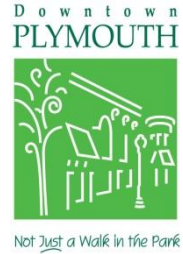


Thursday, July 12, 2018 Regular Meeting Minutes



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

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, July 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
Adam Covington
Dan Johnson
Robert Parent
Michelle Potter
Brent Rieli

MEMBERS ABSENT:

Oliver Wolcott, Mayor
Sarkis Anusbigian
Frank Yaquinto

OTHERS PRESENT:

Colleen Pobur, Mayor Pro Tem
Tony Bruscatto, DDA Director
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS:

Mayor Pro Tem Colleen Pobur updated the DDA Board on discussions with DTE about the recent power outages.

3. BOARD COMMENTS:

Director Potter asked for an update on potential new appointments to the DDA Board.

Mayor Pro Tem Pobur said a meeting was scheduled for July 16 to discuss potential new appointments.

Director Smith indicated that he intends to resign in August as he will no longer reside in the City.

4. APPROVAL OF AGENDA:

A motion was made by Director Potter and seconded by Director Johnson to approve the 7-12-2018 Regular Meeting Agenda

MOTION PASSED 7-0.

5. APPROVAL OF MINUTES:

A motion was made by Director Covington and seconded by Director Johnson to approve the 5-10-2018 Regular Meeting Minutes.

MOTION PASSED 7-0.

6. OLD BUSINESS

a. DDA Strategic Plan Resolution

Director Covington said that he would like staff to create a timeline for the short term goals.

Chairman Smith said that short term goals will be updated at each monthly meeting.

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RESOLUTION

The following resolution was offered by Director Potter and seconded by Director Johnson.

- WHEREAS The DDA Board began working on a downtown strategic plan in February 2018, and
- WHEREAS The DDA Board identified specific short-term and long-term goals that are a priority to the downtown district, and
- WHEREAS The DDA created a strategic plan that will maintain and/or increase the vitality of Downtown Plymouth.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors approves the attached 2018-2019 DDA Strategic Plan.

MOTION PASSED 7-0

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7. NEW BUSINESS

a. DDA Office Lease

RESOLUTION

The following Resolution was offered by Vice Chair Pollard and seconded by Director Johnson.

WHEREAS The Downtown Development Authority Board of Directors has indicated its desire and willingness to keep the DDA office downtown, and

WHEREAS Keeping the DDA office downtown would give better service to merchants, property owners and visitors, and

WHEREAS Having the DDA office downtown would give staff close proximity to events, activities and happenings downtown,

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby instruct DDA staff to sign a 3-year lease agreement with property owner Vince Mucci for office space at 831 Penniman for \$1,400 per month from 9/1/18 to 8/31/19; \$1,450 per month from 9/1/19-8/31/20; and \$1,500 from 9/1/20-8/31/21.

MOTION PASSED 7-0

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8. REPORTS AND CORRESPONDENCE

a. Kellogg Park Fountain update

Staff Director Bruscato said that Mayor Wolcott and the Wilcox Foundation are working to decide the next steps in the process to build a new fountain.

Director Johnson said he may know someone that would have interest in managing the construction process.

b. Saxton's Development Update

Chairman Smith read a letter from attorney Dennis Cowan discussing the potential next steps in the Saxton's Development negotiations. Smith indicated that there is a 45 day deadline with Harmonie Park for a decision to be made on how to proceed.

Resident Kevin Roose said the Fairground Park Association's position on the development is that The City should start the process over. Roose also said that The City needs to improve upkeep of the site.

Resident Ellen Elliott said that The DDA should look to sell the property.

c. Saxton's expenditure tab

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

9. Adjournment

Director Parent made a motion to adjourn the meeting seconded by Director Johnson.

MOTION PASSED 7-0.

Meeting adjourned at 8:14 p.m.