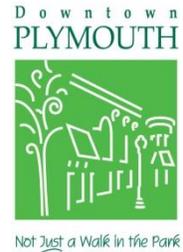


Monday, July 13, 2020 Regular Meeting Minutes



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR 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

Monday, July 13, 2020
Online via Zoom.us
Regular Meeting Minutes

Meeting called to order at 7:02 p.m. by Chairperson Kerri Pollard.

1. ROLL CALL

MEMBERS PRESENT:

Oliver Wolcott, Mayor
Kerri Pollard, Chairperson
Ellen Elliott
Daniel Farmer
Scott Foess
Dan Johnson
Andre Martinelli
Patrick O'Neill

MEMBERS ABSENT:

Maura Hynes
Brent Rieli

OTHERS PRESENT:

Paul Sincock, City Manager
Chris Porman, Department of Municipal Services Director
Tony Bruscato, DDA Executive Director
Sam Plymale, DDA Coordinator
Karen Sisolak, Planning Commission Chair
John Tannes, Waste Management

Monday, July 13, 2020 Regular Meeting Minutes

2. CITIZEN COMMENTS: NONE

3. APPROVAL OF THE AGENDA:

A motion was made by Director Elliott and seconded by Director Johnson to approve 7-13-2020 Regular Meeting Agenda.

MOTION PASSED 8-0.

4. APPROVAL OF MEETING MINUTES:

A motion was made by Mayor Wolcott and seconded by Director Farmer to approve the 6-16-2020 Regular Meeting Minutes.

MOTION PASSED 8-0.

5. BOARD COMMENTS:

Director Elliott said she and Chairperson Pollard attended a small business virtual meeting with Representative Matt Koleszar and urged other Plymouth small business to attend future meetings. Elliott said that she would like administration to stop looking into painting the compass and remove the item from future DDA Board Updates.

Director O'Neill agreed with Director Elliott's comments on the compass item.

Chairperson Pollard thanked all the workers taking care of downtown during the current road construction and thanked DDA staff for their regular updates on downtown happenings.

6. OLD BUSINESS

A. Strategic Plan update

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

Director O'Neill said he would like to help facilitate getting more holiday lights in trees downtown, especially on Penniman.

Resident Dave Rucinski asked if there has been any reevaluation of the timing for work on the

Monday, July 13, 2020 Regular Meeting Minutes

new Kellogg Park Fountain.

Mayor Wolcott said that City staff has just recently started preliminary conversations on planning for some potential work on the fountain this fall.

B. Tree Lighting Expenditure resolution

Resident Gregory Hatty said he would like to see Plymouth residents have the ability to sponsor a tree with holiday lights in the downtown area.

Monday, July 13, 2020 Regular Meeting Minutes

RESOLUTION

The following Resolution was offered by Director O’Neill and seconded by Director Johnson.

- 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 2020-21 budget to maintain and replace the holiday tree lights in Downtown Plymouth, and
- WHEREAS DDA Staff and contractor Holiday Lighting Service have identified Forest as a priority maintenance and replacement of holiday tree lights during the 2020-21 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, 2020, the Downtown Development Authority Board hereby authorizes up to \$20,000 as payment to Holiday Lighting Service for the summer 2020 installation of new tree lights and maintenance of current lights along Forest and throughout downtown. Funding for this effort is authorized from account # 248.820.933.000.

MOTION PASSED 8-0

Monday, July 13, 2020 Regular Meeting Minutes

C. "Music in the Air" concert discussion

Executive Director Bruscato explained the status of the "Music in the Air" concert series and how current Executive Orders from the Governor are impacting the status of downtown events. Bruscato explained that City staff is working on COVID-19 recommendations that may be implemented once Executive Orders allow for the potential return of events. Bruscato said the COVID-19 event recommendations are still under legal and administrative review.

Chairperson Pollard said the Facebook Live concert was wonderful and she is excited that staff is considering doing more.

Director Elliott said she had concerns about social distancing circle graphic of Kellogg Park. Elliott said the circles would need to have six-feet of distance between the edges of each circle.

DDA Coordinator Sam Plymale said the graphic represents an estimated number of the potential maximum capacity using seven-foot diameter circles.

Director Elliott said she is concerned about who will oversee enforcing social distancing in a public park during a DDA event. Elliott said that she would like to see a City employee designated as a point person to deal with special event issues. Elliott said that the City should take a break from large events and focus on alternatives like the Facebook Live concerts.

Executive Director Bruscato said the event recommendation document is not finalized, but that City staff wants to be prepared with a policy if changes with the Executive Orders happen. Bruscato said that the DDA is planning use volunteer ambassadors to help manage the crowds at potential future events.

Mayor Wolcott says the DDA Board's feedback is important on this working document as the City Commission looks to approve a plan moving forward.

Chairperson Pollard asked if people submitting a special event application are currently being asked to provide a COVID-19 plan.

Executive Director Bruscato said that the City Commission is expected to pass those COVID-19 rules at a future meeting.

Monday, July 13, 2020 Regular Meeting Minutes

Mayor Wolcott said that even if a special event application is approved, the event would have to comply with any applicable Executive Order on the date the event is held.

7. NEW BUSINESS

A. Waste Management contract resolution

Executive Director Bruscato explained the potential change for the Fleet Street alley trash service.

Director Elliott asked if the current rate will change for business owners.

Waste Management representative John Tanas said the cost will be broken down by expected usage of each business.

Executive Director Bruscato said some bills may go up and some may go down. Bruscato said that DDA staff will be working to get Waste Management a complete list of users to figure out the billing.

Director Elliott asked about the placement of the new compactors.

Executive Director Bruscato said staff is looking at putting a compactor on the north side of Fleet Street near the ramp to the upper level of the parking deck. Bruscato said if the location on the north end isn't feasible, the third compactor would likely be placed near the other two location on the south side of the parking deck.

Director Elliott said that the switch appears to address many of the concerns that business owners have had in the past.

Director Johnson said the DDA used to use Waste Management in the past and believes that Waste Management has good reliability. Director Johnson said that it is time to give another company a chance.

Tanas said the compactors will be new custom-built machines and that new technology will allow for the tracking of capacity for more flexibility with scheduling pickups.

Monday, July 13, 2020 Regular Meeting Minutes

RESOLUTION

The following Resolution was offered by Director Elliott and seconded by Director Johnson.

WHEREAS The City of Plymouth Downtown Development Authority negotiates for solid waste services for about three dozen businesses in and around the Fleet St. alley,

AND WHEREAS after six years it was time to re-evaluate the current contract with Republic Waste and seek quotes from other solid waste haulers,

AND WHEREAS Waste Management has offered a contract that will be lower than the current rates paid to Republic, and about \$1,200 lower than the proposed quote by Republic,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize a three-year contract with Waste Management for solid waste services in accordance with their proposal.

MOTION PASSED 8-0.

Monday, July 13, 2020 Regular Meeting Minutes

8. REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

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

9. ADJOURNMENT

Director Johnson made a motion seconded by Director O'Neill to adjourn the DDA Regular Meeting.

MOTION PASSED 8-0

Meeting adjourned at 8:06 p.m.