

Thursday, March 22, 2018 Special Meeting Minutes



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

831 Penniman, Plymouth, MI 48170
Ph (734) 455-1453 Fax (734) 459-5792
<http://www.downtownplymouth.org>



CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, March 22, 2018
Special Meeting Minutes

Meeting called to order at 5:08 p.m. by Chairperson Jason Smith.

1. ROLL CALL

MEMBERS PRESENT:

Jason Smith, Chairperson
Kerri Pollard, Vice Chairperson
Sarkis Anusbigian
Adam Covington
Dan Johnson
Brent Rieli

MEMBERS ABSENT:

Oliver Wolcott, Mayor
Robert Parent
Michelle Potter
Frank Yaquinto

OTHERS PRESENT:

Paul Sincock, City Manager
John Scanlon, City Finance Director
Tony Bruscato, DDA Director
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS:

Ellen Elliott, Penn Theatre, asked about the status of the Saxton's project.

Chairman Smith said that there is no update other than there is a meeting scheduled with Harmonie Park on Tuesday, March 27.

3. BOARD COMMENTS: NONE

4. APPROVAL OF AGENDA:

A motion was made by Vice Chair Pollard and seconded by Director Johnson to approve the March 22, 2018 DDA Special Meeting Agenda.

MOTION PASSED 6-0.

5. APPROVAL OF MINUTES:

A motion was made by Director Covington and seconded by Director Rieli to approve the January 11, 2018 Regular Meeting Minutes.

MOTION PASSED 6-0.

A motion was made by Director Covington and seconded by Director Johnson to approve the February 8, 2018 Regular Meeting Minutes.

MOTION PASSED 6-0.

6. OLD BUSINESS

a. Central Parking Deck restoration bid award.

Director Covington asked how long this restoration work would extend the life of the Central Parking Deck.

Staff Director Bruscato said this type of renovation is usually necessary every 5-7 years.

RESOLUTION

The following resolution was offered by Director Rieli and seconded by Director Johnson.

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority and

WHEREAS In April 2016, the DDA Board voted to spend a projected \$453,780 from the DDA fund balance to pay for construction costs,

WHEREAS In June 2017, the DDA Board hired Carl Walker as the engineering firm to assist DDA Staff with construction documents, bidding, as well as construction administration and observation, and

WHEREAS Carl Walker has proposed a construction timeline that won't disrupt parking during the busy summer event season, and

WHEREAS The Downtown Development Authority received seven sealed bids for the restoration work to the Central Parking Deck, and

WHEREAS Consultants from Carl Walker have reviewed the bids and have recommended from RAM Construction in Livonia, MI, in the amount of \$292,783

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA Staff to contract with RAM Construction in Livonia, MI, for the rehabilitation work on the Central Parking Deck in the amount of \$292,783 from Acct. No. 494 290 977 813, with a contingency of \$60,000 from Acct. No. 494 290 962 000.

MOTION PASSED 6-0.

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b. Approval of the 2018-19 budget

Chairman Smith asked why \$20,000 is allocated to the Holiday Tree Lights.

Staff Director Bruscato explained that a phased full replacement was needed and \$20,000 is expected to be needed for phase 2 of the project in the 2018-2019 fiscal year.

Chairman Smith asked Staff Director Bruscato to explain the administrative contingency line item.

Staff Director Bruscato said the administrative contingency line item is used to place any excess revenue from the fiscal year that hasn't been allocated for specific projects. The contingency fund is intended to be used for any unknown things that may arise and any spending from this fund would need DDA Board approval.

Director Covington asked why there was an increase in the full time wages line item.

Staff Director Bruscato said the DDA Staff Coordinator Sam Plymale's wages have been moved from the part-time wages line item to the full-time wages line item because of his promotion from part-time to full-time.

Director Covington said that what once the DDA Board has a full understanding of how the Saxton's Development will proceed the DDA Board will have a better understanding of how to fund other projects over the next three to five years.

Chairman Smith said the DDA Board will need to prioritize DDA infrastructure projects during the scheduled strategic planning session in April.

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RESOLUTION

ADOPTION OF THE 2018-19 BUDGET

The following was moved by Vice Chair Pollard and seconded by Director Covington.

WHEREAS the 2018 – 2019 DDA Budget has been presented by the DDA Director to the DDA Board of Directors on March 22, 2018, 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, 2018:

BE IT FURTHER RESOLVED THAT the 2018 – 2019 DDA budget is hereby recommended and forwarded to the City Commission for inclusion in the City budget for fiscal year 2018 – 2019.

MOTION PASSED 6-0.

YES
Smith
Pollard
Anusbigian
Covington
Johnson
Rieli

NO

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7. Adjournment

Director Johnson made a motion to adjourn the meeting seconded by Director Rieli.

MOTION PASSED 6-0.

Meeting adjourned at 5:46 p.m.