

Thursday, May 10, 2018 Regular Meeting Minutes

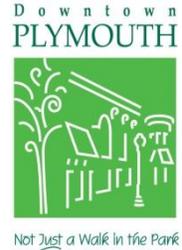


**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

831 Penniman, Plymouth, MI 48170

Ph (734) 455-1453 Fax (734) 459-5792

<http://www.downtownplymouth.org>



CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

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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
Adam Covington
Michelle Potter
Brent Rieli

MEMBERS ABSENT:

Sarkis Anusbigian
Dan Johnson
Robert Parent
Frank Yaquinto

OTHERS PRESENT:

John Scanlon, City of Plymouth Finance Director
Tony Bruscatto, DDA Director
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS:

Resident Dave Rucinski asked when the current fountain would be up and running.

Staff Director Bruscato said that The City Municipal Services Department was working on getting the fountain working soon.

Attorney Dennis Cowan updated the DDA Board on negotiations with Harmonie Park in regards to the Saxton's Property. Cowan said that the MEDC has indicated interest in the project.

Don Capobres, Harmonie Park, said that he has been in discussions with the MEDC about funding opportunities for the Saxton's project.

Plymouth District Library Director Carol Souchock said that the DDA needs to clarify two items in regards to the parking special assessment discussion. The first item is that the assessment would be done for the entire parking system including surface parking lots. The second item is that additional funding sources will still be needed which would likely include paid parking.

3. BOARD COMMENTS:

Director Michele Potter said she is concerned about the lack of women board members and asked about the status of potential members she has recommended.

Mayor Oliver Wolcott said that he is frustrated with the attendance issues with the DDA Board. Mayor Wolcott said that a decision on new members will be coming sooner rather than later.

4. APPROVAL OF AGENDA:

A motion was made by Mayor Wolcott and seconded by Director Potter to approve the 5-10-2018 Regular Meeting Agenda

MOTION PASSED 6-0.

5. APPROVAL OF MINUTES:

A motion was made by Mayor Wolcott and seconded by Director Adam Covington to approve the 4-12-2018 Regular Meeting Minutes.

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MOTION PASSED 6-0.

6. OLD BUSINESS

a. Parking Deck renovation additional costs

Chairman Jason Smith asked what the original projected costs were for the Central Parking Deck renovation project.

Staff Director Bruscato said that original projections were about \$400,000.

Director Covington said he had concerns about a low bidder raising prices mid-project.

Chairman Smith said that construction crews often don't know the extent of the fix needed until they are able to open up the concrete.

Vice Chair Pollard asked if another structural surprise would be possible on this project.

Staff Director Bruscato said that another structural surprise would be unlikely as the 2nd phase is primarily a seal coating of the upper level.

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RESOLUTION

The following resolution was offered by Director Potter and seconded by Mayor Wolcott.

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

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 In March of 2018, the DDA Board awarded the low bid of \$292,783 with a \$60,000 contingency to RAM Construction for deck repairs, and

WHEREAS During the beginning phases of the construction work, RAM Construction found that more extensive concrete repairs were needed as well as an expansion joint repair that would bring costs to \$83,464 over budget.

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 an additional \$25,000 from Acct. No. 494 290 962 000 to cover the additional costs for needed repairs.

YES

Jason Smith
Kerri Pollard
Oliver Wolcott
Michelle Potter
Brent Rieli

NO

Adam Covington

MOTION PASSES 5-1

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b. Potential Project Costs

Staff Director Bruscato presented some cost estimates of potential upcoming projects.

Mayor Wolcott said that he would be meeting with the Wilcox Foundation next week to determine the next steps for the fountain project.

Resident Denise Burrows said she didn't understand why there are continued costs for Russell Design and didn't know who the point person was on the project.

Resident Dave Rucinski said that the original and current fountain designs are too complex and go against residents wishes. Rucinski said that The City should scrap the current plans and start over by focusing on an inexpensive and simple design.

Chairman Smith said that the pedestrian crossing signals could be phased.

Director Rieli asked if The City would share in the cost of the pedestrian crossing signals.

Mayor Wolcott said that cost sharing for the pedestrian signals could be a possibility.

c. Parking Committee recommendation

Chairman Smith explained the parking committee's process to get to the recommendation of a parking system special assessment.

Vice Chair Pollard said it is important to get firm numbers to begin to make the tough decisions on how to fund improvements to the parking system.

Chairman Smith said this is the first step of exploration. Smith said that the discussion on paid parking needs to continue.

Parking Committee member Ellen Elliott said the committee was open to exploring all options in the future.

Director Potter said with the slow nature of the process, she is concerned that the numbers we get now will change by the time we are ready to build a new parking deck.

Resident Kevin Roose said that DDA businesses should bear the financial burden of improving the downtown parking system.

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Resident John Townsend asked about how the assessment process could be halted.

Vice Chair Pollard said there are many steps in the assessment process and there will be public hearing in which the process could be halted.

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RESOLUTION

The following resolution was offered by Director _____ and seconded by Director _____

WHEREAS In July of 2016, the DDA Board created a DDA Parking Subcommittee to investigate ways to improve the downtown parking system, and

WHEREAS Since January of 2018, the DDA Parking Subcommittee has been investigating ways of increasing downtown parking inventory, and

WHEREAS The DDA Parking Subcommittee has been actively researching ways to fund an increase downtown parking inventory, and

WHEREAS At the April 18, 2018 DDA Parking Subcommittee meeting the Parking Subcommittee identified a need to build a new parking deck at the Central Parking Deck site and make other improvements to the downtown parking system, and

WHEREAS At the April 18, 2018 DDA Parking Subcommittee meeting the Parking Subcommittee approved a recommendation that the DDA Board move forward with a recommendation to the City Commission to begin a special assessment process to improve the downtown parking system, and

WHEREAS The DDA Board authorizes no more than \$50,000 for pre-schematic designs and special assessment tax roll creation costs contingent on the City Commission passing a resolution to move forward with the special assessment process.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby recommend that the Plymouth City Commission move forward with the special assessment process to improve the downtown parking system.

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AND FURTHER BE IT RESOLVED THAT the DDA Board approves the expenditure of no more than \$50,000 for pre-schematic documents and tax roll creation, which will be funded from the DDA fund balance.

MOTION PASSES 6-0

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d. DDA Strategic Plan

Chairman Smith asked if any board members had any issues with the DDA strategic plan as it's currently constituted.

Director Covington said that short term items should be prioritized.

Chairman Smith said that it would be discussed at the next meeting.

Chairman Smith said that he would like the plan on every meeting agenda with a staff update of each item.

7. NEW BUSINESS

a. Third-quarter budget amendment

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RESOLUTION

The following was moved by Director Potter and seconded by Mayor Wolcott.

- WHEREAS, the 2017 – 2018 DDA Budget was presented by the DDA Director to the DDA Board of Directors on March 9, 2017, and was reviewed and adopted by the Board at that meeting and subsequently by the City Commission on June 5, 2017, 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 2017-2018 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 May 11, 2018.

MOTION PASSES 6-0

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8. REPORTS AND CORRESPONDENCE

a. Kellogg Park Fountain update

Mayor Wolcott said that he hoped to determine some next steps in the Kellogg Park fountain project at next week's meeting with The Wilcox Foundation.

b. Saxton's expenditure tab

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

9. Adjournment

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

MOTION PASSED 6-0.

Meeting adjourned at 8:57 p.m.