

**City of Brighton
200 N. First Street, Brighton, MI 48116
Joint Meeting of the Downtown Development Authority
And
Brownfield Redevelopment Authority
Meeting Minutes
February 16, 2021**

The Board for the Downtown Development Authority (DDA) held a Joint Meeting with the Brownfield Redevelopment Authority on Tuesday, February 16, 2021, conducted virtually.

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

2. Roll Call

Members Present: Lisa Nelson, Jon Emaus, Alex Pushman, Scott Griffith, Bill Albert, Shawn Pipoly, Pam McConeghy, Tim Corrigan, Ashley Israel, Cal Stone, and Bob Herbst. All members participated remotely and disclosed their location.

Members Absent: Dave Beauchamp and Mark Binkley

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 one (1).

Motion by Pipoly, supported by Herbst to excuse Board Members Beauchamp and Binkley for personal reasons. **Motion passed unanimously by a roll call vote.**

3. Approval of February 16, 2021 Agenda

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

4. Approval of Consent Agenda Items

- a. **Approval of Minutes: February 2, 2021 Special Meeting**
- b. **Approval of DDA Bills**
- c. **Approval of BRA Bills**

Motion by Herbst, supported by Griffith to approve the Consent Agenda. **The motion carried by a roll call vote, 10-0-1, with Board Member Israel abstaining.**

5. Call to the Public

Chairperson Corrigan opened the call to the Public at 7:19 a.m.

Hearing no comments, the Call to the Public was closed at 7:20 a.m.

6. New Business

a. Discussion on a Possible Business Pitch Competition Grant Collaboration as Recommended by the Economic Prosperity Committee

Ms. Murray discussed the idea behind starting a pitch competition and gave a summary of what the program would entail. She further stated how the city could benefit from the DDA hosting the program, and asked the Board for funds in the amount of \$10,000 for startup of the event.

Mr. Stone asked when the deadline for applying.

Ms. Murray stated the application deadline was February 24, 2021.

Ms. Nelson questioned if this would detract from the DDA sponsorship of the School's upcoming marketing event.

Ms. Murray stated she believes the School's project will begin and end prior to the Pitch Competition being at full progression.

Mr. Pipoly commented the time-line of the event is on the flyer in the packet.

Motion by Stone, supported by Herbst to pursue with the application process and allow up to \$10,000 if accepted. **The motion carried unanimously by a roll call vote.**

b. Discussion and Consider Staff Direction on Holiday Lights Storage and Maintenance

Mr. Outlaw discussed an option of the DDA paying to store all the holiday lights with one company, which would also include maintenance and upkeep of the lights. He stated the estimate received from the company is \$1,200 for the year. He further stated this would remove the lights from the DPW and the Chamber's storage buildings.

Ms. McConeghy commented she thought the Chamber stored all the lights.

Mr. Outlaw stated there is a large portion of them stored at DPW.

Mr. Pushman asked if they could be stored in one place in the city without having to pay.

Mr. Outlaw stated the DPW is fast approaching capacity with their own equipment and he also wanted the Board to understand the inclusion of maintenance within the estimate.

Mr. Stone asked if the contract would be with the lighting company or the storage facility.

Mr. Outlaw stated the contract would be with the lighting company.

Mr. Pipoly commented that \$1,200 appears excessive for the storage of lights.

Mr. Emaus asked if the DDA owns the all the lights.

Mr. Outlaw stated the Chamber purchased the lights for the Millpond area and the City owns the rest.

After further discussion by the Board, it was determined that staff should research more options and report back at a future meeting.

c. Update on Streetscape Strategy and Discussion of Budget Commitments

Mr. Outlaw gave a summary of the Streetscape project to date. He stated staff is recommending the Board consider budgeting money each year to be used for future needs of the project, such as proactive communications and marketing leading up to the construction time period. He further stated staff is recommending a budget amount of \$50,000 per year be set aside.

Motion by Emaus, supported by Nelson to include a budget commitment of \$50,000 per year for the next two years to support the Streetscape project. **The motion carried unanimously by a roll call vote.**

d. Discussion on DDA Fiscal Year 2022 Work Planning

Mr. Outlaw gave a presentation on the Work Planning strategies each committee should be focusing on for the upcoming budget process. He stated each committee and staff liaison should meet within the next month and report back to the Board at the next meeting, and these strategies will be reviewed by the Board going into the budget process.

7. Advisory Committee Reports

Mr. Stone and Ms. Murray commented on the grant for the Michigan Showcase App.

Ms. Nelson updated the Board on the School promotion and marketing plans.

8. Administrative/Consultant Reports

Mr. Lindhout provided an update on the Millpond tridge/boardwalk maintenance report.

9. Chamber of Commerce Report

No Report

10. City Council Report

Mayor Pipoly reported City Council tabled the Brownfield Plan at the last meeting, and the city has begun researching the renovation of City Council Chambers. He also stated the Social District is still being discussed by staff and Council.

11. Brownfield Redevelopment Authority (BRA) – New Business

None

12. Adjournment

Motion by Griffith supported by Herbst to adjourn the meeting. **The motion carried by a roll call vote.** Meeting was adjourned at 8:17 a.m.

Respectfully submitted,

Kelly Haataja
Executive Assistant to Community Development