



Plymouth Downtown Development Authority

Meeting Agenda

February 10, 2020 7 p.m.

Plymouth City Hall Commission Chambers

201 S. Main Street, Plymouth, MI 48170

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
Phone 734-455-1453
Fax 734-459-5792

1) CALL TO ORDER

Adam Covington, Chairperson

Kerri Pollard, Vice Chair

Oliver Wolcott, Mayor

Ellen Elliott

Daniel Farmer

Scott Foess

Maura Hynes

Dan Johnson

Patrick O'Neill

Brent Rieli

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MINUTES 1-13-2020

5) BOARD COMMENTS

6) OLD BUSINESS

A. DDA Master Plan/Kellogg Park Master Plan Updates

B. Strategic Plan Update

7) NEW BUSINESS

A. Kellogg Park Fountain Contract Resolution

B. Kellogg Park Event Configuration During Construction

8) REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

B. DIA Public Art/Kellogg Park

C. City Commission Strategic Plan

9) ADJOURNMENT

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Board, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

City of Plymouth Strategic Plan 2017-2020

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2020-21

- Liquor/marijuana license review
- Rooftop seating review
- Adopt Downtown Development Authority (DDA) Master Plan and identify funding sources for implementation
- Begin implementation of Kellogg Park Master Plan with fountain replacement
- Establish format & requirements for public parks sponsorship
- Resident education programs on zoning basics, ordinance change and update, services, and recycling
- City webpage - create city-wide F.A.Q. "Index" page and push out link
- Increase social media presence – 1k new followers/subscribers/etc.
- Review and evaluate City truck routes
- Complete update to Special Events Policy

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2020-21

- Actively promote and participate in the 2020 census
- Explore internal and external supplemental funding of legacy costs
- Target revenue enhancements for large-scale capital projects, including grants and millage
- Assist the Michigan Municipal League (MML) in facilitating and increasing support for state revenue sharing initiatives
- Redesign Capital Improvement Plan and evaluate future funding process for Equipment Fund
- Create a rate card for payment in lieu of paid parking
- Develop financial plan for public safety model
- Identify cost estimates, timeframe and potential funding sources for central parking deck
- Complete road bond sale – phase one

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

ONE YEAR TASKS 2020-21

- Continued administration of development projects and proposals including Wilcox Mill, Saxton's, Pulte, Starkweather School, Lumber Mart, and various residential builds
- Branding – consistency across all communications (email, letterhead, agenda)
- Provide annual process and risk-management training to all boards and commissions
- Continue implementing Redevelopment Ready Community (RRC) plan to achieve certification
- Develop list of transitional properties and utilize Michigan Economic Development Corporation (MEDC), Wayne County, others to market
- Explore marketing partnerships (schools, Chamber, hotels, available publications etc.)

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2020-21

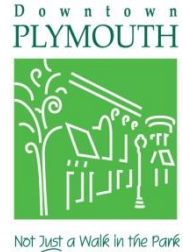
- Administration to make parking recommendation to City Commission by end of first quarter
- Implement updates to parking system according to direction given by City Commission
- Actively engage employees for further career development for succession planning with special focus on the depth of Cultural Center staffing
- Continue Asset Management Plan
- Review Insurance Services Office (ISO) Report and International City/County Management Association (ICMA) Study & begin meeting to discuss viable options for the future delivery of emergency services
- Approve third version of agreement on sanitary sewer with Western Township Utilities Authority (WTUA) based on delay by Wayne County
- Develop multi-modal transportation policy to City Commission
- Implement 2020 street repairs
- Restore Commercial Motor Vehicle (CMV) enforcement
- Continue geographic information system (GIS) mapping of the City
- Define process/educate citizenry/pursue adoption/Implement form-based codes

Monday, January 13, 2020 Regular Meeting Minutes DRAFT



**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, January 13, 2020
Plymouth City Hall Commission Chambers
201 S. Main Plymouth, MI 48170
Regular Meeting Minutes

Meeting called to order at 7:07 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
Maura Hynes
Dan Johnson
Robert Parent
Brent Rieli
Frank Yaquinto

MEMBERS ABSENT: NONE

OTHERS PRESENT:

Suzi Deal, City Commissioner
Chris Porman, DMS Director
John Buzuvis, Community Development Director
Tony Bruscato, DDA Executive Director
Sam Plymale, DDA Coordinator

Monday, January 13, 2020 Regular Meeting Minutes DRAFT

Lisa Howard, Plymouth Community Arts Council

2. DDA BOARD ELECTIONS

A. DDA Board Election – Chair

RESOLUTION

The following resolution was offered by Director Elliot and seconded by Director Johnson.

WHEREAS The Downtown Development Authority Board of Directors has established the office of Chairman, and

WHEREAS At the January regular meeting officers are elected to serve a term of one calendar year,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors appoints Adam Covington as Chairperson for the 2020 calendar year.

MOTION PASSED 10-0

Monday, January 13, 2020 Regular Meeting Minutes DRAFT

B. DDA Board Election – Vice Chair

RESOLUTION

The following resolution was offered by Director Johnson and seconded by Director Parent.

WHEREAS The Downtown Development Authority Board of Directors has established the office of Vice-Chairperson, and

WHEREAS At the January regular meeting officers are elected to serve a term of one calendar year,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors appoints Kerri Pollard as the Vice-Chairperson for the 2020 calendar year.

MOTION PASSED 10-0

Monday, January 13, 2020 Regular Meeting Minutes DRAFT

3. CITIZEN COMMENTS: NONE

4. APPROVAL OF THE AGENDA:

A motion was made by Director Farmer and seconded by Director Hynes to approve the 12-9-2019 Regular Meeting Agenda.

MOTION PASSED 10-0.

5. APPROVAL OF MEETING MINUTES:

A motion was made by Vice Chair Pollard and seconded by Director Farmer to approve the 12-09-2019 DDA Regular Meeting Minutes.

MOTION PASSED 10-0.

6. BOARD COMMENTS:

Director Yaquinto announced his resignation from the DDA Board effective immediately. Yaquinto thanked the City, the DDA Board and residents for the opportunity to serve on the board over the last 12 years.

Director Parent announced his resignation from the DDA Board effective immediately. Parent thanked the DDA Board for its role in making Downtown Plymouth come alive over the past two decades.

Mayor Wolcott and Chairman Covington thanked Parent and Yaquinto for their service on the DDA Board.

Director Elliot gave the following statement regarding the Eastern Michigan University Survey on Kellogg Park:

In December, 2019 Dave Rucinski brought to my attention that he had submitted a Freedom of Information Act request in regards to the survey that was being conducted by Eastern Michigan University about the public opinion of Kellogg Park. This request was submitted because of the statements made by the City Manager during the November DDA meeting regarding the city's involvement in the survey.

The purpose of this disclosure is to provide information about this situation and work toward a resolution. It is not meant to be confrontational in any way.

This is the timeline of events revealed as a result of the FOIA request:

Timeline - Eastern Michigan University Survey on Kellogg Park

July 8, 2019

- DDA Board approves modified Kellogg Park Master Plan
 - Ellen Elliott volunteered to complete steps 1 & 2 (citizens views and uses of Kellogg Park) so as to save money for city
 - Wade Trim is directed to complete steps 3 & 4

July 15, 2019

- Community Development Director engages EMU, at the direction of the City Manager, about the possibility of expediting a survey about the citizens' views on Kellogg Park

July 17, 2019

- Community Development Director meets with Greg Plagens from EMU to discuss the survey

September 11, 2019

- City Commission is made aware of EMU survey in their weekly update from administration

September 18, 2019

- Weekly administrative update says "EMU Ready to do a second survey on Kellogg Park, waiting on City Comm to give "go"

September 23, 2019

- Email confirms that survey was being completed and cost was involved

October 7, 2019

- Community Development Director is working on survey

October 10, 2019

- Community Development Director confirms that he is working on survey and doesn't need anyone "helping"
- DDA Operations Director requests copy of questions to include in agenda packet (questions do not appear in Oct agenda packet)

October 16, 2019

- DDA Business Coordinator gives Community Development Director a list of questions that "I would like to see asked on the EMU Kellogg Park survey."

October 29, 2019

- Email lists items that city will be responsible to pay for:
 - Print mayor's letter
 - Envelopes
 - Print surveys
 - Print IRB information sheet
 - Postage (not listed here but mentioned other places)

November 11, 2019

- DDA Board Agenda includes mention of EMU survey of Kellogg Park
- When asked about specifics of the survey the City Manager stated that the city had nothing to do with formulating the questions, he could not provide a list of the questions, and that there was no cost to the city

My comments regarding this situation are as follows:

We need to be able to work together as a team. The DDA was given incorrect information during the conversation about the EMU survey in regards to Kellogg Park claiming that the city had no involvement in the development of the questions and that the city bore no cost in conjunction with the implementation of the survey. This was not a misunderstanding, claiming such is an insult to everyone who attended the November meeting.

The issue is not about the survey itself but the way in which it was handled. This is about trust and credibility going forward. When citizens resort to FOIA requests, it's an indication that they don't trust their government. How do we rebuild confidence for the board and the citizens? How do we avoid this from happening again?

At the September DDA board meeting, the DDA board was provided with a compilation of over 3 years of citizens comments. If this report was inadequate, it was not vocalized. Instead, the administration proceeded to initiate a new survey with no involvement from the DDA board. This was a missed opportunity to develop a meaningful survey, if the board felt that extra information needed to be gathered.

We have to be able to trust and respect each other; we have to be able to work together; we have to be able to move forward with honesty and integrity to accomplish the goals that we have set for our board for the future success of our community.

We are better than this.

Monday, January 13, 2020 Regular Meeting Minutes DRAFT

Director Rieli said that Director Elliott's comments solidify his feelings that the DDA Board is being manipulated by City Administration. Rieli said the DDA Board was denied input on the survey by administration.

Mayor Wolcott said he strongly disagrees with Director Rieli's comments. Mayor Wolcott said that he thinks City Manager Paul Sincock could have done a better job explaining details of the EMU Kellogg Park survey at the November DDA Meeting. Mayor Wolcott said that the City Commission was aware of incidental costs relating to the survey and the City Commission is responsible for said costs.

7. OLD BUSINESS

A. DIA Sculpture Resolution

Plymouth Community Arts Council Executive Director Lisa Howard explained the status of the proposed sculpture project for Kellogg Park. Howard said the next step is to go in front of the Plymouth Historical Museum Board in February.

Director Elliott asked if there was any discussion at the Historic District Commission meeting on whether the proposed sculpture would remain at the proposed location in front of the Wilcox House permanently.

Howard said there was no discussion on the permanence of the sculpture location, but there is a potential location at the PCAC if needed. Howard said that the Wilcox Foundation has pledged a donation to help pay for any additional City costs and that 100% of the proposed project will be paid by the DIA unless there is a desire to go above and beyond.

Director Farmer said that he is in favor of having changing art at the site.

RESOLUTION

The following resolution was offered by Mayor Wolcott and seconded by Director Farmer.

- WHEREAS The Detroit Institute of Arts has partnered with the Plymouth Community Arts Council and the Plymouth Downtown Development Authority for a proposed art sculpture on the triangular section of Kellogg Park in front of the Wilcox House, and
- WHEREAS The City of Plymouth’s Master Plan indicates art is an important component of the downtown ambience, and
- WHEREAS In the DDA Master Plan questionnaire of DDA Board members, public art was ranked moderately important with a score of 3.8 out of 5, and
- WHEREAS At the December 2019 DDA Board meeting the DIA presented the sculpture project and there was a consensus in favor of the proposal among DDA Board Members, and
- WHEREAS The DIA art sculpture proposal received a Certificate of Appropriateness from the Historic District Commission at the January 9, 2020 HDC Regular Meeting.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority recommends that the City Commission give the Detroit Institute of Arts approval for the construction of the proposed sculpture on the green space in the triangular section of Kellogg Park in front of the Wilcox House; to be financed, constructed and installed by the DIA, and be maintained by the City of Plymouth DDA.

MOTION PASSED 8-0

Monday, January 13, 2020 Regular Meeting Minutes DRAFT

B. Strategic Plan Update

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

Mayor Wolcott said that discussions are ongoing with the Wilcox Foundation in hopes to begin the fountain project in 2020. Mayor Wolcott said he hoped to have an agreement with the Wilcox Foundation in place soon so that the project could begin this summer after Art in the Park.

C. DDA Master Plan/Kellogg Park Master Plan update

Executive Director Bruscato detailed the status update on both the DDA Master Plan and Kellogg Park Master Plan submitted by Wade Trim.

Director Johnson asked why the three years of citizen comments collected by Director Elliott wasn't enough for the Kellogg Park Master Plan Review of Public Input section.

Mayor Wolcott said that he believed the recent community survey conducted by EMU provided great feedback and that getting additional community input using a similar survey on Kellogg Park would be great. Mayor Wolcott said that the DDA Board can decide whether to use any of the information gathered in that survey for the Kellogg Park Master Plan. Mayor Wolcott said that Dr. Plagens from EMU will be at next Monday's City Commission meeting to give more details on the survey.

Resident Dave Rucinski said that the comments Director Elliott gave about the EMU survey were sobering. Rucinski asked why Elliott's summary of public comment was excluded from the proposal and encouraged the DDA Board to use that information moving forward. Rucinski asked the DDA Board where do they go from here with their relationship with the City Commission and City Administration. Rucinski said that he hoped that DDA Board Members would discuss these issues internally so that all parties can move forward in a positive manner.

DDA Executive Director Bruscato said the DDA Staff would double check to make sure that Wade Trim has all documents created by Director Elliott relating to public comment on the Kellogg Park Master Plan.

Director Foess asked if there is a concern about the information gathered from the EMU survey.

Director Johnson said it would be tough to decide without knowing the questions asked or the metrics used.

Monday, January 13, 2020 Regular Meeting Minutes DRAFT

Director Elliott said the EMU survey is delaying the completion of the Kellogg Park Master Plan and that the DDA Board was not involved in the decision to conduct the survey. Elliott said that EMU's scientific method is not the issue. Elliott said that the DDA Board has still not received an answer on why this survey was necessary and said that the DDA Board should move forward with the information we currently have.

Vice Chair Pollard said that she is a believer in the scientific method and said that we tend to go toward those who agree with us. Vice Chair Pollard said she has reservations on how the survey came to be and that because of that the DDA Board should not look at it.

Resident Dave Rucinski said that based on his FOIA request, EMU survey questions reflect questions submitted by DDA Administration in an email and that those comments submitted by DDA Administration helped formed the questions in the EMU survey.

City Manager Paul Sincock submitted the following administrative update in regards to the EMU Kellogg Park Survey:

Monday, January 13, 2020 Regular Meeting Minutes DRAFT



Administrative Update

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Tony Bruscato, DDA Director
From: Paul J. Sincock, City Manager
CC:
Date: January 9, 2020
RE: Kellogg Park Survey

As you are aware, the City, in cooperation with Eastern Michigan University, is in the process of completing a citizen survey related to Kellogg Park. The City has had a history of completing citizen surveys and obtaining input from a broad range of individuals on a multitude of topics from the Sheldon Road Underpass, Budget Priorities, bag/tag and cart solid waste, recycling programs, recreation facilities and programs and the most recent 2019 Community Survey.

All our previous surveys were completed either internally or by research universities such as the University of Michigan, or Eastern Michigan University. The only exception to this is the 2017 Recreation Survey, which was conducted by EPIC/MRA at a cost of \$14,250, as a part of our joint Recreation Master Plan. Like most projects with the City there are usually incidental costs to a project. In the case of surveys, it is typically mailing, printing, staff time, and miscellaneous costs. Typically, we have not "counted" those incidental costs as a part of the contracted survey costs.

At a recent DDA Meeting I was asked about the cost of the Kellogg Park survey and I indicated that there was no cost to the survey, when in reality there are those usual incidental costs related to mailing, printing, staff time and so on. To offer clarification on the Kellogg Park survey, there is no cost for Eastern Michigan University related research design, design of the survey instruments, processing the returns, or analysis and reporting of the results.

Monday, January 13, 2020 Regular Meeting Minutes DRAFT

The City Commission had prior experience with EMU during the Community Survey of 2019. The Commission was very pleased with the results of the Community Survey in 2019 and impressed with how Dr. Plagens handled and processed the survey. That survey had incidental costs of less than \$2,500 for mailing, printing and so on. That satisfaction with the methodology of obtaining input from all areas of the City was the basis for the more specific Kellogg Park survey.

On September 23, 2019; Mayor Wolcott directed me to proceed to work with Eastern Michigan University on a Kellogg Park survey and to move it along as quickly as possible. I then directed the Community Development Director to once again take the lead on the project and work with EMU's Political Science Department on a survey for Kellogg Park using the same processes as the earlier Community Survey. The Kellogg Park survey also has those same incidental costs of approximately less than \$2,500, which the City has paid or will pay. The City did not have expenses related to development, tabulation and analysis of the survey which was all handled by EMU and at no cost to the City.

We expect to have Dr. Plagens provide us with the results of the survey in time to go out with the City Commission agenda on Friday, January 17th for the Monday, January 20th meeting regular City Commission meeting. We are also anticipating that Dr. Plagens will be at the City Commission meeting to discuss methodology, research design, and the results of the survey. We will supply the DDA with the survey results at the same time that we forward that information to the City Commission.

8. NEW BUSINESS

A. Saxton's Purchase Agreement Resolution

Chairman Covington said that Vice Chair Pollard would recuse herself due to a potential business interest with a member of the development team.

Director Hynes asked if the DDA and City would be taking a loss on the sale of the property.

Director Farmer asked about the value of the parking lot section that would remain in the City's possession.

Mayor Wolcott said the City obtained roughly 75-85 parking spaces that would be in the City's possession after the sale. Mayor Wolcott said that the sale would equate to the City paying approximately \$15,000 to \$17,000 per space once the sale was finalized. Mayor Wolcott said that that Planning Commission approval is still needed before the sale is finalized.

RESOLUTION

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

WHEREAS The City of Plymouth owns the downtown land commonly known as the Saxton's property, and

WHEREAS The City/DDA purchased this property with the intent of providing additional public parking and to ensure that the future development of the site would provide an appropriate entrance to the downtown area, and

WHEREAS The Plymouth Downtown Development Authority Board in April 2019 voted unanimously to support a Letter of Intent from F5 Holdings, LLC which sets forth the general terms of a potential transaction involving the sale and development of this property, and

WHEREAS The Plymouth City Commission on January 6, 2020 voted unanimously to enter into a Purchase Agreement with F5 Holdings that will go into effect only after receiving all approvals from the Planning Commission and Historic District Commission,

NOW THEREFORE BE IT RESOLVED THAT the DDA Board of the City of Plymouth does hereby accepts the Purchase Agreement between the City and F5 Holdings, LLC as presented.

BE IT FURTHER RESOLVED THAT the DDA Board supports the efforts by the City Commission and City administration to move forward with a potential sale of the Saxton's property.

MOTION PASSED 7-0

Monday, January 13, 2020 Regular Meeting Minutes DRAFT

B. DDA Finance Committee Update

Chairman Covington reviewed the 1-13-2020 DDA Finance Committee Meeting.

9. REPORTS AND CORRESPONDENCE

A. Saxton's Expenditure Report

Executive Director Bruscato gave an update on expenditures at the Saxton's property.

B. Digital Media Year-in-Review

DDA Coordinator Sam Plymale updated the DDA Board on analytics from the DDA's digital media outlets.

C. TIF Report 2019

Executive Director Bruscato presented the Annual TIF Plan report DDA Staff has submitted to the State of Michigan.

10. ADJOURNMENT

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

MOTION PASSED 8-0

Meeting adjourned at 8:41 p.m.



Memorandum

To: Mr. Anthony Bruscato, Executive Director
City of Plymouth Downtown Development Authority Board

From: Shawn W. Keough, PE

Date: February 6, 2020

Subject: Wade Trim Update on Projects for DDA

Wade Trim is pleased to present this update related to our current project activities:

Kellogg Park Master Plan

At the December 9, 2019 Downtown Development Authority (DDA) meeting, the DDA Board authorized Wade Trim to complete Steps #2 (Review of Public Input/Kickoff Meeting), #5 (Preliminary Master Plan Alternatives) and #6 (Final Master Plan Development) as outlined in our December 3, 2019 proposal letter. The DDA Board will recall that Wade Trim recently completed Steps #3 (Evaluate the Park's Natural and Built Features) and #4 (Evaluate the Park's Utility Systems) in the Fall of 2019.

On February 3, 2020, a project kickoff meeting (Step #2) was held at City Hall. DDA Chair Adam Covington, DDA Directors Tony Bruscato and Sam Plymale, City Manager Paul Sincock, DMS Director Chris Porman and resident Dave Rucinski attended the meeting. Scot Lautzenheiser and Shawn Keough attended from Wade Trim

As a group, we discussed that the following information would be reviewed and used in completing the Kellogg Park Master Plan:

- Summary of Kellogg Park Usage 1 – A pdf file completed by City Staff and provided to Wade Trim in October 2019.
- Summary of Kellogg Park Usage 2 – A pdf file completed by DDA member Ellen Elliott in July 2019 and provided to Wade Trim in October 2019.
- Report of Uses in Kellogg Park Part II – A pdf file containing “Everyday Uses” compiled by Ed and Martha Walton in July 2019.
- City Events Survey from the first EMU Survey with sections pertaining to Kellogg Park.
- Evaluation of Natural Features – Completed by Wade Trim in September 2019.
- Evaluation of Utility Systems – Completed by Wade Trim in October 2019.
- Report of Public Opinion for Kellogg Park – Compiled by Ellen Elliott in September 2019 and provided to Wade Trim in January 2020.
- EMU Survey related to Kellogg Park that was presented in January 2020.
- Executive Summary Demographic Analysis of the Community (City and Township) Recreation Survey.

Now that all information has been received, work will begin on Step #5 to develop the preliminary Master Plan alternatives. We anticipate we will share preliminary concepts with the above-mentioned team at a meeting in early March and that we will present them to the full DDA Board at the April 13, 2020 regular meeting. We anticipate our scope of work will be completed in approximately 60 days.

DDA Master Plan

At the November 11, 2019 DDA meeting, Wade Trim presented several conceptual ideas for improving the public rights-of-way including, but not limited to, streets, pedestrian corridors and public amenities (i.e., trees, large planters, areas adjacent to the park, bike lanes, etc.). Wade Trim is currently working on cost estimates for these ideas, however, there is some overlap of the DDA's Master Plan objectives with the City's 2020 Infrastructure Improvement Program. Once the cost estimates are complete, we will prepare a draft Master Plan report.

On November 18, 2019, the City of Plymouth City Commission authorized Wade Trim to begin the preliminary design phase for several street improvement projects in preparation for the City Infrastructure Improvement Program for 2020. One of the streets identified for improvements in 2020 was the resurfacing of Main Street, between Wing and Church. As the DDA will recall, Main Street, between Wing and Ann Arbor Trail, was proposed by Wade Trim as a possible candidate for a "road diet", that is changing the cross section from four lanes (two north bound and two southbound) to three lanes (one lane northbound, one lane southbound and a center left turn lane), along with the potential addition of bike lanes. In order to better assess this idea, we obtained traffic counts and turning movement counts along this section of Main Street; this data was collected in mid-December.

On January 17, 2020, we met with the City Manager and Municipal Services team to review the data collected and our preliminary analysis of the proposed road diet concept (converting Main Street from four lanes to three lanes). The preliminary analysis shows that the "road diet" idea for Main Street, between Ann Arbor Trail and Ann Arbor Road, can work and roughly maintain the same level of service, however, we are still considering some additional information related to heavier pedestrian movements at Ann Arbor Trail. We are working with the Municipal Services team to evaluate some potential upgrades at this intersection to increase pedestrian safety, such as pushbuttons, updating the clearance intervals and/or a leading pedestrian interval (LPI).

On February 3, 2020, as part of the Kellogg Park project kick-off meeting, we shared some preliminary cost estimates and updated "woonerf" concepts. We are making solid progress on the cost estimates and will be working to complete the report over the next three to four weeks. We anticipate having the DDA Master Plan report completed by approximately mid-March 2020; this should be in time for the City's annual budget preparation cycle for Fiscal Year 2020-2021.

We trust that this update and summary is helpful. Please feel free to contact us at any time with questions. We appreciate the opportunity to assist the City of Plymouth Downtown Development Authority.

SWK:ka

PLY 2120-01T

WT Project Update Feb 2020 Mtg.docx

cc: Mr. Paul Sincock, City Manager
Mr. Chris Porman, Director of Municipal Services



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2020\January2020
Date: 2/10/2020
Re: Strategic Plan update

Here is an update on the where the DDA stands with the Strategic Plan:

Identify Alternative Funding Sources: The Finance Committee consisting of DDA Board chair Adam Covington and directors Maura Hynes, Scott Foess and Ellen Elliott held its first meeting on January 13, 2020. The committee was formed by Chairman Covington to identify potential alternative funding sources for various DDA projects and identify steps in obtaining potential funding. The committee is proposed to meet in the first month of each calendar quarter, prior to the DDA Board meeting. The assignment for each member is to bring two suggestions for potential funding sources at the April 13, 2020 meeting,

Create a Comprehensive Parking Plan: City staff met on 2/5 to continue discussions on moving forward with a paid parking plan. City staff met on 10-30-2019, 11-04-2019 and 11-19-2019 with vendors to learn about single-space parking meters and kiosks which are multi-space meters. Staff met with one of the vendors on Feb. 4 to determine how many kiosks are needed downtown, which will help in determining costs. A second vendor will visit Plymouth on 2-11. City Manager Paul Sincock is hopeful of having a plan to present to the City Commission in the first quarter of 2020.

Assist in Moving Saxton's Development Project Forward: The City Commission approved the Purchasing Agreement with F5 Holdings, pending approvals by the Planning Commission and Historic District Commission. The project will continue to be reviewed by the Planning Commission and Historic District Commission for continued design approvals.

Repair Tree Grates: DDA Board approved DDA Infrastructure Master Plan proposal at March 2019 Board Meeting. Wade Trim currently working on plan. Expected completion in April 2020

Improve Pedestrian Crossings: The passage of the street bond proposal on the 11-5-2019 ballot could have money for improvement of streets and pedestrian crossing signals downtown. This year's plan for re-striping downtown parking spaces also includes additional

striping at the crosswalks with reflective paint to make them more distinctive for both pedestrians and vehicular traffic.

Increasing Lighting, Especially in Alleys: New lights have been added at walkways near parking deck as of Aug 2018. BC Ten Air checked/repared all lighting around Central Parking Deck as of 10/12/2018. The electrician repaired lights in the Central Parking Deck walkway between Park Place Gastro Pub and The Sardine Room on 2-5-20.

Kellogg Park Improvements: City engineer Wade Trim has completed the parts of the proposed Master Plan for Kellogg Park which were contracted by the DDA Board. It included evaluating the park's natural and built features, as well as the park's utility systems. A final report will be issued within 60 days of the completion of the Eastern Michigan University survey on Kellogg Park, most likely in April.

Kellogg Park Fountain: Mayor Wolcott and city administration have finalized a contract with The Wilcox Foundation to construct the fountain beginning after Art in the Park. The Wilcox Foundation has committed to funding for the fountain. Staff is organizing plans to hold events during construction. Mayor Wolcott has asked the DDA to support the project with \$20,000...with the city adding \$30,000.

Support Business: DDA Staff continues contact with Property Owners to promote available space. Community Dev. Dept. working toward RRC status.

Develop a Plan for DDA Future: DDA Board approved DDA Infrastructure Master Plan proposal at March 2019 Board Meeting. Wade Trim currently working on plan. Expected completion April 2020.

Complete Study of Infrastructure: Completed by Wade Trim as part of the DDA Master Plan.

DDA 2018 Five Year Strategic Plan

City of Plymouth

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update as of 2/10/2020
Identify Alternative Funding Sources	Develop a vision/plan to explore and identify alternative funding mechanisms for capital improvement projects. Plan should include "Action Plan" that identifies steps for obtaining funding via each funding source.	DDA Board	Short Term	DDA Funding/Grants/Public-Private Partnerships	The Finance Committee consisting of DDA Board directors Maura Hynes, Scott Foess and Ellen Elliott held its first meeting on January 13, 2020. The committee was formed by Chairman Covington to identify potential alternative funding sources for various DDA projects and identify steps in obtaining potential funding. The committee is proposed to meet in the first month of each calendar quarter, prior to the DDA Board meeting. The assignment for each member is to bring two suggestions for potential funding sources at the April 13, 2020 meeting.
	Establish a DDA Finance Committee.	DDA Board	Short Term	No Cost	First meeting on 1-13-2020
Increase Parking Inventory	Create Comprehensive Parking Plan that determines existing and future parking needs, and 1-5 year vision for parking facilities, including reconstruction of parking deck. Plan should also identify, evaluate and prioritize funding and revenue sources (paid parking, assessments, private/public partnerships, advertising, etc.).	DDA Board/Parking Sub-Committee	Short Term	Paid Parking, Assessments, Public-Private Partnerships	City staff met on 10-30-2019, 11-04-2019 and 11-19-2019 with vendors to learn about single-space parking meters and kiosks which are multi-space meters. Staff met with vendor on Feb. 4 to determine how many kiosks are needed downtown, which will help in determining costs. City Manager Paul Sincock is hopeful of having a plan to present to the City Commission in the first quarter of 2020. A second vendor will visit Plymouth on 2-11.
	Assist in moving Saxton's development project forward by hosting/participating in joint planning meeting to discuss site plan features with the City Commission and Planning Commission.	City Administration/DDA Staff/Planning Commission	Short Term	No Cost	The City Commission approved the Purchasing Agreement with F5 Holdings. F5 received HDC approval in January 2020. F5 seeking PUD approval from Planning Commission on 2/12/2020
Make Downtown More Pedestrian Friendly	Repair/replace tree grates; maintain existing and install where needed. Investigate tree grates made of more flexible material to avoid heaving.	DDA Staff	Short Term	DDA Funding/Public-Private partnerships	DDA Board approved DDA Infrastructure Master Plan proposal at March 2019 Board Meeting. Wade Trim currently working on plan. Expected completion in March 2020
	Create a sense of arrival/entryway into downtown by improving pedestrian crossings identified in 2017 goals (Main/Church, Harvey/Penniman, Harvey/Wing and Main/Wing)	DDA Staff	Medium Term	DDA Budget/City Budget/Grants	The passage of the street bond proposal on the 11-5-2019 ballot could have money for improvement of streets and pedestrian crossing signals downtown. This year's plan for re-striping downtown parking spaces also includes additional striping at the crosswalks with reflective paint to make them more distinctive for both pedestrians and vehicular traffic. Work is expected to be completed this spring.
	Create tree lighting plan to provide full LED display on all trees within desired boundary (purchase, installation and maintenance)	DDA Staff	Short Term	DDA Budget/Partnerships with Property and Business Owners	Contractor completed Ann Arbor Tr. and Penniman lighting upgrades in summer of 2019. Work expected on Forest in 20/21 fiscal year.
	Increase lighting, especially in alleys	DDA Staff	Short Term	DDA Budget	New lights have been added at walkways near parking deck as of Aug 2018. BC Ten Air checked/repaired all lighting around Central Parking Deck as of 10/12/2018 The electrician repaired lights in the Central Parking Deck walkway between Park Place Gastro Pub and The Sardine Room on 2-5-20.
Kellogg Park	Develop and implement Kellogg Park improvements (turf, preserve tree canopy, more permanent solution for bandstand) by creating a fundraising campaign (brick pavers, corporate sponsorship, donations).	City Commission/DDA Board	Medium Term	Fundraising/Grants	City engineer Wade Trim has completed the parts of the proposed Master Plan for Kellogg Park which were contracted by the DDA Board. It included evaluating the park's natural and built features, as well as the park's utility systems. A final report will be issued within 60 days of the completion of the Eastern Michigan University survey on Kellogg Park, most likely in April.
	Fountain Completion	City Commission	Short Term	Wilcox Foundation	Mayor Wolcott and city administration have finalized a contract with The Wilcox Foundation to construct the fountain beginning after Art in the Park. The Wilcox Foundation has committed to funding for the fountain. Staff is organizing plans to hold events during construction. Mayor Wolcott has asked the DDA to support the project with \$20,000...with the city adding \$30,000.
Support Businesses	Support business mix by creating a clearinghouse of all requirements (i.e. site development, marketing properties to decrease vacancies, façade improvement program, Redevelopment Ready Communities (RRC) Program)	DDA Staff/City Administration/City Commission	Short Term	No Cost	DDA Staff continues contact with Property Owners to promote available space. Community Dev. Dept. working toward RRC status.

New Items	Develop plan for DDA future street lighting upgrade and phased implementation	DDA Staff	Long Term	No Cost	DDA Board approved DDA Infrastructure Master Plan proposal at March 2019 Board Meeting. Wade Trim currently working on plan. Expected completion in spring of 2020.
	Complete a study of infrastructure in the DDA including electricity, plumbing, water, sidewalks, and trees	DDA Staff/City Administration	Short Term	DDA Budget	Completed by Wade Trim as part of the DDA Master Plan.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2020\February2020
Date: 2/10/2020
Re: Kellogg Park Fountain Contract Resolution

BACKGROUND: The Wilcox Foundation is pledging to grant \$1,021,449 to the City of Plymouth for construction of a new fountain in Kellogg Park. The “Wilcox Fountain” funding directs the city to utilize Shaw Construction and fountain contractor Outside the Lines to manage and construct the project. A target date to begin construction is approximately July 13, following Art in the Park in downtown Plymouth. Some preliminary work is expected to be completed in the spring to advance the project ahead of construction. Completion of the fountain could be done by late fall, with it operational by the spring of 2021.

As suggested by Mayor Oliver Wolcott, and stated in the contract, the City would contribute \$30,000 to the construction project, with the DDA contributing \$20,000.

Attached is the substance of what will be a contract between the City of Plymouth and The Wilcox Foundation, which has been approved by the city’s attorneys, Plunkett Cooney.

RECOMMENDATION: Staff is recommending the Plymouth DDA Board give its recommendation to the City Commission to enter into an agreement with The Wilcox Foundation to construct a new Kellogg Park Fountain which includes a \$1,021,449 grant from The Wilcox Foundation, a \$30,000 contribution from the City of Plymouth and a \$20,000 contribution from the City of Plymouth Downtown Development Authority. The DDA’s contribution will come from the Reserve for Contingency Fund 248.290.262.000 which has \$105,015 as of February 6, 2020.



February 5, 2020

VIA EMAIL TO: psincock@ci.plymouth.mi.us

Paul Sincock
City Manager
City of Plymouth
201 S. Main
Plymouth, MI 48170

Re: Proposed Wilcox Foundation Grant Agreement for Fountain in Kellogg Park

Dear Paul:

The purpose of this correspondence is to give an overview of the proposed grant from the Wilcox Family Foundation ("Foundation") to the City of Plymouth for the construction of a fountain in Kellogg Park. The basic conditions of the proposal and project are as follows:

1. The Foundation will grant \$1,021,449 to the City for construction of a fountain in Kellogg Park.
2. The Foundation requests the fountain be named the "Wilcox Fountain" in memory of George and Harriett Wilcox and a bronze dedication plaque will be placed in the fountain area.
3. The name "Wilcox Fountain" will be in place for an agreed upon number of years and that name will be utilized by the City in published information concerning Kellogg Park.
4. The Foundation's grant directs that the City utilize Shaw Construction and Outside the Lines as contractors for the project. The City will enter into construction contracts with the usual and customary terms and conditions for public works projects, including warranties.
5. The fountain has been designed and approved by the Foundation. The color and material selections for the fountain are to be approved by the Historic District Commission prior to commencement of construction.
6. The target date for the starting of construction is July 2020.

ATTORNEYS & COUNSELORS AT LAW

38505 Woodward Ave., Suite 100 • Bloomfield Hills, MI 48304 • T: (248) 901-4000 • F: (248) 901-4040 • plunkettcooney.com

Paul Sincock
City Manager
City of Plymouth
February 5, 2020
Page 2

7. The City is contributing \$50,000 to the project costs proposed to come from City (\$30,000) and DDA (\$20,000) funds. Both bodies will need to approve those appropriations.
8. The fountain project will be subject to all City and other required approvals and the usual terms and conditions of City building requirements, including inspections.
9. The grant from the Foundation will be subject to a final form of Grant Agreement approved by resolution of the City Commission.

We have received a draft proposal for the Grant Agreement and are currently negotiating the same with the Wilcox Foundation. There are several issues to work out, including distribution of the funds to the contractors via an escrow agent, such as a title company or financial institution, and other relevant details.

If you have any questions related to this overview, please feel free to contact me at your earliest convenience.

Sincerely,



Dennis G. Cowan
Direct Dial: (248) 901-4029
Email: dcowan@plunkettcooney.com

DGC/cmw
cc: Mayor Oliver Wolcott
Robert Marzano

Open.09992.80534.23559461-1

RESOLUTION

The following Resolution was offered by Director _____ and seconded by Director _____.

WHEREAS The City of Plymouth and the Downtown Development Authority would like to upgrade the current 50-year-old fountain in Kellogg Park, and

WHEREAS The Wilcox Foundation has agreed to fund the project with a grant totaling \$1,021,449 with the fountain to be known as the Wilcox Fountain, and

WHEREAS The City of Plymouth will contribute \$30,000 to the construction of the new fountain, and

WHEREAS The Downtown Development will contribute \$20,000 toward completion of the project

NOW THEREFORE BE IT RESOLVED THAT the DDA Board recommends to the City Commission it enter into a binding agreement with the Wilcox Foundation to construct a new fountain in Kellogg Park, and

BE IT FURTHER RESOLVED THAT the DDA Board agrees to contribute \$20,000 from the Reserve for Contingency Fund 248.290.262.000 which has \$105,015 as of February 6, 2020.



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2019\February\2020
Date: 2/10/2020
Re: Kellogg Park Event Configuration During Construction

City of Plymouth administration and staff, as well as DDA staff, are planning how to handle events in Kellogg Park when construction begins on a new Kellogg Park fountain.

The construction, which will be kept for the most part in a footprint that is the current fountain, will force staff to reconfigure the park for the many events held in Downtown Plymouth from mid-July through October.

The construction will affect every event, and city administration is working to accommodate all the groups that use Kellogg Park for events...including the DDA's "Music in the Air" Friday night concerts.

Some of the other significant events that will be affected are Art in the Park, Plymouth Fall Festival, the Plymouth Community Band concerts and the Plymouth Community Arts Council's "Music in the Park" Wednesday noon kids' concerts.

Staff is looking at three areas to put the band shell during fountain construction, with a final location yet-to-be determined. They include putting the band shell further west on Penniman Avenue, on Main St. adjacent to the park, and on Ann Arbor Trail.

Staff will give an update on the options as to where the band shell could be placed this summer for the various concert events.

POTENTIAL LOCATIONS FOR BAND SHELL DURING THE FOUNTAIN CONSTRUCTION PROJECT

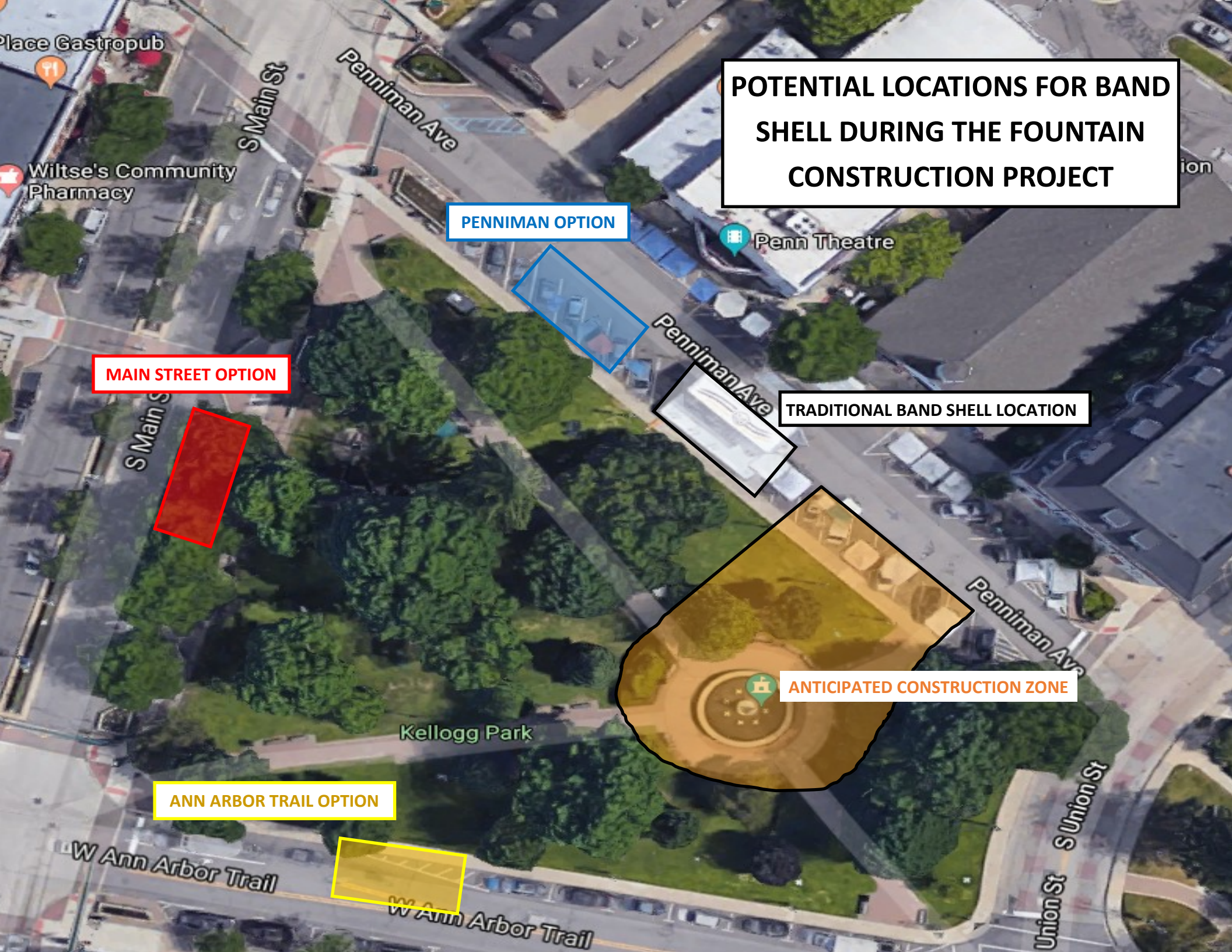
PENNIMAN OPTION

MAIN STREET OPTION

TRADITIONAL BAND SHELL LOCATION

ANTICIPATED CONSTRUCTION ZONE

ANN ARBOR TRAIL OPTION



Saxton's Property Revenue/Expenditure Report

Jan-20	
ITEM	COST
Electricity	\$383.53
Gas	\$738.92
Water	\$47.79
TOTAL EXPENSES:	\$1,170.24
TOTAL RENT COLLECTED:	\$2,425.00
MONTHLY SURPLUS/DEFICIT:	\$1,254.76

Total Surplus/Deficit Since Property Purchase May 2015	
2015	-\$28,832.58
2016	\$9,261.73
2017	\$36,956.82
2018	\$38,218.60
2019	\$16,089.00
Jan-20	\$1,254.76
TOTAL SURPLUS/DEFICIT:	\$72,948.33



Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas2020\February2020
Date: 2/6/2020
Re: DIA Public Art/Kellogg Park Update

The Detroit Institute of Arts, in partnership with the Plymouth Downtown Development Authority and the Plymouth Community Arts Council will be seeking final approval from the City Commission for a public art project to be displayed in the triangular section of Kellogg Park, in front of the Wilcox House.

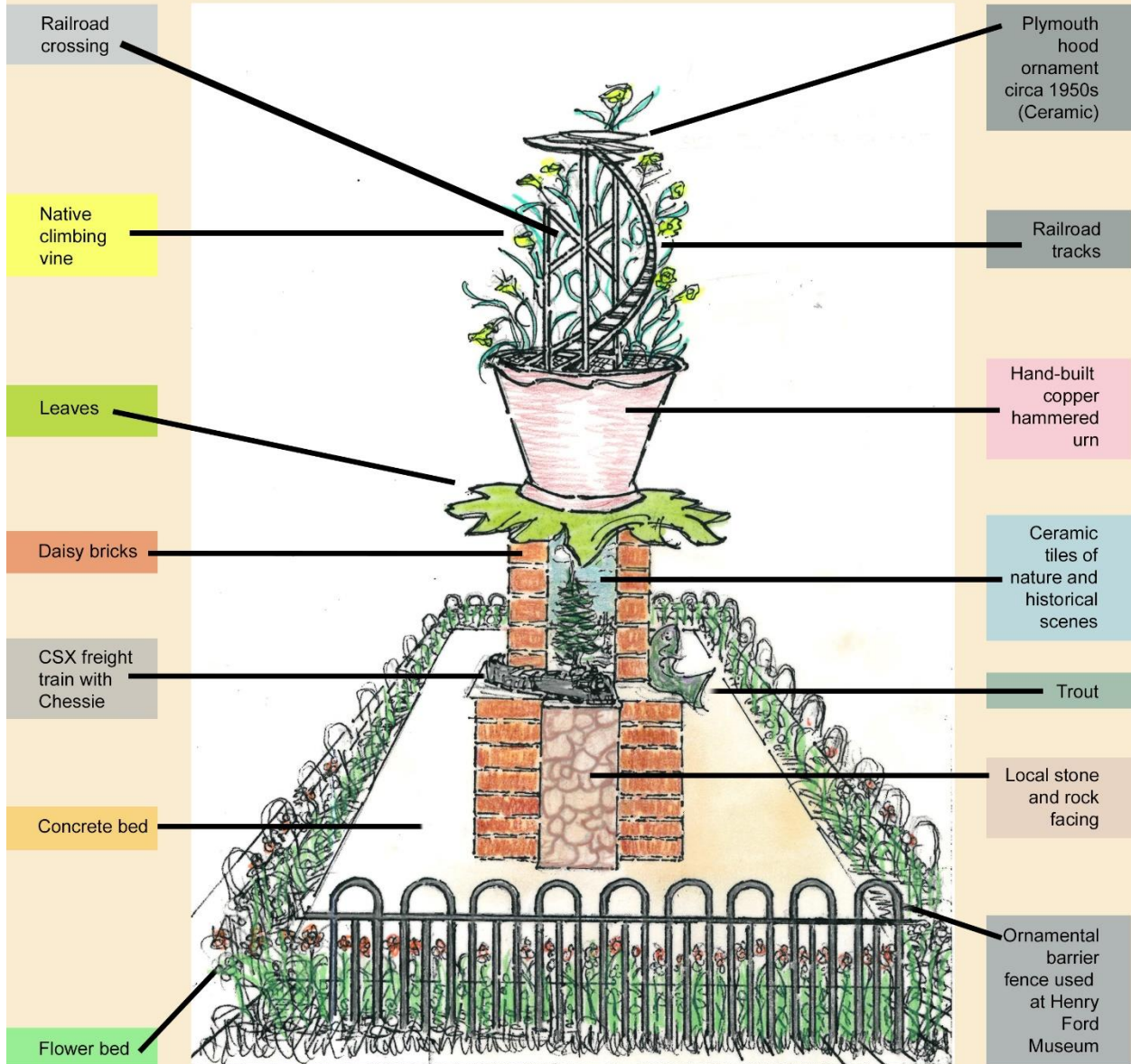
The project has received approval from the Downtown Development Authority board, and the Historic District Commission. Per the city's Monument Policy, the Plymouth Historical Society (Friends of the Plymouth Historical Museum) must comment, and says it has no objections.

To complete the approval requirement, the project will need one final approval from the City Commission. The DIA, Plymouth DDA and Plymouth Community Arts Council are expected to present the art project and seek approval at the February 17, 2020 City Commission meeting.

If the City Commission approves of the project, construction is expected to begin this spring.

The DIA has provided more visual detail of the proposed sculpture. A new rendering is attached.

- **Historical references:** Train and railroad station (Pere Marquette Railway Station with routes going east and west) and Daisy BB Plant
- **Auto industry:** Alter Motor Car Company, Ford, Plymouth
- **Stainless steel:** Trellis is a reference to the ice sculpture, especially in winter
- **City of Homes:** From early indigenous cultures, settlements along rivers, trails into railways, roads and cars, to the industrial age.
- **Natural features:** Trees, flowers, leaves, fish, stones



City of Plymouth Strategic Plan 2017-2020

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2020-21

- Liquor/marijuana license review
- Rooftop seating review
- Adopt Downtown Development Authority (DDA) Master Plan and identify funding sources for implementation
- Begin implementation of Kellogg Park Master Plan with fountain replacement
- Establish format & requirements for public parks sponsorship
- Resident education programs on zoning basics, ordinance change and update, services, and recycling
- City webpage - create city-wide F.A.Q. "Index" page and push out link
- Increase social media presence – 1k new followers/subscribers/etc.
- Review and evaluate City truck routes
- Complete update to Special Events Policy

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2020-21

- Actively promote and participate in the 2020 census
- Explore internal and external supplemental funding of legacy costs
- Target revenue enhancements for large-scale capital projects, including grants and millage
- Assist the Michigan Municipal League (MML) in facilitating and increasing support for state revenue sharing initiatives
- Redesign Capital Improvement Plan and evaluate future funding process for Equipment Fund
- Create a rate card for payment in lieu of paid parking
- Develop financial plan for public safety model
- Identify cost estimates, timeframe and potential funding sources for central parking deck
- Complete road bond sale – phase one

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

ONE YEAR TASKS 2020-21

- Continued administration of development projects and proposals including Wilcox Mill, Saxton's, Pulte, Starkweather School, Lumber Mart, and various residential builds
- Branding – consistency across all communications (email, letterhead, agenda)
- Provide annual process and risk-management training to all boards and commissions
- Continue implementing Redevelopment Ready Community (RRC) plan to achieve certification
- Develop list of transitional properties and utilize Michigan Economic Development Corporation (MEDC), Wayne County, others to market
- Explore marketing partnerships (schools, Chamber, hotels, available publications etc.)

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2020-21

- Administration to make parking recommendation to City Commission by end of first quarter
- Implement updates to parking system according to direction given by City Commission
- Actively engage employees for further career development for succession planning with special focus on the depth of Cultural Center staffing
- Continue Asset Management Plan
- Review Insurance Services Office (ISO) Report and International City/County Management Association (ICMA) Study & begin meeting to discuss viable options for the future delivery of emergency services
- Approve third version of agreement on sanitary sewer with Western Township Utilities Authority (WTUA) based on delay by Wayne County
- Develop multi-modal transportation policy to City Commission
- Implement 2020 street repairs
- Restore Commercial Motor Vehicle (CMV) enforcement
- Continue geographic information system (GIS) mapping of the City
- Define process/educate citizenry/pursue adoption/Implement form-based codes