

Monday, May 13, 2019 Regular Meeting Minutes



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

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

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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
Ellen Elliott
Scott Foess
Brent Rieli
Frank Yaquinto

MEMBERS ABSENT:

Oliver Wolcott, Mayor
Daniel Farmer
Dan Johnson
Maura Hynes
Robert Parent

OTHERS PRESENT:

Tony Bruscato, DDA Director
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS: Resident John Stewart urged residents and business owners to support the Michigan Philharmonic and Plymouth Community Band by attending patriotic concerts on June 29 and July 4.

3. APPROVAL OF MINUTES:

- A. Regular Meeting Minutes 3-11-2019

A motion was made by Vice Chair Pollard and seconded by Director Elliott to approve the 4-8-2019 Regular Meeting Minutes.

MOTION PASSED 6-0.

4. APPROVAL OF AGENDA:

A motion was made by Director Rieli and seconded by Director Yaquinto to approve the 5-13-2019 Regular Meeting Agenda.

MOTION PASSED 6-0.

5. BOARD COMMENTS

Director Elliott said she recently attended Redevelopment Ready Community (RRC) training and said that RRC status would improve funding possibilities for projects downtown. Elliott said that having a downtown master plan is one of the most important aspects for Redevelopment Ready Communities.

Chairman Covington thanked the Department of Municipal Services for their continued hard work improving Kellogg Park.

6. OLD BUSINESS

- A. Strategic plan update

Executive Director Bruscato gave an update on items on the DDA's Strategic Plan.

Chairman Covington said he hopes to meet with the Wilcox Foundation soon relating to the proposed Kellogg Park Fountain project.

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B. Budget approval resolution

RESOLUTION

ADOPTION OF THE 2019-2020 BUDGET

The following was moved by Vice Chair Pollard and seconded by Director Foess.

- WHEREAS the 2019 – 2020 DDA Budget has been presented by the DDA Director to the Plymouth City Commission for approval and adoption, and
- WHEREAS the City Commission at its April 15 approved of the DDA budget, in accordance with state law, as part of the overall city budget, and
- WHEREAS the next step is formal approval by the DDA Board to show its support of the 2019-2020 fiscal year budget,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby adopt the budget as attached for the fiscal year beginning July 1, 2019:

MOTION CARRIES 6-0

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C. DDA Master Plan timeline

Executive Director Bruscato reviewed the DDA Master Plan timeline.

Chairman Covington said that the attached survey gives board members the opportunity to give their input on developing the master plan. Chairman Covington asked that survey results be revealed at the June DDA Board meeting.

7. NEW BUSINESS

A. Tree light expenditure resolution

Director Elliott asked if Holiday Tree Light program would need an increase in funding or decrease in funding moving forward.

Executive Director Bruscato said that once all of the downtown light are replaced with the new style lights they should last much longer.

Director Elliott asked if the DDA Board should consider reducing the amount of time the lights are on.

Director Yaquinto explained that the DDA Board had previously voted to expand the holiday tree lighting program from a holiday season program to a year round venture. Director Yaquinto said the lights are great for the downtown and \$20,000 yearly is a good investment to keep downtown looking beautiful year round.

Vice Chair Pollard said she agreed that the holiday light make the downtown look great year round, but there may be potential for alternative ways to fund the program.

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RESOLUTION

The following Resolution was offered by Director Yaquinto and seconded by Director Elliott.

- WHEREAS The Downtown Development Authority Board has made it a priority to improve the aesthetics of Downtown with holiday lights in the downtown trees to improve the look and feel of Downtown, and
- WHEREAS The Downtown Development Authority Board of Directors allocated \$20,000 in the 2018-19 budget to maintain and replace the holiday tree lights in Downtown Plymouth, and
- WHEREAS DDA Staff and contractor Holiday Lighting Service have identified Main Street as a priority maintenance and replacement of holiday tree lights, and
- WHEREAS The Downtown Development Authority Board is required to authorize all expenditures over \$5,000,

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby authorizes up to \$10,000 as payment to Holiday Lighting Service for the spring 2019 installation of new tree lights and maintenance of current lights along Main Street. Funding for this effort is authorized from account # 248.820.933.000.

MOTION CARRIES 6-0

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8. REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

Executive Director Bruscato gave an update on expenditures and revenues relating to the Saxton's property.

9. ADJOURNMENT

Director Pollard made a motion seconded by Director Rieli to adjourn the DDA Regular Meeting.

MOTION PASSED 6-0

Meeting adjourned at 7:39 p.m.