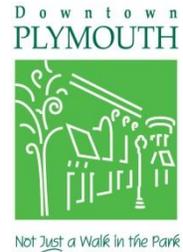


Thursday, May 11, 2017 Meeting Minutes



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

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CITY OF PLYMOUTH  
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, May 11, 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  
Jim Frisbie  
Dan Johnson  
Kerri Pollard  
Michele Potter  
Brent Rieli  
Frank Yaquinto

MEMBERS ABSENT:

Dan Dwyer, Mayor  
Dan Amos  
Penny Flury  
Lindsey Lebovitz  
Robert Parent

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:

Resident Denise Burrows said that she looked up the signage ordinance at it does allow for signage for the 150<sup>th</sup> Anniversary in Kellogg Park if approved by the City Manager.

Director Pollard said that the DDA has recently put up 150<sup>th</sup> Anniversary light pole banners.

3. BOARD COMMENTS: NONE

4. APPROVAL OF AGENDA:

Director Potter made a motion to approve the agenda for the May 11, 2017 Regular Meeting Agenda seconded by Vice Chairperson Smith.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

Director Frisbie said that the April Meeting Minutes needed to be amended to reflect his comment regarding potential sunken costs relating to the fountain design.

A motion was made by Director Frisbie and seconded by Vice Chairperson Smith to approve the amended April 13, 2017 regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

a. DDA 2017 goals update

**Parking** – Chairperson Wolcott said that he would like to see the parking committee meet again soon to have further discussions to find solutions to parking issues.

**Choosing a developer for Saxton's property** – Vice Chairperson Jason Smith said

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that a market study has been attached in the agenda packet. Smith said this study should help the Saxton's subcommittee in choosing a developer. Smith said that Sally Elmiger has also had discussions with finance experts and attorneys that should aid in the selection process. Smith said Sally is expected to give more detail at the next Saxton's subcommittee meeting.

Director Frisbie asked for an estimate of when construction could potentially begin once a developer is chosen.

Vice Chairperson Smith said there are a lot of steps to get to that point, but if everything went perfectly, the earliest construction could start would be fall of 2018 or spring of 2019.

Director Frisbie said that staff should look into renting the 674 Maple house as it is currently an unused resource and it appears that the house will still be as is for more than a year.

**Wilcox Fountain** – Chairperson Wolcott said that project leaders have agreed to a final design and that Chris Roy is putting together the final designs.

Resident Dave Rucinski asked when the designs would go before the Historic District Commission.

Chairperson Wolcott said that no dates have been set.

**Kellogg Park upgrades** – Staff Director Bruscato said that there are no updates to the Kellogg Park upgrades.

**DDA website and social media upgrades** – Staff Director Bruscato said that staff is working to add a backlog of DDA agendas and minutes to the new DDA website.

**Budget plan for addition of pedestrian crossing signals** – Staff Director Bruscato said a report from Wade Trim detailing pedestrian crossing signal costs is in this month's agenda packet.

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### b. Central Parking Deck professional fees resolution

Staff Director Bruscato presented a report from Carl Walker containing their professional fee structure. These fees were not included in the Parking Deck construction report in the April DDA agenda packet.

Director Frisbie said that it was noted in the construction fee report that engineering costs weren't included.

Vice Chairperson Smith asked about how much of a cushion was in the fund balance.

Chairperson Wolcott said that there is currently just over \$600,000 in the fund balance. Wolcott also said that the lack of communication about the fees did not sit well with him.

Vice Chairperson Smith said that he agreed with Chairperson Wolcott, but believes the DDA was at fault as well. Smith said that these fees are always associated with these types of projects.

Director Frisbie said that DDA staff should explore costs from other companies.

Vice Chairperson Smith said that he agrees with Director Frisbie and it would be worth it to explore other engineering companies.

**RESOLUTION**

The following was moved by Vice Chairperson Smith and seconded by Director Frisbie.

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 Board voted at its April 2016 meeting to spend an estimated \$453,780 from the DDA fund balance to pay for construction costs, and

WHEREAS Carl Walker of Kalamazoo has estimated its professional fees for the project to total \$39,650, and

WHEREAS Carl Walker has proposed a time line of construction so as not to disrupt parking inventory during summer activities,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does approve \$39,650 for professional fees to be paid to Carl Walker of Kalamazoo to assist staff with construction documents, bidding, as well as construction administration and observation.

BE IT FURTHER RESOLVED THAT the \$39,650 in professional fees and the estimated \$453,780 for construction costs will be provided from the DDA fund balance.

MOTION DENIED UNANIMOUSLY

Chairperson Wolcott directed staff to get quotes for engineering services for repairs to the Central Parking Deck from different companies and report back the DDA Board at next month's board meeting.

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### 7. New Business

#### a. Tree grate/mulch upgrades

Staff Director Bruscato said that staff was working to add mulch to locations where tree grates have been removed due to tree growth. Bruscato said a new binding solution is being tested on a few areas through Memorial Day weekend that is intended to keep the mulch in place.

Director Rieli said that he saw a possible solution for the tree areas while in Charleston, South Carolina. Rieli said that tree areas in Charleston had brick pavers that were movable with tree growth. Rieli said this type of solution should be given future consideration in Downtown Plymouth.

### 8. Reports and Correspondence

#### a. Saxton's expenditure tab

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

#### b. Plymouth's 150<sup>th</sup> anniversary update

Chairperson Wolcott revealed three events that have been planned for the 150<sup>th</sup> celebration around the Fourth of July holiday weekend. Events include the Plymouth 150 OVA Fun Run/Walk, Movie in the Park and an Ice Cream Social after the "Good Morning USA" parade.

Chairperson Wolcott said that information about these events is now on the DDA website and Facebook.

Director Frisbie asked if these were the only three events related to the 150<sup>th</sup> Anniversary.

Chairperson Wolcott said that there are many other events and activities surrounding the 150<sup>th</sup> Anniversary and those details can be found on the DDA

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website. Wolcott said that when more events are revealed they will be posted on the website.

9. Adjournment

Director Potter made a motion to adjourn the meeting, seconded by Director Yaquinto.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:41 p.m.