



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

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CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, April 12, 2018  
Regular Meeting Minutes

Meeting called to order at 7:00 p.m. by Chairperson Jason Smith.

1. ROLL CALL

MEMBERS PRESENT:

Jason Smith, Chairperson  
Kerri Pollard, Vice Chairperson  
Oliver Wolcott, Mayor  
Sarkis Anusbigian  
Adam Covington  
Brent Rieli  
Frank Yaquinto

MEMBERS ABSENT:

Dan Johnson  
Robert Parent  
Michelle Potter

OTHERS PRESENT:

City Commissioner Ed Krol  
City Commissioner Nick Moroz  
Tony Bruscato, DDA Director  
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS: NONE

3. BOARD COMMENTS:

Director Adam Covington said that he want to make sure that City Ordinances are being enforced in the downtown district.

Staff Director Bruscato said that he will discuss ordinance enforcement with the Community Development Department.

4. APPROVAL OF AGENDA:

A motion was made by Chairman Jason Smith and seconded by Mayor Oliver Wolcott to amend the agenda to move New Business to 6 and move Old Business to 7 in the agenda order and to approve the amended agenda.

MOTION PASSED 7-0.

5. APPROVAL OF MINUTES:

A motion was made by Mayor Wolcott and seconded by Director Brent Rieli to approve the 3-22-2018 Special Meeting Minutes.

MOTION PASSED 7-0.

6. NEW BUSINESS

a. Ethics Ordinance Review-City Attorney Bob Marzano

City Attorney Bob Marzano reviewed the City of Plymouth Ethics Ordinance and Roberts Rules best practices with the DDA Board.

Chairman Smith said that he had hoped to get answers about issues related to quorums, abstaining and recusals. Smith said that there are times the DDA Board has had a large portion of members abstain from voting on a topic due to potential ethical conflicts, yet rules weren't clear on what would constitute a quorum when several members abstain.

City Attorney Marzano said that Robert's Rules is to be used a guide and doesn't

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always offer black and white answers to meeting procedures. Marzano said that recusal is not specifically addressed in Robert's Rules and that any member can abstain from a vote if they choose. Marzano said he would do more research on the quorum issue and get back to the DDA Board at a later date.

### 7. NEW BUSINESS

#### a. DDA Strategic Plan

The DDA Board continued work on developing the 2018-2019 DDA Strategic Plan. Work is expected to continue at the May Regular Meeting.

### 8. REPORTS AND CORRESPONDENCE

#### a. Parking Committee update

Chairman Smith said that the 4<sup>th</sup> meeting of the Parking Subcommittee is scheduled for April 18 and he hopes to have a recommendation from the subcommittee by the next DDA Regular Meeting. Chairman Smith said the subcommittee will be looking at a potential special tax assessment, the cost of a new Central Parking Deck and potential use of the Wilcox property as a temporary alternative for parking.

#### b. Parking Deck Renovation update

Staff Director Bruscato said work on the Central Parking Deck is on schedule.

#### c. Kellogg Park Fountain update

Mayor Wolcott said that only one bid came in for the fountain project at a significantly higher cost than anticipated. Mayor Wolcott said that there will be discussions in May with the Wilcox Foundation on how to proceed.

Resident Denise Burrows said she is disappointed at the bid process.

#### d. Saxton's expenditure tab

Staff Director Bruscato gave an update on Saxton's property expenditures. Bruscato said that Zing Media will not return as a tenant in May.

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Director Yaquinto said that he would like to see a running total from the purchase of the property at the next DDA meeting.

9. Adjournment

Director Yaquinto made a motion to adjourn the meeting seconded by Mayor Wolcott.

MOTION PASSED 7-0.

Meeting adjourned at 8:57 p.m.