

Monday, July 8, 2019 Regular Meeting Minutes

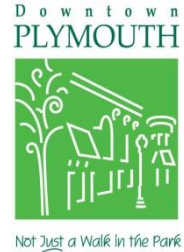


**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Monday, July 8, 2019
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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
Daniel Farmer
Scott Foess
Maura Hynes
Frank Yaquinto

MEMBERS ABSENT:

Oliver Wolcott, Mayor
Dan Johnson
Robert Parent
Brent Rieli

OTHERS PRESENT:

Suzi Deal, City Commissioner
Ed Krol, City Commissioner
Tony Sebastian, City Commissioner
Paul Sincock, City Manager
Tony Bruscato, DDA Executive Director
Sam Plymale, DDA Coordinator

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Shawn Keough, Wade Trim
Adam Young, Wade Trim

2. CITIZEN COMMENTS:

Resident Ed Walton asked if pedestrian crosswalk signals had been removed from Harvey and Penniman.

City Manager Paul Sincock said there have never been crosswalk signals at that intersection, but the DDA has identified the potential need for crosswalk signals in the DDA five year strategic plan.

3. APPROVAL OF MINUTES:

A. Regular Meeting Minutes 6-10-2019

A motion was made by Vice Chair Pollard and seconded by Director Hynes to approve the 6-10-2019 Regular Meeting Minutes.

MOTION PASSED 7-0.

4. APPROVAL OF AGENDA:

A motion was made by Vice Chair Pollard and seconded by Director Elliott to approve the 7-8-2019 Regular Meeting Agenda.

MOTION PASSED 7-0.

5. BOARD COMMENTS:

Chairman Covington thanked DDA and City Staff who created social media posts relating to the events around the Independence Day holiday.

6. OLD BUSINESS

A. Strategic plan update

Executive Director Bruscato gave an update on items on the DDA's Strategic Plan. Bruscato said there is a Committee of the Whole meeting scheduled for Monday, July 15 at 6 p.m. at Plymouth City Hall relating to paid parking.

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Chairman Covington said he would like to have the DDA Finance Subcommittee in place by the fall of 2019.

B. DDA Master Plan Update

Wade Trim representatives Shawn Keough and Adam Young presented information currently gathered relating to the DDA Master Plan being developed. Information presented included asset mapping and condition assessment of sidewalks, street curbs, public parking, streetscape elements, street trees and results from a recent DDA Master Plan Questionnaire. DDA Board Members discussed the information presented by Wade Trim.

Wade Trim presented a project prioritization sheet to be filled out by DDA Board Members. Chairman Covington said DDA Board Members should return the worksheet to Wade Trim in one week.

C. Kellogg Park Master Plan

Wade Trim representatives Shawn Keough and Adam Young presented a proposal for a Kellogg Park Master Plan.

DDA Board Members discussed the proposal.

Director Elliott said that portions of steps 1-4 in the proposal have been completed over the past few years including public comments on Kellogg Park. Director Elliott said that \$130,000 has been spent on planning for Kellogg Park improvements, spending more seems redundant.

Chairman Covington asked Shawn Keough from Wade Trim if there were ways to cut costs.

Keough said that the DDA Board could separate parts 3 and 4 from the rest of the proposal.

~~Director Elliot said that she could provide information to cut steps 1 and 2 in the proposal.~~

~~City Manager Sincock said administration could provide a report detailing some known details relating to steps 1 and 2 including event details and public comment information.~~

AMENDED:

Director Elliott said that she could provide a report to cut steps 1 and 2 in the proposal

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City Manager Sincock agreed that the information was readily available.

[City Manager Sincock said staff would provide information relating to steps 1 and 2 of the proposal.]

Resident Dave Rucinski said the park and the fountain should reflect the desires of City of Plymouth residents and that soil and trees should be the focus of the study.

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RESOLUTION

The following resolution was offered by Director Yaquinto and seconded by Director Farmer.

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 Kellogg Park, 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, and

WHEREAS Wade Trim has offered a proposal for a Kellogg Park Master Plan, and

WHEREAS The DDA Boards accept steps 3 and 4 only of the Wade Trim Kellogg Park Master Plan proposal. These steps include an evaluation of Kellogg Park's natural and built features, and an evaluation of Kellogg Park's utility systems with the cost of the evaluation not to exceed \$12,300.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize Wade Tim to conduct steps 3 and 4 of the proposed Master Plan for Kellogg Park, with the cost not-to-exceed \$12,300. The scope of work is to include an evaluation of Kellogg Park's natural and built features and an evaluation of Kellogg Park's utility systems...with the funds to be taken from the \$123,915 budgeted contingency fund, Acct. No. 248 290 962 000 to the contractual services fund, Acct. No. 248 290 818 000.

MOTION PASSED 7-0

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7. REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

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

B. City Commission Downtown Approvals

DDA Executive Director Bruscato explained approvals relating to Downtown Plymouth from last week's City Commission meeting.

Vice Chair Pollard said new discussions need to be had relating to payment in lieu of parking for new developments.

Director Elliott said discussions relating to payment in lieu of parking are planned for the Planning Commission.

Chairman Covington said the City Commission discussed the issue briefly at last Monday's meeting.

8. ADJOURNMENT

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

MOTION PASSED 7-0

Meeting adjourned at 9:54 p.m.