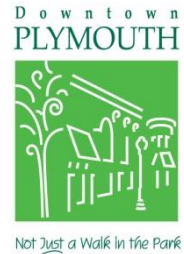


Monday, May 11, 2020 Regular Meeting Minutes



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

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CITY OF PLYMOUTH DOWNTOWN DEVELOPMENT AUTHORITY

Monday, May 11, 2020  
Online via Zoom.us  
Regular Meeting Minutes

Meeting called to order at 7:02 p.m. by Chairperson Adam Covington.

1. ROLL CALL

MEMBERS PRESENT:

Oliver Wolcott, Mayor  
Adam Covington, Chairperson  
Kerri Pollard, Vice Chairperson  
Ellen Elliott  
Scott Foess  
Maura Hynes  
Dan Johnson  
Andre Martinelli  
Patrick O'Neill  
Brent Rieli

MEMBERS ABSENT:

Daniel Farmer

OTHERS PRESENT:

Paul Sincock, City Manager  
Karen Sisolak, Planning Commission Chair  
Tony Bruscatto, DDA Executive Director  
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS: NONE

3. APPROVAL OF THE AGENDA:

A motion was made by Mayor Wolcott and seconded by Director Johnson to approve the 5-11-2020 Regular Meeting Agenda.

MOTION PASSED 10-0.

4. APPROVAL OF MEETING MINUTES:

A motion was made by Vice Chair Pollard and seconded by Director Elliott to approve the 4-13-2020 Regular Meeting Minutes.

MOTION PASSED 10-0.

5. BOARD COMMENTS:

Director Elliott thanked DDA staff for their work on business update information. Elliott said that the Redevelopment Ready Community program has a Transportation Alternatives initiative that may have value and urged Board Members to visit the SEMCOG website. Elliott said that there should be full compliance with parking requirements as it pertains to rooftop seating. Elliott said she sat in a meeting with Representative Matt Koleszar and the issue of patio expansion came up. Elliott said that DDA and City should look to allow the expansion of patios into the street. Elliott said she would like to hold a Zoom meeting with downtown business owners to share strategies to help each other.

Vice Chair Pollard said she would like to help facilitate a Zoom meeting with downtown business owners. Pollard thanked DDA staff for their regular updates.

City Manager Sincock said that City administration has been working on the potential expansion of restaurant patios and is waiting on some clarification from the State relating to liquor license issues.

DDA Executive Director Bruscato said he has been in discussion with City Commissioner Tony Sebastian and Representative Koleszar about the expansion of patios.

Mayor Wolcott said he is also involved with discussion at the State level about potential patio expansion. Mayor Wolcott welcomed new DDA Board Member Andre Martinelli to the DDA Board.

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Chairman Covington said the DDA Board is committed to listening to residents and business owners about plans for Kellogg Park.

### 6. OLD BUSINESS

#### A. DDA Master Plan Update – Road Diet rendering

DDA Executive Director Bruscato gave an update on Wade Trim’s work on the DDA Master Plan.

Director Elliott said she needed clarification on why the bike lanes appear to have narrowed from between five and six feet originally, to close to four feet on the latest rendering.

Vice Chair Pollard asked if a mid-block crosswalk was still under consideration.

Mayor Wolcott said the City Commission is still looking at costs for a potential mid-block crosswalk on Main Street outside the DDA boundaries.

Director Johnson said Ann Arbor is in the process of doing a road diet and has added bollards in between the bike lane and the vehicular lane.

Director Martinelli asked for clarification on whether there would be green paths in the transition areas between a dedicated bike lane and a sharrows area.

#### B. Strategic Plan Update

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

Chairman Covington said that Wade Trim is looking at updates to crosswalks at Ann Arbor Tr. and Main. Chairman Covington said he is encouraged with the feedback on the latest draft of the Kellogg Park Master Plan.

Executive Director Bruscato said that Wade Trim will get a copy of all the feedback before presenting the final plan. Bruscato said he will get a timeline from Wade Trim on the development of the final version of the Kellogg Park Master Plan for June’s meeting.

Chairman Covington said that when the DDA gets the Kellogg Park report, the plan will be examined by the Board to determine potential funding and feasibility of each piece of the

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plan.

Executive Bruscato said that when the new master plans are finalized, the Board will then work with city planner Sally Elmiger to develop an update to the DDA Strategic Plan.

Mayor Wolcott said the City and Wilcox Foundation remain committed to the Kellogg Park Fountain Project for spring of 2021.

Director Elliott said she has concerns that the citizens are not being listened to and the latest draft of the Kellogg Park Master Plan did not reflect what the citizens are asking for. Elliott hopes the next version will better reflect citizen comments. Elliott said the Board must be mindful of potential costs of projects in the new master plans. Elliott said that directional parking should be uniform across the City and not changed in just one area.

Chairman Covington said that consultants are paid to stretch ideas and get people out of their comfort zone. Chairman Covington said he thinks this is happening and hopes Wade Trim's final plans will reflect the citizen feedback.

Resident David Walls is concerned that the Main Street road diet could increase traffic on Harvey.

Resident Dave Rucinski said he wanted to see the letter sent to administration by Wade Trim on citizen feedback and wanted all the citizen feedback to be released publicly.

Resident Denise Burrows said she would like to see a spreadsheet breaking down citizen feedback on items within the Kellogg Park plan. Burrows said she is worried about bike lanes at the Ann Arbor Tr. and Main intersection.

Resident Jan Dersey said she thinks the fountain construction should be done this year when events are cancelled due to COVID-19.

Chairman Covington said that many parts of the fabrication process of the new fountain are on hold due to the pandemic which has delayed construction.

Resident Bob McCausland said Kellogg Park is the essence of Plymouth and we should be cautious on making any changes.

### 7. NEW BUSINESS

#### A. Central Parking Deck - WGI Inspection Resolution

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Executive Director Bruscato explained the proposal from WGI to inspect the Central Parking Deck.

Director Johnson asked that the next round of renovations include improving lighting around the outside of the deck.

Director Elliott asked if the 2018 lighting upgrade option was completed.

Executive Director Bruscato said that the DDA did not approve that option during the 2018 repairs.

Director Elliott asked if there is a running contract for future inspections.

Executive Director Bruscato said that report is used for projections and that staff will come to the Board when administration determines an inspection may be needed.

Director Elliott asked what the lifespan is of the Central Parking Deck.

Executive Director Bruscato said the Central Parking Deck can be refurbished to last for a long time, but refurbishing costs will continue to increase.

Vice Chair Pollard said she hopes to have discussions on creating a plan for a new parking deck soon.

Executive Director Bruscato said that staff looked into cost for a new deck a few years ago and a new deck would be in the \$20 million range.

Mayor Wolcott said the DDA and City looked into several ways to potentially pay for a new deck a couple years ago, but most options were not feasible at the time. Mayor Wolcott says he is open to re-engaging the conversation in future months.

**RESOLUTION**

*The following resolution was offered by Director Elliott and seconded by Director Johnson.*

- WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority and*
- WHEREAS In the spring and fall of 2018 the DDA Board voted to spend a total of \$372,000 for construction costs, and*
- WHEREAS WGI Michigan is familiar with this parking structure, providing engineering analysis reports, construction documents, and construction administration since 1991, and*
- WHEREAS WGI Michigan has indicated in their 20-year probable construction costs for repairs and estimates report from 2018, a potential expenditure of \$158,000 in repair costs for 2020, and*
- WHEREAS There have been some areas of concrete failure in the Central Parking Deck resulting in concrete falling from the bottom of the upper level to the first level,*

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA Staff to contract with WGI Michigan in Kalamazoo, MI, for the inspection of the Central Parking Deck to determine potential repairs in 2020 in the amount of \$8,900 from Acct. No. 494 290 977 813, which currently has \$25,000 for such purposes.

YES  
 Chairmain Covington  
 Vice Chair Pollard  
 Mayor Wolcott  
 Elliott  
 Hynes  
 Martinelli  
 O’Neill  
 Rieli

NO

ABSTAINED  
 Foess  
 Johnson

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### 8. REPORTS AND CORRESPONDENCE

#### A. Saxton's Expenditure Report

Executive Director Bruscato presented the March 2020 Saxton's Expenditure Report.

#### B. DMS DOWNTOWN PROJECT UPDATE

Executive Director Bruscato explained DMS projects during spring of 2020.

Chairman Covington announced he is leaving the DDA Board for personal reasons and that Vice Chair Pollard would assume the role as DDA Chair. Mayor Wolcott, City Commission Suzi Deal and other DDA Board Members thanked Covington for his service.

### 9. ADJOURNMENT

Director Elliott made a motion seconded by Director Rieli to adjourn the DDA Regular Meeting.

MOTION PASSED 9-0

Meeting adjourned at 9:10 p.m.