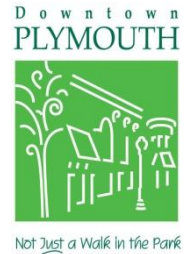


Thursday, June 8, 2017 Meeting Minutes



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

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, June 8, 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
Lindsey Lebovitz
Robert Parent
Kerri Pollard
Michele Potter
Brent Rieli
Frank Yaquinto

MEMBERS ABSENT:

Penny Flury
Dan Johnson

OTHERS PRESENT:

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

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2. CITIZEN COMMENTS: NONE

3. BOARD COMMENTS: NONE

4. APPROVAL OF AGENDA:

Director Amos made a motion to approve the agenda for the May 11, 2017 Regular Meeting Agenda seconded by Director Frisbie.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

A motion was made by Vice Chairperson Smith and seconded by Director Frisbie to approve the May 11, 2017 regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

a. DDA 2017 goals update

Parking – Staff Director Bruscato said that he met with Rich and Associates at the Michigan Downtown Association Conference on June 8 to discuss the next steps on moving forward with the paid parking process.

Choosing a developer for Saxton’s property – Vice Chairperson Jason Smith said the Saxton’s RFP Subcommittee is moving closer to choosing a developer for the Saxton’s property. Smith said that the next Saxton’s RFP Subcommittee meeting is scheduled for June 27 at 4:30 p.m. at Plymouth City Hall. Smith said financial questions have been sent to the two potential developer candidates and the subcommittee hopes to have the information back soon.

Wilcox Fountain – Chairperson Wolcott said that the fountain project is now scheduled to go before the Historic District Commission on August 2, 2017 for approval. Wolcott said that if the HDC approves the project at the August meeting that he would expect construction to begin in late fall of 2017. Wolcott said it will be the city administration’s job to work on the construction schedule after approval.

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Director Frisbie asked if the DDA will need to approve the latest renderings.

Staff Director Bruscato said the Mayor Dwyer had indicated at a meeting earlier in 2017 that no more approvals were necessary from either the DDA Board or the Plymouth City Commission.

Resident Dave Rucinski asked when RFPs for the construction portion of the projected were expected to go out.

Chairperson Wolcott said that RFPs/RFQs would go out after the HDC approval.

Resident Denise Burrows asked how long it takes for a contractor to be chosen after the RFP/RFQ process begins.

Staff Director Bruscato said it generally takes about four to six weeks.

Kellogg Park upgrades – Chairperson Wolcott said that discussions about the second phase of the project would hopefully begin this fall.

DDA website and social media upgrades – Staff Director Bruscato said that the new mobile friendly website at www.downtownplymouth.org has been live for two months and that DDA Staff has received lots of positive feedback.

Budget plan for addition of pedestrian crossing signals – Staff Director Bruscato said a report from Wade Trim detailing pedestrian crossing signal was given to the DDA Board at a previous meeting and there has been no further discussion on the matter.

Vice Chairperson Smith said that staff should keep their eyes open for potential grants relating to the potential project.

b. Central Parking Deck professional fees resolution

Staff Director Bruscato presented reports from Carl Walker, Walker Parking Consultants and Wiss, Janney, Elstner Associates, Inc. revealing professional costs relating to the Central Parking Deck repair project.

Vice Chairperson Smith said that DDA Staff has done the homework and Carl Walker appears to be best suited for the project.

RESOLUTION

The following was moved by Director Potter 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 paid from the DDA fund balance.

MOTION APPROVED UNANIMOUSLY

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c. Tree grate/mulch upgrades

Staff Director Bruscato said that DDA Staff will not move forward with a mulch binding spray after tests determined it would not be a satisfactory product for downtown Plymouth. Bruscato said staff will move forward with putting mulch in all empty tree grate areas, but without the costly binding material. Bruscato said some additional tree grates and brick areas surrounding these areas would also be repaired as part of this project.

7. New Business

a. 674 Maple rental upgrades

Staff Director Bruscato presented staff findings on potential costs for making 674 Maple available for rent. Bruscato said staff does not recommend moving forward with plans to occupy the building.

Director Frisbie asked what the timeline is for the project and if it would be sold to a developer or a public/private partnership.

Vice Chairperson Smith said that the type of agreement is unknown at this time as the developer has yet to be chosen and those specifics have not been discussed.

Staff Director Bruscato said the timeline could vary, but there is potential for breaking ground by late 2017 or early 2018.

8. Reports and Correspondence

a. Saxton's expenditure report

Staff Director Bruscato presented the Saxton's expenditure report from May 2017.

b. Sunken costs for Kellogg Park/Fountain project

Staff Director Bruscato presented costs for the Kellogg Park fountain project thus far. Bruscato said that the DDA Board has voted that all expenditures would be reimbursed to the DDA by donations and/or fundraising.

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Director Frisbie asked how much has been spent that won't be a part of the project moving forward.

Staff Director Bruscato said that discussions with Russell Design indicated that getting a specific number would be nearly impossible as the design process has evolved several times.

Chairperson Wolcott said the design changing several times is part of the process for this type of project.

Resident Dave Rucinski said that previous designs have included sketches for both the park and the fountain and the Wilcox Foundation has indicated that they will only pay for the fountain.

Vice Chairperson Smith said that he believes Russell Design should be able to get numbers that separate the costs between fountain upgrades and Kellogg Park upgrades for the new fountain. Smith asked staff to reconvene with Russell Design and update the DDA Board at the July meeting.

c. Plymouth's 150th anniversary update

Staff Director Bruscato gave an updated list of events relating to the 150th celebration.

Director Frisbie asked how much DDA money is involved with this.

Staff Director Bruscato said that DDA has contracted with Street Marketing for \$2,000 a month, but said that the DDA is expected to be made whole through sponsorships and other cost recapture methods.

Chairperson Wolcott said that he would have those numbers at the July DDA Regular Meeting.

9. Adjournment

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

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:43 p.m.