

Monday, March 11, 2019 Regular Meeting Minutes



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

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DOWNTOWN DEVELOPMENT AUTHORITY

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Meeting called to order at 7:00 p.m. by Vice Chairperson Kerri Pollard

1. ROLL CALL

MEMBERS PRESENT:

Kerri Pollard, Vice Chairperson  
Oliver Wolcott, Mayor  
Ellen Elliott  
Maura Hynes  
Dan Johnson  
Robert Parent  
Brent Rieli

MEMBERS ABSENT:

Adam Covington, Chairperson  
Frank Yaquinto

OTHERS PRESENT:

Suzi Deal, Mayor Pro Tem  
Paul Sincock, City Manager  
Tony Bruscato, DDA Executive Director  
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS: NONE

3. BOARD COMMENTS: NONE

4. APPROVAL OF AGENDA:

A motion was made by Director Elliott and seconded by Director Johnson to approve the 3-11-2019 Regular Meeting Agenda.

MOTION PASSED 7-0.

5. APPROVAL OF MINUTES:

a. Regular Meeting Minutes 1-14-2019

A motion was made by Mayor Wolcott and seconded by Director Rieli to approve the 1-4-2019 Regular Meeting Minutes.

MOTION PASSED 7-0.

b. Joint City Commission/DDA Board Closed Session Minutes 2-18-2019

A motion was made by Director Elliott and seconded by Director Johnson to approve the 2-18-2019 Joint City Commission/DDA Board Closed Session Minutes.

MOTION PASSED 7-0.

6. OLD BUSINESS NONE

7. NEW BUSINESS

a. DDA Master Plan recommendation

DDA Executive Director Tony Bruscato explained the DDA Master Plan proposal submitted by Wade Trim.

Director Elliott said she spoke with Shawn Keough from Wade Trim directly and fully endorses the plan.

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**RESOLUTION**

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

- WHEREAS* The DDA in 2018 set a number of Strategic Goals that are short, medium and long term goals for the future of Downtown Plymouth, and
- WHEREAS* In order to determine the cost of each goal, as well as determine a prioritized list of which is more critical to the continued success of Downtown Plymouth, and
- WHEREAS* City engineer Wade Trim of Taylor, MI, has the resources, expertise and knowledge in putting together a Master Plan to help the DDA Board of Directors move in an appropriate direction to fulfill the Strategic Goals,

*NOW THEREFORE BE IT RESOLVED THAT* the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize Wade Tim to conduct a Master Plan for Downtown Plymouth, with the cost not-to-exceed \$49,000...with the funds to be taken from the \$123,000 budgeted contingency fund, Acct. No. 248290 962 000 to the contractual services fund, Acct. No. 248 290 818 000.

MOTION PASSED 7-0.

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### 8. REPORTS AND CORRESPONDENCE

#### a. Saxton's Expenditure Report

DDA Executive Director Tony Bruscato updated the DDA Board on Saxton's Expenditures for January and February of 2019.

#### b. Strategic Plan Update

DDA Executive Director Tony Bruscato updated the Board on items relating to the DDA Strategic Plan.

Director Ellen Elliott asked when the DDA Board would see a proposal for a Kellogg Park Master Plan.

City Manager Paul Sincock said administration will work with Wade Trim to develop the Kellogg Park Master Plan proposal.

DDA Director Bruscato said DDA Staff will have an update on DMS spring improvements planned for Kellogg Park.

#### c. Sushi Fest information

Mayor Oliver Wolcott said that City Commission wanted comments from the DDA Board before approving the proposed new event.

Vice Chair Pollard asked about potential road closures related to the event.

City Manager Sincock said the only planned closure on Penniman near the Penn Theatre.

Director Elliott said she is concerned about the fish smell in dumpsters and is concerned about the number of new events downtown after Fall Festival.

Director Johnson said that his business has fatigue on Friday night events coming off the Music in the Air concert season.

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9. ADJOURNMENT

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

MOTION PASSED 7-0

Meeting adjourned at 7:44 p.m.