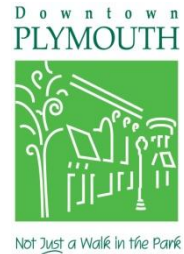


Thursday, September 13, 2018 Regular Meeting Minutes



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

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, September 13, 2018
Regular Meeting Minutes

Meeting called to order at 7:00 p.m. by Chairperson Adam Covington.

1. ROLL CALL

MEMBERS PRESENT:

Adam Covington, Chairperson
Kerri Pollard, Vice Chairperson
Oliver Wolcott, Mayor
Maura Hynes
Robert Parent
Kari Poirier
Brent Rieli
Frank Yaquinto

MEMBERS ABSENT:

Ellen Elliott
Dan Johnson
Michele Potter

OTHERS PRESENT:

Colleen Pobur, Mayor Pro Tem
Suzi Deal, City Commissioner
Bob Marzano, City of Plymouth Attorney
City Finance Director, John Scanlon
Tony Bruscatto, DDA Operations Director
Sam Plymale, DDA Coordinator

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Don Capobres, Harmonie Park Development

2. CITIZEN COMMENTS: NONE

3. BOARD COMMENTS: NONE

4. APPROVAL OF AGENDA:

Chairman Covington suggested two amendments to the proposed agenda: Add item 7a Central Parking Deck Asphalt Repairs and item 7b DDA Meeting Date Change to New Business.

A motion was made by Mayor Wolcott and seconded by Director Rieli to approve the amended 9-13-2018 Regular Meeting Agenda.

MOTION PASSED 7-0.

5. APPROVAL OF MINUTES:

A motion was made by Mayor Wolcott and seconded by Director Rieli to approve the 8-19-2018 Regular Meeting Minutes.

MOTION PASSED 7-0.

6. OLD BUSINESS

a. DDA TIF/Budget-John Scanlon, Finance Director

City of Plymouth Finance Director John Scanlon gave a presentation on DDA TIF capture and the DDA Budget. (* see September 13 DDA Agenda Packet for details.)

b. Saxton's/Harmonie Park update and discussion

Chairman Covington gave a brief recap of the discussions between the DDA and the Harmonie Park development team regarding the Saxton's property. Chairman Covington suggested three potential options moving forward: a) Accept the developer's request of \$5 million in TIF money along with the Saxton's property and move forward with the project, b) Reject the developers offer and negotiate further, or c) Reject the developers offer, terminate the current partnership, and move to a Plan B that will be determined at a later date.

Mayor Wolcott said that the DDA developed a Saxon's RFP Committee that included

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members from all City Boards and Commission. That committee awarded the development partnership to Harmonie Park and the DDA has negotiated exclusively with Harmonie Park over the last year. Mayor Wolcott said that after a year of negotiations, the two sides are too far apart in regards to financing to continue with the partnership.

Don Capobres, Harmonie Park Development, said that if the City implements paid parking, the negotiations could change.

Resident Patrick Kehoe said that any historic structures on the site should not be torn down.

Resident Kevin Roose said he is very disappointed with the DDA that the project hasn't moved forward.

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RESOLUTION

The following resolution was offered by Mayor Oliver Wolcott and seconded by Director Frank Yaquinto.

- WHEREAS The Downtown Development Authority has among its list of goals to implement a strategy to increase parking inventory in the DDA district on the Saxton’s property, and*
- WHEREAS The DDA Board of Directors initiated a sub-committee consisting of the mayor; the chairs of the DDA Board, Planning Commission, Zoning Board of Appeals and Historic District Commission; as well as a second DDA Board member to interview and select a developer for the Saxton’s site, and*
- WHEREAS the DDA Board made available a Request for Proposals to gain developer interest, and initially interviewed three developers, and*
- WHEREAS the Saxton’s RFP sub-committee decided to partner with Harmonie Park Development to develop the Saxton’s property, and*
- WHEREAS The DDA Board has negotiated with Harmonie Park for the past year resulting in Harmonie Park asking for a \$5 million TIF contribution in addition to the acquisition Saxton’s property itself to move the project forward.*

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board reject the request of the developer for the City’s contribution to the project and terminate any further discussion and bring all negotiations concerning the development to an end and terminate the award of the RFP response to Harmonie Park.

<u>YES</u>	<u>NO</u>
Mayor Oliver Wolcott	Vice Chair Kerri Pollard
Robert Parent	Maura Hynes
Kari Poirier	Brent Rieli
Frank Yaquinto	

MOTION PASSES 4-3

c. Strategic Plan Update

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DDA Operations Director Tony Bruscato updated the DDA Board on items on the DDA Strategic Plan.

7. New Business

a. Central Parking Deck Asphalt Repairs

Staff Director Bruscato said crews examined the lower level of the Central Parking Deck on September 4 and indicated additional asphalt repairs were needed.

RESOLUTION

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

- 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 In May of 2018, RAM Construction indicated additional work needed to be done to repair an expansion joint leading to the DDA Board approving an additional \$25,000 for repairs, and*
- WHEREAS On September 4, WGI (formerly Carl Walker) indicated an additional \$10,000 of asphalt repairs were needed to correct new deterioration in on the lower level of the Central Parking Deck.*

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 \$10,000 for asphalt repairs on the lower level of the Central Parking Deck. Funds will be transferred from the fund balance to from Acct. No. 494 290 962 000 to cover the additional costs for needed repairs.

MOTION PASSED 7-0.

b. DDA Meeting Date Change

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Chairman Covington said that he has had conversations with some current DDA Board members about moving Regular DDA Meetings to the second Monday of each month. Chairman Covington said that he believes moving the meetings could lead to better attendance.

RESOLUTION

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

WHEREAS The DDA Board has traditionally held its Regular Meetings on the second Thursday of the month at 7 p.m. at Plymouth City Hall, and

WHEREAS Many downtown business owners have indicated that holding DDA Regular Meetings on a Monday night would help increase meeting attendance.

NOW THEREFORE BE IT RESOLVED THAT the DDA Board move its Regular Meetings from the second Thursday of each month at 7 p.m. to the second Monday of each month at 7 p.m. DDA Board Regular Meetings will continue to be held at Plymouth City Hall in the Commission Chambers.

MOTION PASSED 7-0.

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8. Reports and Correspondence

a. Kellogg Park Fountain update

Mayor Wolcott said that he and City Administration planned to meet in early October with the Wilcox Foundation to determine the next steps in the potential upgrade of the Kellogg Park Fountain.

b. Central Parking Deck renovations

DDA Operations Director Bruscato said that Phase II of the Central Parking Deck renovations are on schedule and the project is expected to be completed in early October.

c. Progress on new Central Parking Deck

DDA Operations Director Bruscato said that City Administration is currently working with Dave Rich to get specific plans and costs for a potential new Central Parking Deck as part of the special assessment process.

d. Music in the Air concert review

DDA Operations Director Bruscato gave the DDA Board a review of the 2018 Music in the Air concert season. Chairman Covington and Mayor Wolcott thanked DDA Staff for their hard work on the successful event.

e. Saxton's expenditure tab

DDA Operations Director Bruscato gave an update on expenses related to the Saxton's property.

9. Adjournment

Director Yaquinto made a motion seconded by Mayor Wolcott to adjourn the DDA Regular Meeting.

MOTION PASSED 7-0

Meeting adjourned at 8:15 p.m.