) – New Business**

### **a. Consider Approval of BRA Consultant**

**Motion** by Herbst, supported by Emaus to award a scope of work to Fishbeck for Brownfield Consulting Services in an amount not to exceed \$4,000. **Motion passed unanimously by a roll call vote.**

### **b. Discussion of Brownfield Plan Framework Concept**

Staff and the BRA Consultant and the Board discussed various concepts that would make up a future brownfield plan framework. Board members seemed comfortable with the contributions of the property owner and emphasized efforts to reduce financial risk. Funding options were discussed with additional research and analysis required.

### **13. Adjournment**

**Motion** by Herbst supported by Griffith to adjourn the meeting. **The motion carried by a roll call vote.** Meeting was adjourned at 8:46 a.m.

Respectfully submitted,

Nate Geinzer  
City Manager