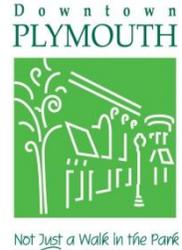


Thursday, September 8, 2016 Meeting Minutes



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY**



MEETING MINUTES

831 Penniman, Plymouth, MI 48170
Ph (734) 455-1453 Fax (734) 459-5792
<http://www.downtownplymouth.org>

CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

Thursday, September 8, 2016
Regular Meeting Minutes

Meeting called to order at 7:00 p.m. by Chairperson Oliver Wolcott.

1. ROLL CALL

MEMBERS PRESENT:

Oliver Wolcott, Chairperson
Dan Amos
Paul DePalma
Penny Flury
Jim Frisbie
Dan Johnson
Kerri Pollard
Michele Potter
Jason Smith
Frank Yaquinto

MEMBERS ABSENT:

Lindsey Lebovitz, Vice Chair
Dan Dwyer, Mayor
Robert Parent

OTHERS PRESENT:

Tony Bruscato, DDA Director
Sam Plymale, DDA Coordinator

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Wes Graff, Plymouth Community Chamber of Commerce
Doug Wallace, Plymouth Community Chamber of Commerce
Ellen Elliott, Penn Theatre
Joe Elliott, resident
Kevin Roose, Roose Animal Hospital
Warren Stobbe, Bella Mia
Bill Lawton, Community Financial Credit Union
Greg Haddy, resident
Jason Findlan, resident

2. CITIZEN COMMENTS:

Resident Jason Findlan said that he believes that moving the location for the new fountain is a bad idea.

Resident Greg Haddy said that he also thinks there is no need to move the location of the fountain. Haddy also said that the project shouldn't include the removal of trees.

3. BOARD COMMENTS:

Director Yaquinto said that the DDA Staff should be commended for the communication on the Fleet St. construction project.

4. APPROVAL OF AGENDA:

Director Frisbie said that the DDA Goals standing item (6a) and a standing item for a Paid Parking update (6d) needs to be added to the agenda.

A motion was made by Director Potter and seconded by DePalma to approve the September 8, 2016 amended regular meeting agenda.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES:

- a. A motion was made by Director Smith and seconded by Director Frisbie to approve the August 11, 2016, regular meeting minutes.

MOTION CARRIED UNANIMOUSLY

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6. OLD BUSINESS

a. DDA 2016 goals update

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

Saxton's Property - Bruscato said that the Saxton's RFP Subcommittee would be meeting on September 9 to have initial review of the submitted proposals.

Director Frisbie asked if the DDA had a specific subcommittee to address the proposals.

Chairman Wolcott said that that subcommittee would likely be determined at the next DDA meeting.

Bruscato said that the parking lot would be restriped later this month. Bruscato also said that DDA Staff has had a garbage disposal repaired at Apartment B.

Tree Lights – Bruscato said minor repairs would begin this fall.

Director Yaquinto said that the DDA should make sure that there is regular maintenance of the tree lights.

Parking Lot/Alley Improvements – Bruscato said that construction on Fleet St. is underway. Bruscato said that businesses that use the Fleet St. garbage receptacles would need to use the two rollaway dumpsters throughout the construction process.

Kellogg Park Fountain Upgrades – Bruscato said that DDA staff has received a preliminary look at new renderings of the park and fountain.

Chairman Wolcott said it is time for DDA Staff to schedule a second public meeting on the fountain design. Wolcott said that the DDA is looking to have a phased approach for trees that need to be removed.

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b. Parking Enforcement Hours

Ellen Elliott, Penn Theatre, said that the 2 Hour time limit parking spaces have been rendered useless with the enforcement change to 11 p.m.

Greg Haddy, resident, said that changing time enforcement to 9 p.m. end time seems like a good compromise.

Director Johnson said that the hiring of the 2nd night time enforcement officer is the reason the employees have moved from the parking deck. The late night time change has only hurt business.

Director Potter said it may be time to look more creatively at hour changes to appease customers and keep employees in the outer lots. Potter said that changing some time limits to 4 hour parking could accomplish this.

Chairman Wolcott said that 9 p.m. could be a short term happy medium while the DDA and Parking Committee keeps looking at creative solutions.

Director Smith said that as a resident he always stays downtown more than two hours when he visits. The DDA should look at a different weekend strategy.

Yaquinto said that he would hate to see employees move back in, but he thinks that the DDA should return to 8 p.m. enforcement.

Staff Director Bruscato said that employees will return to parking in the deck if the enforcement time is moved back to 8 p.m.

Joe Elliot, resident, said that he had never seen an enforcement officer at 8 p.m. before the recent time change.

Warren Stobbe, Bella Mia, said that the goal shouldn't be to get turnover of the parking spaces, but to allow people to park and stay longer.

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RESOLUTION

*The following resolution was offered by Director Potter and
Seconded by Director Frisbie.*

- WHEREAS Downtown parking has become a significant problem in the district which continues to grow, and the Downtown Development Authority has indicated that alleviating downtown parking problems is a high priority to keep downtown vibrant, and*
- WHEREAS One of the strategies to improve the availability of downtown parking is increased enforcement in municipal lots and on-street parking,*
- WHEREAS The City Commission approved the increase in enforcement from 8 p.m. to 11 p.m. Monday through Saturday, and*
- WHEREAS Some DDA Board members and merchants have expressed concern that 11 p.m. is a deterrent to long-term visits downtown,*

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board recommends to the City Commission that enforcement of parking in Downtown Plymouth be restricted from 8 a.m. to 10 p.m. Monday through Friday.

MOTION FAILED 1-8.

YES

Potter

NO

Amos
DePalma
Flury
Frisbie
Johnson
Pollard
Smith
Yaquinto

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RESOLUTION

*The following resolution was offered by Director Smith and
Seconded by Director DePalma.*

WHEREAS Downtown parking has become a significant problem in the district which continues to grow, and the Downtown Development Authority has indicated that alleviating downtown parking problems is a high priority to keep downtown vibrant, and

WHEREAS One of the strategies to improve the availability of downtown parking is increased enforcement in municipal lots and on-street parking,

WHEREAS The City Commission approved the increase in enforcement from 8 p.m. to 11 p.m. Monday through Saturday, and

WHEREAS Some DDA Board members and merchants have expressed concern that 11 p.m. is a deterrent to long-term visits downtown,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board recommends to the City Commission that enforcement of parking in Downtown Plymouth be restricted from 8 a.m. to 8 p.m. Monday through Friday.

MOTION PASSED 2-7.

YES

Amos
DePalma
Flury
Frisbie
Johnson
Smith
Yaquinto

NO

Pollard
Potter

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c. Wing St. Parking

Bill Lawton, Community Financial Credit Union, said that the spots on Wing Street between Forest and Harvey have not been widely used since the change to 2-hour parking. Lawton said that he would like to see a change back to 8-hour parking so it would keep people parking on that side of the downtown from parking in the residential areas.

Director Amos said that it is important to keep certain on-street spots short term parking for those looking to pick up lunch or those spending shorter periods of time downtown.

Director Pollard said that the last time there was a vote on this issue, it wasn't known how the spots had been affected by the change to 2 hours. Pollard said that we should try to utilize all spots the best we can.

Jason Findlan, resident, said that the DDA should look at automated cars.

Warren Stobbe, Bella Mia, said that he doesn't like the idea of an employer requesting public parking specifically for his employees to use.

Director Yaquinto said if we can utilize Community Financial's parking lot for public parking at night, it would be worth the trade to allow for 8-hour parking on Wing Street. Yaquinto also said that it is important to add more 8-hour parking in that side of town with the city now enforcing short term parking in Denny Pennington's lot.

Chairman Wolcott said the DDA should not get in the habit of making time limit changes to isolated, specific areas.

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RESOLUTION

*The following resolution was offered by Director Flury and
Seconded by Director Johnson.*

WHEREAS, the On-Street Parking Committee comprised of members from several City of Plymouth departments reviewed and changed parking policies in downtown Plymouth, and

WHEREAS, the DDA Board recommended in November 2015 that on-street parking time limits on Wing St. between Union Street and Harvey Street be changed to 2 hour parking to better facilitate a rotation of parking for customers, and

WHEREAS, parking spaces on Wing Street between Union Street and Harvey Street were changed from 2-hour parking to 8-hour parking officially by the City Commission, and

WHEREAS, Community Financial Credit Union is asking for two-hour parking on Wing St. between Harvey and Forest revert back to 8-hour parking to allow for employees from parking in residential neighborhoods,

NOW THEREFORE BE IT RESOLVED, that the DDA Board recommends to the On-Street Parking Committee changing the parking time limits on Wing Street between Forest Ave. and Harvey Street to 8-hour parking.

MOTION PASSED 6-2.

YES
DePalma
Flury
Frisbie
Johnson
Pollard
Yaquinto

NO
Amos
Smith

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d. Paid Parking Update

Staff Director Bruscato said that staff is still in the process of gathering information for Rich & Associates for their final report.

7. New Business

a. Saxton's boiler replacement

Staff Director Bruscato explained DDA Staff's process in choosing a company to replace the boiler at the Saxton's property.

Director Frisbie asked about how long it would take to replace the boiler.

Bruscato said up to 4-6 weeks.

Director DePalma asked about why DDA Staff recommended Dunlap over the other companies.

Bruscato said that Dunlap provided the best warranty at five years, while the other companies only offered a one year warranty.

RESOLUTION

The following resolution was offered by Director Frisbie and seconded by Director Amos.

- WHEREAS The Downtown Development Authority Board purchased the Saxton's property which includes three businesses plus two apartments, and*
- WHEREAS The DDA is the property manager for the site and maintains upkeep of the facility, and*
- WHEREAS The DDA Staff collected \$16,211.14 on an insurance claim after the boiler malfunctioned, and*
- WHEREAS the boiler that services three businesses and two apartments is broken, leading to a needed replacement,*

NOW THEREFORE BE IT RESOLVED the DDA Board of Directors votes pay Dunlap AAA Service Network \$24,155.10 to replace the boiler. The funds will be paid from Acct. No. 248 445 818 000, Contractual Services for the Saxton's Property.

MOTION PASSED UNANIMOUSLY

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8. Reports and Correspondence

a. Part-time summer laborer

Staff Director Bruscato said that DDA Staff is considering adding a DDA part time laborer for summer months to concentrate on keeping the downtown area clean and tidy.

b. Saxton's expenditure tab

Staff Director Bruscato updated the DDA Board on monthly costs at the Saxton's property.

c. 150th Plymouth celebration

Chairman Wolcott gave an update on the city's 150th anniversary celebration planed for next summer. Wolcott said that more details would be made after the second public meeting concerning the fountain and park design.

9. Chairman Wolcott made a motion to adjourn the meeting, seconded by Director Yaquinto.

MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 8:45 p.m.