

Monday, April 8, 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
Maura Hynes
Robert Parent
Brent Rieli
Frank Yaquinto

MEMBERS ABSENT:

Oliver Wolcott, Mayor
Dan Johnson

OTHERS PRESENT:

Tony Bruscato, DDA Director
Sam Plymale, DDA Coordinator

Monday, April 8, 2019 Regular Meeting Minutes

2. CITIZEN COMMENTS: NONE

3. APPROVAL OF MINUTES:

A. Regular Meeting Minutes 3-11-2019

A motion was made by Director Parent and seconded by Director Hynes to approve the 3-11-2019 Regular Meeting Minutes.

MOTION PASSED 7-0.

4. APPROVAL OF AGENDA:

Chairman Covington recommended an amendment to the agenda by removing 7A Westborn Market Michigan Downtown Association Award Presentation. Representatives from Westborn Market were not able to make the meeting. A motion was made by Director Rieli and seconded by Director Hynes to approve the 4-8-2019 Regular Meeting Agenda.

MOTION PASSED 7-0.

5. BOARD COMMENTS

Chairman Covington welcomed new DDA Board members Daniel Farmer and Scott Foess.

Director Elliott said she appreciated the weekly staff updates to the board. Elliott said that she has concerns on how tent stakes driven in the ground for the Kona Run events are impacting tree roots in 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 appreciated the Department of Municipal Services quick response to his concerns about the condition of Kellogg Park. Chairman Covington said he has significant concerns about Kellogg Park and said the park upgrades are needed soon.

7. NEW BUSINESS

Monday, April 8, 2019 Regular Meeting Minutes

B. Saxton's Letter of Intent Resolution

Executive Director Bruscato explained the Letter of Intent sent from F5 Holdings, LLC to the City of Plymouth.

Chairman Covington said the Letter of Intent gives F5 Holdings 120 days to conduct their due diligence prior to an official sale.

Director Bruscato explained that any money gained from the sale of the property must be used for parking purposes.

Monday, April 8, 2019 Regular Meeting Minutes

R E S O L U T I O N

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

WHEREAS The City of Plymouth owns certain properties that is commonly known as the Saxton's property, and

WHEREAS The City purchased this property with the intent of providing additional public parking and to ensure that the future development of the site would provide an appropriate entrance to the downtown area, and

WHEREAS The City has received a Letter of Intent from F5 Holdings, LLC which sets forth the general terms of a potential transaction involving the sale and development of this property.

NOW THEREFORE BE IT RESOLVED THAT the DDA Board of the City of Plymouth does hereby accepts the Letter of Intent from F5 Holdings, LLC as presented and further authorizes the Mayor of the City of Plymouth to sign the Letter of Intent on behalf of the City of Plymouth.

BE IT FURTHER RESOLVED THAT the DDA Board supports the efforts by the City Commission and City administration to move forward with a potential sale of the Saxton's property.

MOTION CARRIED 7-0.

Monday, April 8, 2019 Regular Meeting Minutes

C. 2019-2020 Budget Review

Executive Director Bruscato detailed the proposed 2019-2020 DDA Budget. Bruscato explained that the DDA Budget must now be approved first by the City Commission under new State of Michigan guidelines.

Director Hynes asked if the DDA could pay off the Saxton's bond early to save on interest.

Vice Chair Pollard asked for more information about parking ticket fine allocation.

Executive Director Bruscato said staff would look into both the Saxton's bond question and the ticket fine allocation.

8. REPORTS AND CORRESPONDENCE

A. Michigan Tax Increment Financing Information

Executive Director Bruscato detailed new legislation changes relating to DDAs.

B. DDA Master Plan Update

Executive Director Bruscato detailed an update on the DDA Master Plan sent by Wade Trim Engineer Shawn Keough.

C. Saxton's Expenditure Report

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

9. ADJOURNMENT

Vice Chair Pollard made a motion seconded by Director Yaquinto to adjourn the DDA Regular Meeting.

MOTION PASSED 7-0

Meeting adjourned at 7:50 p.m.