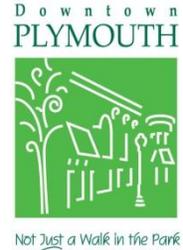


Thursday, April 13, 2017 Meeting Minutes



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

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, April 13, 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
Jason Smith, Vice Chairperson
Dan Dwyer, Mayor
Dan Amos
Jim Frisbie
Robert Parent
Kerri Pollard
Frank Yaquinto

MEMBERS ABSENT:

Penny Flury
Dan Johnson
Lindsey Lebovitz
Michele Potter
Brent Rieli

OTHERS PRESENT:

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

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John Townsend, resident

2. CITIZEN COMMENTS: NONE

3. BOARD COMMENTS:

Director Yaquinto asked about the status of the trash compactor enclosures. Chairperson Wolcott said that the DDA Board voted to not have enclosures at the February DDA Regular Meeting.

4. APPROVAL OF AGENDA:

Mayor Dwyer made a motion to approve an amended agenda for the April 13, 2017 Regular meeting Agenda seconded by Director Frisbie. The amendment moves items 6b and 6c to the end of the agenda due to the teleconference with Carl Walker scheduling change to after 7:30 p.m.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

A motion was made by Vice Chairperson Smith and seconded by Director Frisbie to approve the March 9, 2017 regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

a. DDA 2017 goals update

Parking – Staff Director Bruscato said there is no update on paid parking. An update on the Central Parking Deck and Saxton’s will be upcoming.

Choosing a developer for Saxton’s property –Vice Chairperson Jason Smith said the Saxton’s Subcommittee and DDA Staff are moving forward with data collection on financial viability and potentially a market study. Smith said that staff is working on

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following up on developer references and a report is expected over the next couple of weeks. Smith said the subcommittee and planners will meet with financial advisors and City Staff over the next 30-60 days and the next Saxton's RFP Subcommittee meeting will be scheduled after that.

Wilcox Fountain – Chairperson Wolcott said that project leaders were scheduled to meet on April 14 to hopefully finalize design plans for the Wilcox Fountain. Wolcott said that the fountain is expected to be bronze, in the same footprint area, and there won't be any shooting water.

Director Frisbie said the DDA needs to find out about the sunken design costs relating to the fountain.

Kellogg Park upgrades – Chairperson Wolcott said that phase two, upgrades to Kellogg Park, would be off the table until construction plans for the Wilcox Fountain were finalized.

Vice Chairperson Smith said that since a portion of the \$80,000 that has been spent on designs for the entire project has been used for potential park upgrades, he hoped that the DDA wouldn't start from scratch when discussion on park upgrades resume.

Resident Dave Rucinski said that at the October meeting a majority of citizens were against the park upgrade redesign, but a majority of citizens are not opposed to a refresh of the park.

Resident John Townsend said that he hoped the DDA Board learned lessons from the fountain project that can be applied to a potential upgrade of Kellogg Park.

DDA website and social media upgrades – DDA Coordinator Sam Plymale revealed the new mobile friendly DDA website downtownplymouth.org. New features include a complete overhaul of the design, responsive mobile platform, new organized document center, and ability to better disseminate information relating to downtown Plymouth.

Budget plan for addition of pedestrian crossing signals – Staff Director Bruscato said that DDA staff has received a report from Wade Trim regarding potential upgrades to crossing signals and it will be presented in detail at the May DDA Regular Meeting.

b. Central Parking Deck repairs resolution

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Carl Walker project manager Dan Elliott joined the DDA Board via teleconference.

Director Frisbie asked how soon the \$453,780 repairs are needed. Elliott said the repairs could be deferred for one year, but no later.

Director Frisbie asked Elliott's professional opinion on whether the DDA Board should consider building a new parking deck instead of investing in repairs for the current parking deck.

Elliott said that if the provided repair schedule is followed, the current Central Parking Deck should last between 20 and 30 years.

Mayor Dwyer asked if any potential repairs would be covered under warranty.

Elliott said that if any of the joints that were repaired in 2012 need new repairs, they would be covered under warranty.

Chairperson Wolcott asked for an estimate on how much per parking spot a new parking deck would cost in three to five years.

Elliott said that he would estimate the cost of a new deck at between \$25,000 and \$28,000 per parking spot in three to five years.

Chairperson Wolcott said with the aforementioned cost estimates in mind, a new deck with a third level totaling 450 parking spots would cost between \$11,000,000 and \$13,000,000.

Elliott said that construction costs would likely push that number higher as the site is located in a confined space.

Mayor Dwyer said repairs should not be delayed as any new parking facility would take multiple years to complete even if the project started today. The DDA should spend the money to make the necessary repairs.

Director Parent said that transportation modes are changing and that should be taken into consideration when talking about building new parking decks.

Director Pollard said that there is an urgent need for repairs on the Central Parking Deck, but that should not stop the DDA from discussing the need to develop plans to build a new deck on the site as soon as possible.

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Director Yaquinto said that some of the money for the deck repairs should be allocated to building dumpster enclosures.

Vice Chairperson Smith said that he agrees with Director Pollard and the DDA should get serious about developing a plan to build a new parking deck at the current site.

Director Frisbie said that if the DDA makes the current repairs now and starts developing a plan for a new deck, the addition of parking at the former Saxton's property may be available by that time and could handle the displacement of cars that will take place while building a new deck.

Director Amos said that until a solution is in place for building a new deck the DDA can't afford to cut corners on repairs.

Vice Chairperson Smith said he would like to see the DDA move to develop strategies to deter vehicle traffic and increase walkability downtown.

RESOLUTION

The following was moved by Mayor Dwyer and seconded by Vice Chairperson Smith.

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

WHEREAS it is important for the DDA to maintain the integrity of the structure for the safety of those who use it and its long-term usefulness, and

WHEREAS the DDA attempts to schedule a complete refurbishment of the Central Parking Deck every five years, and

WHEREAS it's been eight years since a complete renovation of the deck has been completed,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby direct staff to consult with Carl Walker of Kalamazoo to determine needed repairs to the Central Parking Deck and schedule the work so as to be least disruptive as possible to downtown activities.

BE IT FURTHER RESOLVED THAT the DDA Board approve the expenditure of \$453, 780. A 10 percent contingency is included in that cost. The cost of repairs will be taken from the DDA fund balance.

MOTION APPROVED UNANIMOUSLY

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c. DDA 2017-18 proposed budget resolution

RESOLUTION

ADOPTION OF THE 2017-18 BUDGET

The following was moved by Mayor Dwyer and seconded by Vice Chairperson Smith.

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 have been made by Mr. Christiansen for the approval by the DDA Board at its April 13, 2017 meeting, as the budget is a fluid document, 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 PASSED UNANIMOUSLY

7. New Business

- a. Saxton's Round 2 interview resolution

RESOLUTION

*The following resolution was offered by Mayor Dwyer and
Seconded by Director Frisbie.*

*WHEREAS The Downtown Development Authority has among its list of goals to
implement a strategy to increase parking inventory in the DDA district,
and*

*WHEREAS The DDA, in conjunction with the City of Plymouth, purchased the
Saxton's property to develop, among other possibilities, additional
parking inventory, and*

*WHEREAS The DDA Board invited Requests for Proposals from development
companies to upgrade the Saxton's site, including additional parking, and
received three developer proposals, and*

*WHEREAS the DDA Board approved a \$5,500 contract in October 2016 with the
city's planner, Carlisle/Wortman for assistance with the process,*

*NOW THEREFORE BE IT RESOLVED, that the DDA Board authorizes entering into a
second contract with Carlisle/Wortman of Ann Arbor, MI, for \$3,420 to continue the process
of selecting a developer for the Saxton's property. The contract expense will come from the
Saxton's contractual services account, No. 248 445 818 000*

MOTION PASSED UNANIMOUSLY

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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. 2017 Music in the Air concert schedule

Staff Director Bruscato revealed the 2017 Music in the Air concert schedule.

c. Plymouth's 150th anniversary update

Chairperson Wolcott gave a status update of events being planned for the 150th celebration around the 4th of July. A movie in Kellogg Park, a 5K run, and an ice cream social are currently being planned. Chairperson Wolcott presented a sponsorship information report prepared by Street Marketing.

Staff Director Bruscato said the goal is to break even and not spend any budget money on the events.

Ellen Elliott, Penn Theatre, said the Historical Museum, Library, Penn Theatre, PARC, Chamber of Commerce, Old Village, Plymouth Preservation Network, local businesses, service groups and other individuals have been working together to make the 150th anniversary memorable and exciting. Elliott said she hoped the DDA Board would reevaluate current plans and design events that are respectful of local businesses and serve to unite the community, not provide another avenue for controversy.

Chairperson Wolcott said the 150th celebration committee was hoping to consolidate events and begin promoting these events as soon as possible.

Director Frisbie said it would be helpful is DDA Staff could provide a calendar of events at the next DDA meeting.

Resident Denise Burrows said that the DDA should promote these events on

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signage in Kellogg Park.

9. Adjournment

Director Yaquinto made a motion to adjourn the meeting, seconded by Vice Chairperson Smith.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 8:51 p.m.