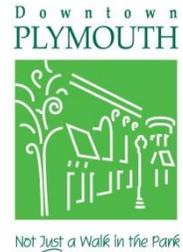


Thursday, April 14, 2016 Meeting Minutes



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

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, April 14, 2016
Regular Meeting Minutes

Meeting called to order at 7:00 p.m. by Vice Chairperson Lindsey Lebovitz.

1. ROLL CALL

MEMBERS PRESENT:

Lindsey Lebovitz, Vice Chair
Dan Dwyer, Mayor
Dan Amos
Paul DePalma
Jim Frisbie
Kerri Pollard
Jason Smith

MEMBERS ABSENT:

Oliver Wolcott, Chairperson
Penny Flury
Dan Johnson
Bob Parent
Michele Potter
Frank Yaquinto

OTHERS PRESENT:

Paul Sincock, Plymouth City Manager
Tony Bruscatto, DDA Director
Sam Plymale, DDA Coordinator
Ben Johnson, DDA Intern

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2. CITIZEN COMMENTS:

DDA Staff Intern Ben Johnson thanked the DDA Board and Staff for a fulfilling experience working with the Plymouth DDA. Johnson's term ends the first week of May.

3. BOARD COMMENTS: NONE

4. APPROVAL OF AGENDA:

A motion was made by Mayor Dwyer and seconded by Director Smith to approve the April 14, 2016 regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

- a. A motion was made by Mayor Dwyer and seconded by Director DePalma to approve the March 10, 2016 regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

6. OLD BUSINESS

- a. DDA 2016 goals update

Staff Director Bruscato gave an update on the 2016 DDA Goals.

Bruscato said that DDA Staff received the signed lease with Royalty Seats. Royalty Seats is signed on to remain a tenant for the next year.

Bruscato said that crews will be coming to fix the broken tree lights over the next couple weeks.

Mayor Dwyer said that the committee responsible for 2017 Plymouth anniversary planning should discuss the potential of adding tree lights in Kellogg Park.

Bruscato said that the city is looking at potentially using some street bond money to make upgrades to the alleys commonly known as Fleet St and Fleet St South.

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Bruscato said DDA Staff is currently working on fundraising opportunities for the potential Kellogg Park fountain upgrade project.

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b. Parking deck emergency repairs payment

RESOLUTION

The following Resolution was offered by Director Frisbie and seconded by Director Smith.

WHEREAS The Downtown Development Authority Board has made it a priority to keep the Central Parking Deck operational by conducting annual repairs and maintenance, and

WHEREAS The Downtown Development Authority Board of Directors allocated up to \$50,000 in the capital outlay/parking deck account 405.290.977.813 in the 2015-16 budget for maintenance and repairs, and

WHEREAS RAM Construction has inspected the central parking deck and recommended emergency repairs, including concrete replacement along a main joint on the western side of the Central Parking Deck.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby authorizes \$27,400 for emergency repairs to the central parking deck, plus the standard 10-percent contingency, to complete the repairs. Funding for this effort is authorized from account # 405.290.977.813.

MOTION PASSED UNANIMOUSLY

7. NEW BUSINESS

a. Third quarter budget amendment

DDA Staff Director Bruscato explained potential needed amendments to the 2015-2016 budget. ****See April agenda for details*

RESOLUTION

The following was moved by Director Dwyer and seconded by Director Amos.

WHEREAS, the 2015 – 2016 DDA Budget was presented by the DDA Director to the DDA Board of Directors on May 20, 2015, and was reviewed and adopted by the Board at that meeting and subsequently by the City Commission in June of 2015, and

WHEREAS, overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget, and

WHEREAS, adoption of an annual budget by the DDA Board is required under state statute with subsequent forwarding to the City Commission for recommended approval and incorporation into the City’s annual budget;

NOW THEREFORE BE IT RESOLVED, that the 2015-2016 DDA Budget is hereby amended as indicated in the attached summary of proposed budget amendments which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the 2015 – 2016 DDA budget is hereby recommended and forwarded to the City Commission for inclusion in the Amended City Budget for fiscal year 2015 – 2016.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective April 15, 2016.

MOTION PASSED UNANIMOUSLY

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b. 2016 DDA budget resolution

Staff Director Bruscato explained details in the 2016-17 budget. ** See April Agenda for details.*

Director Frisbie asked about Blue Cross Blue Shield of Michigan leaving as the presenting sponsor of the Music in the Air concert series. Bruscato said that won't be happening until 2017.

Director Frisbie wanted clarification from staff about the whether the DDA funded police officer worked downtown. Staff Director Bruscato said that the officer specifically patrols the downtown area Thursday-Saturday from 3 p.m.-3 a.m.

Mayor Dwyer asked about the temporary and part time employee lines. Staff Director Bruscato explained that the part time line covers DDA coordinator Sam Plymale. The temporary line covers the DDA watering laborer and a potential new DMS worker focusing on keeping downtown clean.

RESOLUTION

ADOPTION OF THE 2016-17 BUDGET

The following was moved by Mayor Dwyer and seconded by Director DePalma.

WHEREAS the 2016 – 2017 DDA Budget has been presented by the DDA Director to the DDA Board of Directors on April 14, 2016, and was reviewed by the Board at that meeting, and

WHEREAS modifications, if any, have been made to the proposed budget at this meeting after a review based on the projected revenues and the DDA Board’s priorities for various programs and projects, and

WHEREAS adoption of an annual budget by the DDA Board is required under state statute with subsequent forwarding to the City Commission for recommended approval and incorporation into the City’s annual 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, 2016:

BE IT FURTHER RESOLVED THAT the 2016 – 2017 DDA budget is hereby recommended and forwarded to the City Commission for inclusion in the City budget for fiscal year 2016 – 2017.

MOTION PASSED UNANIMOUSLY

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c. 2011 Parking Study discussion

Vice Chairperson Lebovitz said she feels that it is not worth spending DDA funds on another parking study as things constantly are changing downtown.

Director Frisbie said that on page 7 of the study it shows that there are approximately 950 public spaces and approximately 1400 private spaces. The study recommends establishing private public partnerships on the private spaces. Director Frisbie said that the DDA has made several attempts at these partnerships and none have been successful. The study shows only a parking space surplus on the private lots. The public lots all show a significant parking space deficit.

Director Frisbie also indicated the study was conducted on one day and that a new study should span multiple days. Frisbie said a number of big steps are needed, but the DDA currently doesn't know just how big those steps should be.

Director Pollard said when looking at only the public parking areas downtown, there is a large known deficit.

Mayor Dwyer said that he doesn't feel as though the DDA should spend taxpayer money on another study when we know the need for more public parking is as great as it is. Mayor Dwyer said that the need for more parking will only increase as Westborn Market opens. Any potential new study should be done after the opening of Westborn Market. Parking could be at even more of a premium if another establishment opens in one of the current vacancies.

Mayor Dwyer believes any vote on a new parking study should be conducted at a future meeting when more DDA Board members can have input.

DDA Board members agreed to table a vote on the subject until the next DDA meeting.

8. Reports and Correspondence

a. MDA Workshop

Staff Director Bruscato said that the Michigan Downtown Association's quarterly workshop will be held at PARC this Friday in downtown Plymouth. More than 100 DDA directors and other staff from across the state of Michigan are gathering in Plymouth to discuss challenges and efforts of downtowns in Michigan. Bruscato said that the Plymouth DDA staff was excited to showcase Plymouth to the MDA

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members.

9. Adjournment

Mayor Dwyer made a motion to adjourn the meeting. Director Frisbie seconded the motion. MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:36 p.m.