

**City of Brighton**  
**200 N. First Street, Brighton, MI 48116**  
**Joint Meeting of the Downtown Development Authority**  
**And**  
**Brownfield Redevelopment Authority**  
**Regular Meeting Minutes**  
**November 17, 2020**

The Board for the Downtown Development Authority (DDA) held a Joint Regular Meeting with the Brownfield Redevelopment Authority on Tuesday, November 17, 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), Bob Herbst (Brighton, MI) Pam McConeghy (Brighton, MI), Jon Emaus (Brighton, MI), and Alex Pushman (Brighton, MI) and Ashley Israel (Farmington Hills, MI). All members were participating remotely.

**Members Absent:** Dave Beauchamp

**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; and an audience of five (5).

**Motion** by Pipoly, supported by McConeghy to excuse Board Member Beauchamp 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**

**Motion** by Herbst, supported by Pipoly approve the agenda. **Motion passed unanimously by a roll call vote.**

**4. Approval of Consent Agenda Items**

- a. **Approval of Minutes: October 20, 2020 Regular Meeting**
- b. **Approval of Bills**
- c. **Financial Report: FY 20-21 Adopted Budget and YTD Summary through 10/31/2020**

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

## 5. Call to the Public

Chairperson Corrigan opened the call to the Public at 7:22 a.m.

**Susan Bakhaus** asked a series of questions regarding the DDA and BRA.

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

## 6. Unfinished Business

### a. Consider Recommendation for Main Street Streetscape Design Engineering Services

Mr. Caruso introduced a recommendation from the Infrastructure and Development Committee. After a thorough vetting, it was recommended that the DDA approve a purchase agreement to work with Giffels Webster. It was specifically noted their experience with downtown streetscapes and communications with affected stakeholders.

Board members engaged staff and representatives with Giffels Webster regarding the proposal and project timeline.

**Motion** by Herbst, supported by Pushman to approve issuing a purchase order to Giffels Webster for Main Street Streetscape Design Engineering in the amount of \$300,800, plus an initial contingency of 15%. **Motion passed unanimously by a roll call vote.**

Mr. Geinzer discussed the Wayfinding scope of work, with Mr. Binkley discussing the merits of doing this part of the project in parallel with the Streetscape.

**Motion** by Herbst, supported by Griffith to approve issuing a purchase order for Wayfinding Strategy and Design Services to Giffels Webster in the amount of \$24,300. **Motion passed unanimously by a roll call vote.**

## 7. New Business

### a. Discussion of Flower Contract

Mr. Lindhout requested feedback regarding this year's flower program so he could inform the contractor who is preparing for next year. He noted that next year is the final year of the current three (3) year contract.

## 8. Advisory Committee Reports

Mr. Stone provided an update on the Economic Prosperity Committee and noted ongoing data gathering through a survey under development.

The meeting was interrupted by a "Zoom Bombing" at approximately 7:50 AM and was terminated. New meeting information was sent to board members, staff, consultants, and the

public participant who was on at the start of the meeting. The meeting resumed at approximately 8:10 AM. Mr. Beauchamp joined the meeting at this time.

Ms. Nelson provided an update on the Community Engagement Committee and ongoing holiday promotions.

Mr. Caruso offered an update on the Infrastructure and Development Committee and informed the Board about a possible future parking lot lease option.

## **9. Administrative/Consultant Reports**

Mr. Lindhout noted that the retaining wall work was nearly complete.

Mr. Geinzer noted the change in City operations due to COVID-19.

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

Ms. McConeghy discussed the great Halloween activities that took place at the Farmers' Market. She noted she is planning to request continued use of Main Street for next year.

## **11. City Council Report**

Mayor Pipoly noted the last Council meeting was a light agenda.

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

### **a. Approval of Bills**

**Motion** by Nelson, supported by Albert to approve the bills. **Motion passed unanimously by a roll call vote.**

## **13. Review Brownfield Redevelopment Authority By-Laws and Consider Approval**

**Motion** by Israel, supported by Nelson to approve the by-laws. **Motion passed unanimously by a roll call vote.**

## **14. Review Draft Brownfield Plan and Consider Setting a Public Hearing**

Mr. Geinzer and Brownfield Consultant Roman Wilson of Fishbeck provided a summary of the draft Brownfield Plan. Mr. Geinzer noted were specific decision points were needed. Mr. Wilson offered a summary of a Local Brownfield Revolving Fund.

Board members discussed the redevelopment timeline and confidence in completion, how funds of a revolving fund could be used, and the purpose behind the brownfield plan, which includes addressing blight and public safety, while also promoting economic development.

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**Motion** by Griffith, supported by Herbst to approve the draft brownfield plan to include 100% Tax Increment Revenue Capture, provisions for a local brownfield revolving fund, a City General Fund advancement to the Brownfield Redevelopment Authority to fund a portion of the plan, and to set the plan for public hearing on Tuesday, December 15, 2020. **Motion passed unanimously by a roll call vote.**

### 13. Adjournment

**Motion** by Herbst supported by McConeghy to adjourn the meeting. **The motion carried by a roll call vote.** Meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Nate Geinzer  
City Manager