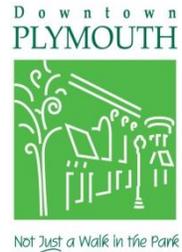


Tuesday, June 16, 2020 Regular Meeting Minutes



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

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CITY OF PLYMOUTH DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday, June 16, 2020
Online via Zoom.us
Regular Meeting Minutes

Meeting called to order at 7:34 p.m. by Chairperson Kerri Pollard.

1. ROLL CALL

MEMBERS PRESENT:

Oliver Wolcott, Mayor
Kerri Pollard, Chairperson
Ellen Elliott
Daniel Farmer
Maura Hynes
Dan Johnson
Andre Martinelli
Brent Rieli

MEMBERS ABSENT:

Scott Foess
Patrick O'Neill

OTHERS PRESENT:

Paul Sincock, City Manager
John Scanlon, City Finance Director
Karen Sisolak, Planning Commission Chair
Tony Bruscato, DDA Executive Director
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS: NONE

3. APPROVAL OF THE AGENDA:

Chairperson Pollard made a recommendation to add 7B Kellogg Park Concerts and 8C Fleet Street signage – Patrick O’Neill comments to the agenda.

A motion was made by Director Elliott and seconded by Director Johnson to approve the amended 6-16-2020 Regular Meeting Agenda.

MOTION PASSED 8-0.

4. APPROVAL OF MEETING MINUTES:

A motion was made by Director Hynes and seconded by Director Johnson to approve the 5-11-2020 Regular Meeting Minutes.

MOTION PASSED 8-0.

5. BOARD COMMENTS:

Director Hynes thanked City administration for its work on getting the extended patios set up.

Director Johnson said administration’s work on the extended patios made it extremely easy for business owners.

Director Elliott thanked City staff for its communication and work helping retailers.

Mayor Wolcott thanked City staff for its work on the Social District.

6. OLD BUSINESS

A. Strategic Plan update

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

B. DDA Master Plan - draft

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

Mayor Wolcott encouraged DDA Board Members to email any comments on the latest draft of the DDA Master Plan to DDA Staff by next week.

Executive Director Bruscato said he would forward all DDA Board Comments to Wade Trim by the end of next week.

Director Elliott asked for a clarification of about which public comments were sent to Wade Trim.

Executive Director Bruscato said all public comments received by DDA staff were sent to Wade Trim.

C. Fiscal 2020-21 budget-no action required

Executive Director Bruscato explained the 2020-21 DDA budget

Director Elliott asked when which fiscal year staff will budget for costs to improve to the Saxton's lot and what the scope of those improvements will be.

Executive Director Bruscato said that the timeline on lot improvements will happen once a majority of the construction on the development is completed. Bruscato said the developer plans to prep the lot and the City will be required to pay for resurfacing and any other improvements.

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RESOLUTION

ADOPTION OF THE 2020-2021 BUDGET

The following was moved by Director Elliott and seconded by Director Johnson.

WHEREAS the 20209 – 2021 DDA Budget has been presented by the DDA Director to the Plymouth City Commission for approval and adoption, and

WHEREAS the City Commission at its June 1 meeting approved of the DDA budget, in accordance with state law, as part of the overall city budget, and

WHEREAS the next step is formal approval by the DDA Board to show its support of the 2020-2021 fiscal year 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, 2020.

MOTION PASSED 8-0

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7. NEW BUSINESS

A. Third-quarter budget amendment resolution

RESOLUTION

The following resolution was offered by Mayor Wolcott and Seconded by Director Elliott,

WHEREAS, actual patterns of departmental expenditures occur differently than originally projected in the 2019-2020 DDA Budget as present to the DDA Board in March of 2019 and adopted by the City Commission in June of 2019; 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 2019-2020 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 8, 2020.

Requested Action: Approve 2019-20 Third Quarter Budget Amendments Resolution

MOTION PASSED 8-0

B. Kellogg Park Concerts

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Chairperson Pollard said the DDA Board needs to have serious discussion about potentially cancelling the Music in the Air concert series. Chairperson Pollard said she is concerned on how concerts can occur with any meaningful social distancing when concerts regularly draw between 4,000-5,000 people. Chairperson Pollard said she doesn't believe that the COVID-19 situation is going to change significantly by the end of August, but wants DDA Board Members to give their input.

Mayor Wolcott said that City administration has been working on a plan that includes marking areas in Kellogg Park for social distancing. Mayor Wolcott said he would be comfortable moving forward with the concerts as there is data showing that outdoor transmission rates are low. Mayor Wolcott said it will be imperative for City administration to show their safety plan for events to the DDA Board and City Commission before moving forward.

Director Farmer asked if the park would be split for those concerned about social distancing and those who are not.

Mayor Wolcott said that administration is developing a plan that would include physical distancing circles in all of Kellogg Park and volunteers to help with social distancing compliance.

Executive Director Bruscato said the plan is contingent on Governor Whitmer moving into the next phase of opening that would allow for larger crowds and that street closures around the park would likely be part of the plan.

Director Elliott said it would be irresponsible as leaders of the community to hold these concerts. Elliott said that thousands of people come to the concerts and she is concerned about disputes between these people over social distancing. Elliott says there is no way to control the crowd. Elliott said the virtual concerts are a good alternative.

Director Johnson said it will be impossible to police the crowd and it could be a recipe for disaster. Johnson said that he doesn't think concerts can logistically work with social distancing guidelines in place.

Director Rieli said that we need some sense of normalcy and there are very few instances of transmission outdoors. Rieli said if people aren't comfortable coming they can stay home. Rieli said leaders need to work on bringing people back together.

Director Farmer said that the City can develop appropriate measures to invite people to come together.

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Director Hynes asked which dates have been cancelled so far.

Executive Director Bruscato said the next possible date is July 17, and staff is working on a virtual concert for June 26.

Director Hynes said that the decision should be based off the number of people allowed to gather in the Governor's orders.

Chairperson Pollard said that the DDA Board can discuss the status of future concerts at the July Board meeting.

8. REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

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

B. WGI – Central Parking Deck repairs estimate

Executive Director Bruscato explained costs associated with the Central Parking Deck repairs estimate.

Director Johnson said that repairs are needed to light on the perimeter of the Central Parking Deck.

Executive Director Bruscato said that staff will have an electrician look at the lights on the perimeter on the parking deck.

C. Fleet Street signage – Patrick O'Neill comments

My apologies for my absence, I am attending a granddaughter's graduation tonight. I've asked that my comments be read to reference some of the recent confusion about parking and standing on Fleet Street. While I realize there is a lot of issues going on in the city, it seems that approximately two weeks ago, almost in the dark of night, signs were posted all over Fleet Street that prohibited any parking, standing or waiting in the alleyways. This came as a great surprise to many retail and restaurant owners especially in lieu of the virus when these businesses were encouraged to only offer take-out services, and the alleyway was the most practical location. The biggest frustration was that none of this was communicated to any of the owners and, more importantly, it was done without even a discussion with the DDA commission. We would seem to be the most practical governing body for that area and this was done without any discussion. Most surprisingly in communicating with Chris Portman and Oliver Wolcott it seems nobody is taking any ownership for having put

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up the signage. My concern is twofold, first our role is to help support the businesses, and I think having a proper way to handle this pickup and carry out service is something we need to help address. More importantly, my first day on the commission, there was a big uproar about the lack of transparency between the city and the board. Promises were made that transparency and communication would improve, I feel like we need to once again revisit that issue. Thanks for your time. Pat

9. ADJOURNMENT

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

MOTION PASSED 8-0

Meeting adjourned at 8:49 p.m.