

Monday, June 10, 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
Oliver Wolcott, Mayor
Ellen Elliott
Daniel Farmer
Scott Foess
Dan Johnson
Maura Hynes
Robert Parent
Brent Rieli

MEMBERS ABSENT:

Frank Yaquinto

OTHERS PRESENT:

Paul Sincock, City Manager
John Scanlon, Finance Director
Tony Bruscato, DDA Executive Director
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS: NONE

3. APPROVAL OF MINUTES:

A. Regular Meeting Minutes 5-13-2019

A motion was made by Vice Chair Pollard and seconded by Director Elliott to approve the 5-13-2019 Regular Meeting Minutes.

MOTION PASSED 10-0.

4. APPROVAL OF AGENDA:

Chairman Covington proposed amending the agenda by adding 6C, DDA Master Plan update.

A motion was made by Director Elliott and seconded by Director Johnson to approve the amended 6-10-2019 Regular Meeting Agenda.

MOTION PASSED 10-0.

5. BOARD COMMENTS:

Mayor Wolcott thanked the Department of Municipal Services for their hard work making downtown look great.

Chairman Covington said he loved seeing downtown so active during last week's events.

6. OLD BUSINESS

A. Strategic plan update

Executive Director Bruscato gave an update on items on the DDA's Strategic Plan.

B. Kellogg Park Master Plan

Chairman Covington said the draft of the Kellogg Park Plan proposal is provided in the agenda packet and he wanted DDA Board Members to have input before finalizing. Chairman Covington said Shawn Keough from Wade Trim will present a finalized proposal at the July 2019 DDA meeting.

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Chairman Covington said that he and the Mayor met with the Wilcox Foundation and that they are comfortable with the plan moving forward.

Director Elliott asked if the fountain design will be looked at again.

Mayor Wolcott said design work for a new fountain is complete.

Resident Denise Burrows said residents want green space as the focus for any changes to Kellogg Park. Burrows said she hopes Plymouth citizens meetings will be held to gather input for any potential changes.

Resident Dave Rucinski said there are three elements that should be included in the Kellogg Park Master Plan proposal; design, turf and trees.

C. DDA Master Plan update

DDA Executive Director Bruscato gave an update on the progress of the DDA Master Plan.

DDA Chairman Covington asked DDA Board Members to complete the Master Plan survey. Chairman Covington said he expected Wade Trim to have the asset portion of the plan completed and presented to the DDA Board at the July meeting.

7. NEW BUSINESS

A. Tree light expenditure resolution

Director Rieli asked for a clarification on the spending over two fiscal years.

Chairman Covington said the repairs and replacement were being completed over this summer, with the expenditures being split over the two fiscal years.

Executive Director Bruscato said that two additional trees on Penniman will get new holiday lights in a partnership with Ron Myer.

Mayor Wolcott said that the Department of Municipal Services has adjusted the timer to have the lights come on at dusk as requested at the last DDA Board Meeting.

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RESOLUTION

The following Resolution was offered by Director Parent and seconded by Mayor Wolcott.

- WHEREAS The Downtown Development Authority Board has made it a priority to improve the aesthetics of Downtown with holiday lights in the downtown trees to improve the look and feel of Downtown, and
- WHEREAS The Downtown Development Authority Board of Directors allocated \$20,000 in the 2019-20 budget to maintain and replace the holiday tree lights in Downtown Plymouth, and
- WHEREAS DDA Staff and contractor Holiday Lighting Service have identified Ann Arbor Tr. and Penniman as a priority maintenance and replacement of holiday tree lights during the 2019-20 fiscal year, and
- WHEREAS The Downtown Development Authority Board is required to authorize all expenditures over \$5,000,

NOW THEREFORE BE IT RESOLVED THAT as of July 1, 2019, the Downtown Development Authority Board hereby authorizes up to \$20,000 as payment to Holiday Lighting Service for the summer 2019 installation of new tree lights and maintenance of current lights along Ann Arbor Tr. and Penniman. Funding for this effort is authorized from account # 248.820.933.000.

MOTION CARRIES 10-0.

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B. "Music in the Air" concert payment resolution

Mayor Wolcott commended DDA Staff, JAG Entertainment and DMS Staff for the great work putting together the concerts on Friday nights.

Director Elliott said that James Gietzen with JAG Entertainment does an incredible job with this event and others such as Fall Festival and Ice Festival. Elliott said she has heard many complaints about the early setup of chairs in the park.

Director Foess said DDA Staff has been doing a great job promoting the events on social media.

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RESOLUTION

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

- WHEREAS The Downtown Development Authority Board of Directors desires to continue the Friday Night "Music in the Air" concert series, and
- WHEREAS JAG Entertainment is contracted to provide booking of the performers, sound equipment, engineering and stage management, and
- WHEREAS The cost of the performers, sound equipment, engineering and management for the 2019 season is \$38,978, and
- WHEREAS DDA Staff has procured sponsorships to cover the cost of the entire 2019 Music in the Air concert series, and
- WHEREAS The Downtown Development Authority Board is required to authorize all expenditures over \$5,000,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors authorize the payment of \$38,978 to JAG Entertainment for the booking of performers, sound equipment, engineering and stage management for the 2019 Music in the Air concert series. The expenditure will be taken from account number 248.811.794.000.

MOTION CARRIES 10-0

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C. Michigan Phil concert expenditure resolution

RESOLUTION

The following Resolution was offered by Vice Chair Pollard and seconded by Director Parent.

WHEREAS The Downtown Development Authority Board of Directors desires to continue the Michigan Philharmonic “An American Salute” concert in 2019, and

WHEREAS The cost to have the Michigan Philharmonic perform in Kellogg Park is \$7,500, and

WHEREAS DDA Staff has procured a grant from The Wilcox Foundation to cover the cost of the “An American Salute” concert and related City services, and

WHEREAS The Downtown Development Authority Board is required to authorize all expenditures over \$5,000,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors authorize the payment of \$7,500 to the Michigan Philharmonic as its share of The Wilcox Foundation grant to perform the 2019 “An American Salute” concert. The expenditure will be taken from account number 248.811.794.000.

MOTION CARRIES 10-0

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D. Third quarter budget amendments

RESOLUTION

The following resolution was offered by Director Johnson and Seconded by Mayor Wolcott.

WHEREAS, actual patterns of departmental expenditures occur differently than originally projected in the 2018-2019 DDA Budget as present to the DDA Board in March of 2018 and adopted by the City Commission in June of 2018; 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 2018-2019 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 City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective June 10, 2019.

MOTION CARRIES 10-0

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8. 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. MDA Report

Executive Director Bruscato updated the DDA Board on information from last month's Michigan Downtown Association conference.

Vice Chair Pollard said that A-Frame signs would improve business, but they currently aren't allowed downtown. Pollard said that the DDA and City should look into allowing these signs.

9. ADJOURNMENT

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

MOTION PASSED 10-0

Meeting adjourned at 7:52 p.m.