

Thursday, March 9, 2017 Meeting Minutes



**CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES**

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CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, March 9, 2017  
Regular Meeting Minutes

Meeting called to order at 7:00 p.m. by Chairperson Oliver Wolcott.

1. ROLL CALL

MEMBERS PRESENT:

Oliver Wolcott, Chairperson  
Penny Flury  
Jim Frisbie  
Lindsey Lebovitz  
Robert Parent  
Kerri Pollard  
Michele Potter  
Brent Rieli

MEMBERS ABSENT:

Jason Smith, Vice Chairperson  
Dan Dwyer, Mayor  
Dan Amos  
Dan Johnson  
Frank Yaquinto

OTHERS PRESENT:

Tony Bruscato, DDA Director  
Sam Plymale, DDA Coordinator  
Ellen Elliott, Penn Theatre  
Dave Rucinski, resident  
Denise Burrows, resident

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2. CITIZEN COMMENTS:

Resident Dave Rucinski said that he wanted to reiterate comments that were made at the March 6 City Commission Meeting.

3. BOARD COMMENTS:

Director Parent said that he hopes that the architecture of the buildings at the proposed Saxton's development site reflects the history of Plymouth.

4. APPROVAL OF AGENDA:

A motion was made by Director Potter and seconded by Director Frisbie to approve the February, 9 2017 regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

A motion was made by Director Lebovitz and seconded by Director Potter to approve the January 12, 2017 regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

a. DDA 2017 goals update

**Parking** – Staff Director Bruscato said that the development of an RFP for paid parking has been delayed due to other project priorities.

**Choosing a developer for Saxton's property** – Bruscato said that the Saxton's property development is a big part of the plan to increase parking. Bruscato said staff is currently working on checking references of the developers being considered.

Chairperson Wolcott said that the Saxton's RFP Committee member Jim Mulhern has indicated that the committee may want to reach out to a financial expert prior to the

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next series of meetings.

**Wilcox Fountain** – Chairperson Wolcott said that he needs to reconnect with the Wilcox Foundation to make sure that all parties are on the same page in regards to the fountain design. Chairperson Wolcott said he hoped to meet with Wilcox Foundation members in early April.

**Kellogg Park upgrades** – Chairperson Wolcott said he hoped that public discussions about potential park upgrades would begin in the fall.

Resident Dave Rucinski said that he hoped that the DDA would learn from mistakes made with the fountain project.

**DDA website and social media upgrades** – Bruscato said that the DDA's new mobile friendly website is expected to be live sometime in April.

**Budget plan for addition of pedestrian crossing signals** – Bruscato said that DDA staff has reached out to Wade Trim to get preliminary estimates for potential addition of pedestrian crossing signals.

b. Central Parking Deck study

Staff Director Bruscato detailed the findings of a Carl Walker study on potential repairs need to the Central Parking Deck.

Director Frisbie said that the study indicates that the more that three million dollar mandatory maintenance is critical to the 20 year projected lifespan projection. Frisbie said the DDA board should consider starting to plan for replacing the deck as soon as possible and the money may be better spent on a new deck rather than maintaining the current deck.

Chairperson Wolcott said more information is needed and the DDA Board should continue discussion on the topic at the next meeting.

Director Frisbie asked staff could have someone from Carl Walker come to a future meeting to answer questions.

Staff Director Bruscato said that staff would reach out to Carl Walker to make arrangements for a representative to attend a future DDA meeting.

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Director Parent said that advancement in autonomous vehicles technology should have impact on any future plans regarding parking.

Resident Denise Burrows said that the amount of people currently using services like Uber should be influencing plans for increasing parking.

### 7. New Business

- a. Second-quarter budget amendment resolution

**RESOLUTION**

The following was moved by Director Lebovitz and seconded by Director Pollard.

WHEREAS, the 2016 – 2017 DDA Budget was presented by the DDA Director to the DDA Board of Directors on March 10, 2016, and was reviewed and adopted by the Board at that meeting and subsequently by the City Commission in June of 2016, and

WHEREAS, overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget, and

WHEREAS, adoption of an annual budget by the DDA Board is required under state statute with subsequent forwarding to the City Commission for recommended approval and incorporation into the City’s annual budget;

NOW THEREFORE BE IT RESOLVED, that the 2016-2017 DDA Budget is hereby amended as indicated in the attached summary of proposed budget amendments which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective March 9, 2017.

MOTION PASSES UNANIMOUSLY

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b. 2017-18 proposed budget resolution

Staff Director Bruscato detailed the proposed budget for the 2017-2018 fiscal year.

Director Frisbie asked which account the Carl Walker parking deck report came out of.

Bruscato said that the parking deck report came out of the 405.290.977.813 account in the DDA Capital Improvement Fund.

Director Potter asked what the Reserve for Contingencies account under the Administration Expenditures was for.

Bruscato said the money in the account will be used to supplement other line items that may get over-spent because of unexpected expenses. He noted none of the money can be used without a budget amendment, meaning the DDA Board will have to approve any expenditure from this fund.

Director Potter asked if there is a better spot to put those funds.

Bruscato said the money can be spread out anywhere in the budget. However, in the Contingencies for Administrative Expenditures the DDA Board will have a say if, and where, it will be spent.

Chairperson Wolcott said that it may be a good idea to take some more time to digest the proposed budget before approving it.

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*RESOLUTION*

*ADOPTION OF THE 2017-18 BUDGET*

The following was moved by Director Lebovitz and seconded by Director Potter.

WHEREAS the 2017 – 2018 DDA Budget has been presented by the DDA Director to the DDA Board of Directors on March 9, 2017, and was reviewed by the Board at that meeting, and

WHEREAS modifications, if any, have been made to the proposed budget at this meeting after a review based on the projected revenues and the DDA Board’s priorities for various programs and projects, and

WHEREAS adoption of an annual budget by the DDA Board is required under state statute with subsequent forwarding to the City Commission for recommended approval and incorporation into the City’s annual budget;

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby adopt the budget as attached for the fiscal year beginning July 1, 2017:

BE IT FURTHER RESOLVED THAT the 2017 – 2018 DDA budget is hereby recommended and forwarded to the City Commission for inclusion in the City budget for fiscal year 2017 – 2018.

**MOTION FAILED 6-1.**

**YES**  
Lebovitz

**NO**  
Flury  
Frisbie  
Parent  
Pollard  
Potter  
Rieli

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8. Reports and Correspondence

a. Saxton's expenditure tab

Staff Director Bruscato gave an update on expenditures related to the Saxton's property.

b. Spring Projects

Staff Director Bruscato gave an update on spring projects staff is planning for 2017.

Chairperson Wolcott said that DDA Board members should think about any potential additions to the list and add them at next months meeting.

Director Frisbie said that he would like to add the tree replacement program to the list.

9. Adjournment

Director Lebovitz made a motion to adjourn the meeting, seconded by Director Frisbie.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:47 p.m.