



# Plymouth Downtown Development Authority

## Meeting Agenda

May 11, 2020 7 p.m.

Plymouth Downtown Development Authority  
831 Penniman  
Plymouth, Michigan 48170

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

**Meeting will be held online at zoom.us. Meeting code: 816 0612 7912**

**Join Zoom Meeting <https://us02web.zoom.us/j/81606127912>**

**Password – 639201**

**Statement on explanation of the reason why the public body is meeting electronically:**

On March 10, 2020 the Governor of the State of Michigan declared a State of emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA302, as amended, MCL 10.31 – 33. These sections provide the Governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

**1) CALL TO ORDER**

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

**2) CITIZENS COMMENTS**

**3) APPROVAL OF THE AGENDA**

**4) APPROVAL OF MINUTES 4-13-2020**

**5) BOARD COMMENTS**

**6) OLD BUSINESS**

- A. DDA Master Plan update—Road Diet rendering
- B. Strategic Plan update

**7) NEW BUSINESS**

Central Parking Deck-WGI inspection resolution

**8) REPORTS AND CORRESPONDENCE**

- A. Saxton’s Expenditure Report
- B. DMS Downtown Projects Update

**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 2017-2022

## 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 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize [City website](#) update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to [Tree Ordinance](#) to clarify implementation, enforcement, and scope

## 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 2019-2020

- Continue to support [Michigan Municipal League \(MML\)](#) efforts to [coordinate state initiatives](#) related to revenue sharing with municipalities
- Increase awareness of and support the [MML Save MI City campaign](#)
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

## 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 2019-2020

- Complete and approve the [DDA Master Plan](#)
- Address and implement recommendations in the [Redevelopment Ready Communities baseline report](#)
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's [Master Plan](#) using implementation matrix ([Appendix Table 5](#))

## 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 2019-2020

- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with [Western Township Utilities Authority \(WTUA\)](#)

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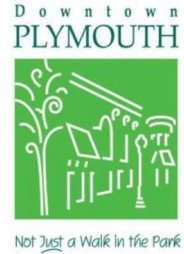
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Monday, April 13, 2020 Regular Meeting Minutes DRAFT



**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>



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CITY OF PLYMOUTH DOWNTOWN DEVELOPMENT AUTHORITY

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

Meeting called to order at 7:04 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  
Patrick O'Neill

MEMBERS ABSENT:

Daniel Farmer  
Dan Johnson  
Brent Rieli

OTHERS PRESENT:

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

## Monday, April 13, 2020 Regular Meeting Minutes DRAFT

### 2. CITIZEN COMMENTS:

Resident Martha Walton thanked Director Elliott for her inspiring messages on the Penn Theatre marquee.

### 3. APPROVAL OF THE AGENDA:

A motion was made by Vice Chair Pollard and seconded by Director O'Neill to approve the 4-13-2020 Regular Meeting Agenda.

MOTION PASSED 7-0.

### 4. APPROVAL OF MEETING MINUTES:

A motion was made by Director Elliott and seconded by Director O'Neill to approve an amended 3-9-2020 Regular Meeting Minutes. The amendment was to correct a Board Comment by Director Elliott

MOTION PASSED 7-0.

### 5. BOARD COMMENTS:

Director O'Neill gave condolences to Chairman Covington on the passing of his mother. O'Neill thanked DDA staff for their work on promoting businesses during the COVID-19 pandemic.

Director Elliott gave condolences to Chairman Covington on the passing of his mother. Elliott thanked resident Martha Walton for her comments. Director Elliott thanked DDA staff for their comprehensive list of business updates during the COVID-19 pandemic. Elliott encouraged everyone to continue to support local businesses. Elliott asked that all DDA meetings be added to the calendar on the City website.

Vice Chair Pollard thanked Director Elliott for her messages on the Penn Theatre marquee. Pollard thanked DDA staff for their continued work during the COVID-19 pandemic. Pollard thanked Senator Dayna Polehanki for her help getting answers to all her questions dealing with the business issues during the pandemic.

Chairman Covington thanked board members for the comments about his mother. Covington thanked the DDA Board, DDA staff and others for their commitment and adaptability during this time.

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### 6. OLD BUSINESS

#### A. DDA Master Plan

Wade Trim representative Shawn Keough explained the process of development of the DDA Master Plan and the proposed road diet on Main Street.

Vice Chair Pollard thanked Wade Trim for the information in the traffic study and that the plan is a move forward for Plymouth.

Mayor Wolcott said he fully endorses the plan.

Director Elliott thanked Wade Trim about the thoroughness of the plan. Elliott asked about the width of the proposed bike lanes and transitions with the bike lanes.

Keough said the goal width of the bike lane is a minimum of five feet. Keough explained the transitions areas.

Chairman Covington asked if signal timing would need adjustments.

Wade Trim representative Laurie Pawlik said that some minor adjustments would be needed.

Director Foess asked about longer delays at intersections.

Keough said the plan is to make the area more pedestrian friendly and to add a few seconds to crosswalk signals to allow pedestrians to cross prior to traffic at Ann Arbor Tr. and Main.

Director Hynes said she needs to see the comprehensive bike plan prior to making a recommendation.

Keough said this is the first step and the comprehensive plan will include north, south, east and west arteries on Main, Harvey, Ann Arbor Tr., Penniman and Farmer.

Director O'Neill asked where the bike lanes will end approaching Ann Arbor Road. O'Neill also suggested putting temporary stripes to keep Main as is until the entire plan is clearer.

Keough said the lanes would begin just north of Ann Arbor Road at Byron with a sharrow symbol in between.

Resident Denise Burrows said she has concerns about crashes between cars and bicycles.

## Monday, April 13, 2020 Regular Meeting Minutes DRAFT

Keough said an education program will be needed as part of the project.

Resident Ed Walton asked if the study included delivery vehicles.

Pawlik said the models differentiated between passenger vehicles and large vehicles.

Planning Commission Karen Sisolak said she supports the road diet but has a hard time visualizing transition areas.

Keough said he can provide a drawing to better explain the transition areas.

Resident Mary Bosserd said she supports the road diet and asked about it extending north to the railroad tracks.

Keough said there is no non-motorized plan and that sharrows would likely be added on north Main.

### B. Kellogg Park Master Plan

Chairman Covington said no decision on the plan will be made today.

Wade Trim representative Scot Lautzenheiser presented the Kellogg Park plan proposal.

Chairman Covington advised DDA Board members to choose which entry way they like best.

Director O'Neill said he liked option 1 best. O'Neill said he doesn't like café tables and chairs and would like to see backless benches instead.

Director Hynes said she liked option 2 or 3 best. Hynes said most people are not in favor of back-in parking.

Director Foess said he liked option 2 or 3. Foess said he has concerns with brick on the promenade and wants to save the donated bricks. Foess said he is a fan of the back-in parking.

Director Elliott said she liked option 2. Elliott said the current paths are ADA compliant and should not be widened. Elliott said she is against the café tables and chairs. Elliott said she had concerns about tents being allowed in Kellogg Park and suggested tents are damaging root systems. Elliott said she is against back-in parking. Elliott said she doesn't mind the woonerf option but has concerns about the costs and surrounding bollards. Elliott said she liked the idea of charging stations, but the plan should focus on planters, benches and the fountain to refresh the park.

## Monday, April 13, 2020 Regular Meeting Minutes DRAFT

Mayor Wolcott said he liked option 2. Wolcott said he liked the promenade and woonef ideas. Wolcott said that different people have different ideas what a refresh actually is. Wolcott said the plan should keep as much green space as possible.

Vice Chair Pollard said she liked option 2 or 3. Pollard said she liked the idea of incorporating the area east of Union. Pollard said she doesn't like the idea of café table and chairs. Pollard said she likes back-in parking but understands why people are against it. Pollard asked about the turf.

Lautzenheiser said Wade Trim would recommend a turf management company.

Chairman Covington said he likes option 1 or 2. Covington said the two most important items in the plan are tree maintenance and turf management. Covington said he likes the woonef and back-in parking and thinks more public education about back-in parking would be needed.

Resident Rucinski said he and other residents are against the addition of any new hardscape. Rucinski said he is opposed to option 1, but option 2 or 3 are okay. Rucinski said he is opposed to café tables and chairs. Rucinski said it is a citizen park and not a DDA park and the citizens should have 80 percent of the say.

Resident Kathy Townsend said the design is vastly improved from where it was years ago. Townsend liked the woonef idea and brick area around the park. Townsend likes option 2 and is opposed to café tables and chairs.

Resident David Satterthwaite said he supports Dave Rucinski's comments. Satterthwaite has concerns about the woonef brick during winter months. Satterthwaite is opposed to café table and chairs.

Resident Martha Walton said although the plan is beautiful, it doesn't reflect the wishes of residents. Walton said residents don't want any additional hardscape, no café tables or new entryways.

Resident Denise Burrows said the proposal is great and is happy with this process. Burrows said paths don't need to be widened, but she does like wraparound benches. Burrows said she likes option 2.

Resident Jan Dersey said path widths should not be altered. Dersey said trees should be prioritized over grass and benches should be kept traditional.

Planning Commissioner Chair Karen Sisolak said she would like to see an "existing vs.

## Monday, April 13, 2020 Regular Meeting Minutes DRAFT

proposed” overlay. Sisolak said she likes the woonerf and bollards but is concerned about the cost/benefit. Sisolak said she doesn’t like the back-in parking and is against adding hardscape in the park.

Resident Jeff Sisolak said he likes the woonerf and bollard idea.

Resident Jane Libbing said she likes option 1, but option 2 is more appropriate for Kellogg Park. Libbing said she doesn’t like increase in walkways or back-in parking or another entrance way into the park. Libbing said the park’s primary use is for families and events.

Resident Mary Bosserd said the park needs a better maintenance plan and think about how any changes will be maintained.

Resident Tom Bosserd said he is concerned about functionality of bollards and charging stations and is in favor of entryway option 2.

Resident Pete Mundt said he liked the plan but encouraged the DDA to maintain simplicity. Mundt also suggested using landscaping to hide infrastructure where possible.

### C. Strategic Plan Update

Executive Director Bruscato gave the board an update of the DDA Strategic Plan.

## 7. REPORTS AND CORRESPONDENCE

### A. Presentation of the 2020-21 DDA Budget

Executive Director Bruscato presented the proposed 2020-21 DDA Budget.

### B. Saxton’s Expenditure Report

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

## 8. ADJOURNMENT

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

MOTION PASSED 7-0

Meeting adjourned at 9:47 p.m.



## Memorandum

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

From: Shawn W. Keough, PE

Date: May 6, 2020

Subject: Wade Trim Project Update

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

At the April 13, 2020 City of Plymouth Downtown Development Authority (DDA) meeting, Wade Trim presented information related to two important topics – the proposed Road Diet on South Main Street and the initial Concept Plan for Kellogg Park. This memorandum provides a brief description of our follow-up activities since the April 13<sup>th</sup> meeting:

### **DDA Master Plan – Road Diet Recommendation for South Main Street**

One of the questions that was raised during the DDA Board discussion of the proposed Road Diet for South Main Street was what the striping plan would look like and how the lanes approaching the intersection of Ann Arbor Trail and Main would transition in this area. In response to that question, Wade Trim's traffic engineering team has prepared the attached illustration. This graphic illustrates the following information:

- Lane geometry is shown for the proposed vehicle lanes and bike lanes. The north and south-bound vehicle lanes are proposed at 11 feet wide. The left center turn lane is shown at 10 feet wide and the bike lanes are shown as four feet wide. The bike lanes may be slightly wider in some areas due to the fact that some areas along South Main Street are slightly wider.
- Lane striping and symbols are shown along all vehicle lanes and bike lanes, as well as where the use of the bike sharrow symbol is in areas without a specifically dedicated bike lane. The bike sharrow symbol is placed in vehicle travel lanes to delineate where bikes and vehicles must share the lane for travel.
- Please note that this drawing will be included in the City's 2020 Infrastructure Improvement Program bid documents so that the City can obtain bids for the proposed re-striping.

During the past month, with the support of the City Manager, we have initiated the design of pedestrian crossing enhancements at the Ann Arbor Trail/Main Street intersection. This work was not originally included in our design/planning scope of work associated with the Main Street resurfacing as part of the 2020 Infrastructure Improvements, however, during the evaluation of the South Main Street corridor, it has been identified as an additional need to improve pedestrian safety in downtown. Wade Trim is working on the design of these pedestrian crossing enhancements (i.e., push-button activation and leading pedestrian interval signal timing) in conjunction with the Main Street/Hartsough Rectangular Rapid Flashing Beacon design. We envision that those two signalization projects would be completed as a separate project later this year (more information will be provided as these designs are advanced).

## **Kellogg Park Master Plan**

As a follow-up to the April 13, 2020 DDA meeting and our presentation of the Preliminary Concept Plan for Kellogg Park, Wade Trim has performed the following activities:

- Our first step following the meeting was to summarize the input we received during the evening Zoom meeting. We prepared a summary of the comments we noted and provided that to the City/DDA on April 21, 2020.
- Our goal at Wade Trim has always been to create/gather as much public input for this Master Planning process. Since the DDA indicated that our preliminary concept plan might be presented at an open meeting sometime in the future, we felt it was important to take advantage of the time until that meeting to give residents who might not have attended the Zoom meeting an opportunity to provide additional comments. We encouraged the DDA Directors to place the slides from our presentation on the DDA website to gather further public comment.
- Our presentation recommended that the City develop a well thought out tree care and replacement plan. Since the April 13<sup>th</sup> meeting, we have been working with representatives from the Department of Municipal Services (DMS) to review the tree data (i.e., species, size, condition and health, etc.) that was collected for the existing trees within and around Kellogg Park. We also had an initial conversation with Ms. Kelly O'Donnell, representing Keep Plymouth Leafy. Ms. O'Donnell was very supportive of the City efforts to create a solid tree care plan and we plan to engage her further as we look at opportunities to "expand the canopy" and for fundraising support for future replacements that may become necessary.
- In the coming weeks, our Wade Trim team will be working with the City DMS team to discuss turf maintenance strategies as well.

We trust that this brief project update is helpful. We will not be formally presenting this information at the May DDA meeting; however, we would be happy to answer any questions that may arise. Please feel free to contact us at any time with questions. We appreciate the opportunity to assist the City of Plymouth Downtown Development Authority with these projects.

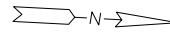
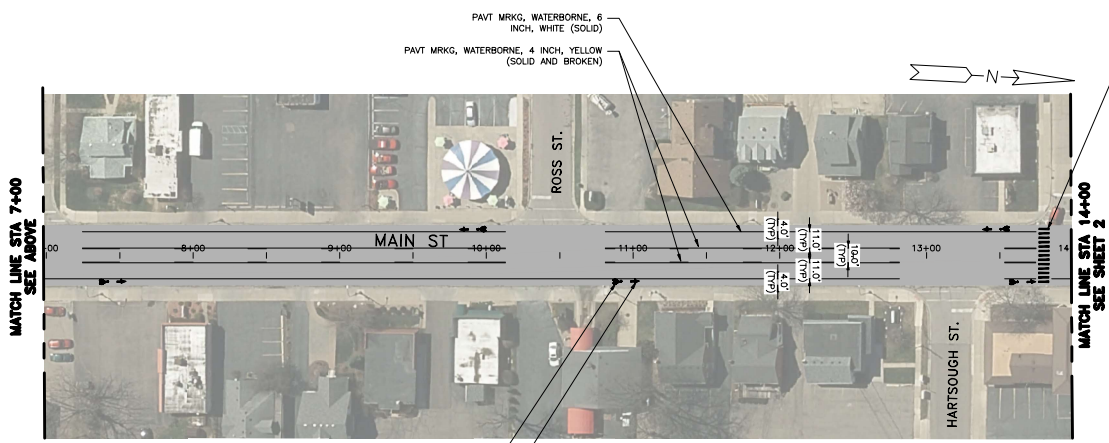
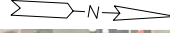
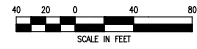
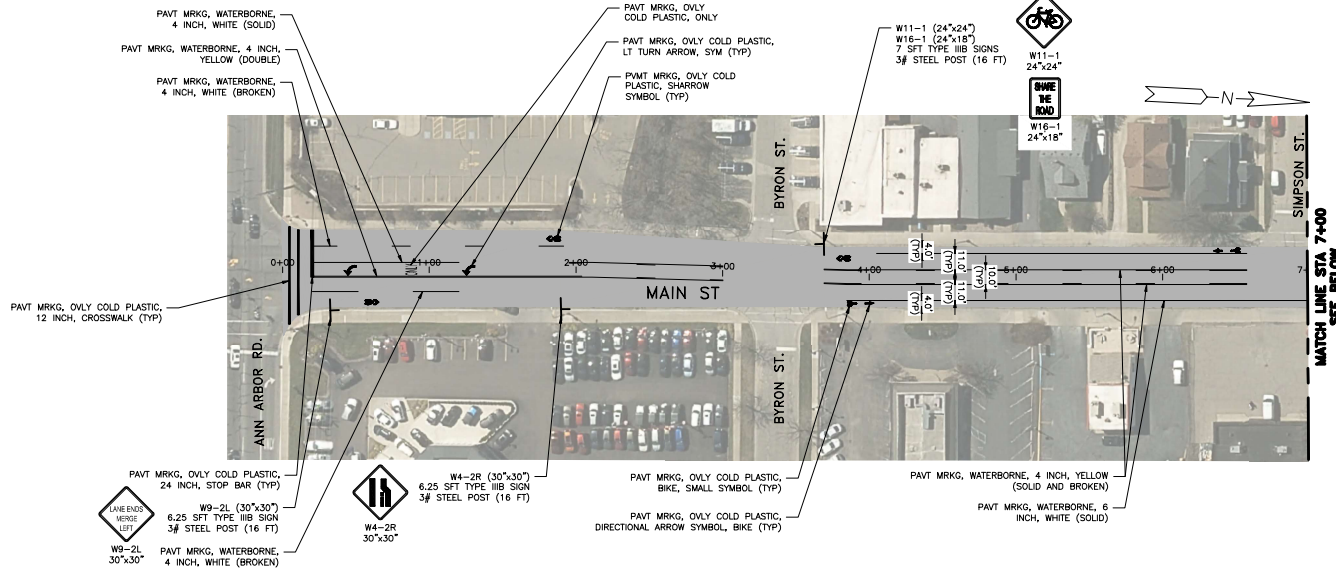
SWK:ka  
PLY 2120-01T  
WT Project Update May 2020 Mtg.docx  
Attachment

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

811 CALL CENTER: 811-4-OPEN (811-4676)  
 2020 INFRASTRUCTURE IMPROVEMENTS - 1 - PLOTTED 1/17/2020 2:15 PM BY: BOILEY, QUINN



Know what's below.  
Call before you dig.



**SUMMARY OF QUANTITIES THIS SHEET**

48	LF	POST, STEEL, 3/8
19.5	SF	SIGN, TYPE III B
2,770	LF	PAVT MRKG, WATERBORNE, 4 INCH, YELLOW
219	LF	PAVT MRKG, WATERBORNE, 4 INCH, WHITE
1,786	LF	PAVT MRKG, WATERBORNE, 6 INCH, WHITE
215	LF	PAVT MRKG, ONLY COLD PLASTIC, 12 INCH, CROSSWALK
7	LF	PAVT MRKG, ONLY COLD PLASTIC, 24 INCH, STOP BAR
32	LF	PAVT MRKG, ONLY COLD PLASTIC, BIKE, SMALL SYMBOL
7	EA	PAVT MRKG, ONLY COLD PLASTIC, DIRECTIONAL ARROW SYMBOL, BIKE
2	EA	PAVT MRKG, ONLY COLD PLASTIC, LT TURN ARROW, SYM
1	EA	PAVT MRKG, ONLY COLD PLASTIC, ONLY
5	EA	PAVT MRKG, ONLY COLD PLASTIC, SHARROW SYMBOL

REV#	DATE	DESCRIPTION

CITY OF PLYMOUTH  
 201 S MAIN ST  
 WAYNE COUNTY, MICHIGAN 48170  
 2020 INFRASTRUCTURE IMPROVEMENTS  
 MAIN STREET STRIPING PLAN  
 STA 0+00 TO STA 14+00

ISSUED FOR:	DATE:	BY:
JOB NO.	PLY2123-01T	
SHEET	1	

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## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2020\May2020  
**Date:** 5/11/2020  
**Re:** Strategic Plan update

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

**Identify Alternative Funding Sources:** Delayed because of COVID-19. The Finance Committee consisting of DDA Board directors Maura Hynes, Scott Foess and Ellen Elliott held its first meeting on January 13, 2020. The assignment for each member is to bring two suggestions for potential funding. The 4/13/2020 meeting was cancelled.

**Create a Comprehensive Parking Plan:** Delayed because of COVID-19. City staff will reconvene working on plan when appropriate. DDA Staff is analyzing kiosks and quotes from two vendors to give a recommendation to the project team at the next meeting.

**Assist in Moving Saxton's Development Project Forward:** The Planning Commission approved the PUD and site plan at its 4/8/2020 meeting. The PC recommendation moves to the City Commission which is expected to vote on the plan in June. Historic District Commission has already given its approvals.

**Repair Tree Grates:** DDA Board approved DDA Infrastructure Master Plan proposal at March 2019 Board Meeting. Wade Trim currently working on plan.

**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. The electrician repaired lights in the Central Parking Deck walkway between Park Place Gastro Pub and The Sardine Room on 2-5-20.

**Create tree lighting plan to provide full LED display on all trees within desired boundary (purchase, installation and maintenance):** Staff considering proposals for replacement of tree lights on Forest Ave. in the 2020-21 fiscal year.

**Kellogg Park Improvements:** Wade Trim presented alternatives for potential projects as part of the Kellogg Park Master Plan at the 4/13/2020 meeting. Preparing a final draft.

**Kellogg Park Fountain:** Mayor Wolcott and The Wilcox Foundation have agreed to move the project to spring 2021. The City Commission on 3/2 approved the contract with The Wilcox Foundation to fund the Kellogg Park fountain...with a \$20,000 contribution from the DDA (previously approved by the DDA Board) and \$30,000 from the City.

**Support Business:** DDA Staff has been updating website and social media with business information during COVID-19, conducted a kids' coloring contest, Takeout Tuesday contest for restaurants and Downtown Plymouth Shopping Contest for retailers, and free video production for businesses; forward information on grants, loans and unemployment to merchants

**Develop a Plan for DDA Future:** Wade Trim is developing the final DDA Master Plan report.

**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 5/7/2020
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	Delayed because of COVID-19. The Finance Committee consisting of DDA Board directors Maura Hynes, Scott Foess and Ellen Elliott held its first meeting on January 13, 2020. The assignment for each member is to bring two suggestions for potential funding. The 4/13/2020 meeting was cancelled.
	Establish a DDA Finance Committee.	DDA Board	Short Term	No Cost	The 4/13/2020 meeting cancelled because of COVID-19
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	Delayed because of COVID-19. City staff will reconvene working on plan when appropriate. DDA Staff is analyzing kiosks and quotes from two vendors to give a recommendation to the project team at the next meeting.
	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 Planning Commission approved the PUD and site plan at its 4/8/2020 meeting. The PC recommendation moves to the City Commission which is expected to vote on the plan in June. Historic District Commission has already given its approvals.
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.
	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.
	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	Staff considering proposals for replacement of tree lights on Forest Ave. in the 2020-21 fiscal year.
	Increase lighting, especially in alleys	DDA Staff	Short Term	DDA Budget	Lights have been upgraded on the parking deck pedestrian bridge near Compari's to better illuminate the crosswalk.
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	Wade Trim presented alternatives for potential projects as part of the Kellogg Park Master Plan at the 4/13/2020 meeting. Preparing a final draft.
	Fountain Completion	City Commission	Short Term	Wilcox Foundation	Mayor Wolcott and The Wilcox Foundation have agreed to move the project to spring 2021. The City Commission on 3/2 approved the contract with The Wilcox Foundation to fund the Kellogg Park fountain...with a \$20,000 contribution from the DDA (previously approved by the DDA Board) and \$30,000 from the City.
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 has been updating website and social media with business information during COVID-19, conducted a kids' coloring contest, Takeout Tuesday contest for restaurants and Downtown Plymouth Shopping Contest for retailers, and free video production for businesses; forward information on grants, loans and unemployment to merchants
New Items	Develop plan for DDA future street lighting upgrade and phased implementation	DDA Staff	Long Term	No Cost	Wade Trim gave an update on DDA Master Plan at 4/13/2020 meeting.
	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\May2020  
**Date:** 5/7/2020  
**Re:** Central Parking Deck Inspection

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### BACKGROUND:

The Downtown Development Authority is responsible for the annual and long-term maintenance of the Central Parking Deck, which includes all scheduled and emergency repairs.

Every five to eight years, a significant restoration project is needed to ensure the deck is in exceptional condition for the longevity of the structure and the safety of our visitors, merchants and their employees.

In the spring and fall of 2018, under the direction of consultants WGI Michigan of Kalamazoo (formerly Carl Walker) major renovations were completed at a cost of \$372,000 to bring the Central Parking Deck to current standards. WGI is very familiar with this parking structure, as the consulting firm has provided engineering analysis reports, construction documents, and construction administration since 1991.

The DDA prepares for additional repairs each year by budgeting \$25,000 a year for subsequent repairs. In years that money isn't spent, it is saved for future repairs as the line item increases by \$25,000 each budget year.

In its report following the major renovation in 2018, WGI projected potential repairs and costs over the next 20 years. In year two of that projection, WGI projected \$158,000 in potential repairs in 2020.

With that information, and with some potential repairs because of small areas of concrete falling from the bottom of the upper level to the lower level, staff believes it's a good time to conduct a full-scale inspection by WGI of the Central Parking Deck discuss needed repairs before potentially experiencing major repairs to the deck, which is 37 years old.

**RECOMMENDATION:**

DDA staff is recommending approving a contract with WGI Michigan to inspect the extent and cause of deterioration to develop an effective repair plan to extend the service life of the structure. The parking structure evaluation will be focused on developing a report that outlines the general condition of the structure, as well as recommendations for repair and protection, including cost estimates for budgeting the work.



March 10, 2020

Tony Bruscato  
DDA Operations Director  
City of Plymouth DDA  
831 Penniman  
Plymouth, MI 48170

Sent via email: [abruscato@ci.plymouth.mi.us](mailto:abruscato@ci.plymouth.mi.us)

**Re: Proposal for Parking Structure Evaluation  
City of Plymouth Central Parking Structure  
WGI Proposal No. R1-20-038**

Dear Mr. Bruscato:

WGI Michigan, Inc. (WGI), *formerly Carl Walker, Inc.*, appreciates the opportunity to provide professional engineering services for the evaluation of the City of Plymouth Central Parking Structure. This proposal provides for an evaluation of the structure to determine the extent of deterioration and provide repair and maintenance recommendations.

**PROJECT UNDERSTANDING**

The City of Plymouth Central Parking Structure was originally built in 1983. The parking structure consists of a slab on grade plus one supported level of parking. The supported level includes a total of approximately 48,000 square feet and was constructed utilizing a precast concrete structural system designed and manufactured by Shelby Precast. The parking structure utilizes a speed ramp for vehicle access to the single supported level of parking. The upper level is also serviced by an elevated pedestrian bridge located on the east side of the structure, which provides direct pedestrian access to Main Street.

WGI is very familiar with this parking structure. We have provided engineering analysis reports, construction documents, and construction administration since 1991.

The following is a list of the reports and construction documents that we have provided to the City of Plymouth for repairs to the Central Parking Structure:

**Reports**

- Structural Evaluation and Options Analysis dated June 18, 1991
- Letter Report dated July 9, 1996
- Light Study report dated September 6, 1996
- Structural Evaluation and Options Analysis dated January 12, 2001
- Vertical Expansion Feasibility Study dated January 9, 2001
- Condition Appraisal dated March 2009
- Condition Appraisal dated June 2012
- Condition Appraisal dated March 2017, including a 20-Year Repair & Maintenance Plan



### Construction Documents

- Restoration Design Documents dated July 26, 1991
  - Construction Cost of \$200,000
  - Repaired concrete delaminations
  - Replaced concrete topping above the inverted tee beams
  - Replaced all sealants and expansion joint glands
  - Installed supplemental floor drains
  - Installed concrete overlay at pedestrian bridge
  - Painted east stairs and bridge handrails
  - Replaced masonry wall beneath pedestrian bridge
  - Replaced concrete curb at pedestrian bridge
  - Installed concrete sealer on Level 2
  - Restriped
- Restoration Design Documents dated March 21, 1997
  - Construction Cost of \$198,000
  - Project Manager: Mark Postma
  - Repaired concrete delaminations
  - Replaced the snowmelt system on the ramp
  - Repaired joint sealants and expansion joint glands
  - Installed deck coating on the concrete topping above the inverted tee beams
  - Installed concrete sealer on Level 2
  - Restriped
- Restoration Design Documents dated June 3, 2002
  - Construction Cost of \$218,000
  - Project Manager: Mark Sampson
  - Repaired concrete delaminations
  - Repaired asphalt at Level 1
  - Replaced all joint sealants
  - Repaired expansion joint glands
  - Installed deck coating on all of Level 2 and pedestrian bridge
  - Installed coating on top of columns at Level 2
  - Repaired shear connectors at tee flanges
  - Cleaned storm system
  - Restriped
- Restoration Design Documents dated April 27, 2009
  - Construction Cost of \$237,000
  - Project Manager: Mark Sampson
  - Repaired concrete delaminations
  - Repaired sealants
  - Replaced expansion joint glands
  - Recoated deck coating on all of Level 2
  - Installed wall coatings
  - Installed piping insulation
  - Installed concrete sealer on ramp



- Painted East stairs
- Restoration Design Documents dated July 16, 2012
  - Construction Cost of \$53,000
  - Project Manager: Mark Sampson
  - Repaired asphalt at Lower Level
  - Repaired concrete delaminations
  - Repaired sealants
  - Repaired Wall Coating
- Restoration Design Documents dated February 1, 2018
  - Construction Cost of \$372,000
  - Project Manager: Dan Elliott / Justin Thomson
  - Repaired asphalt at Lower Level
  - Repaired concrete delaminations
  - Replaced sealants at Upper Level
  - Replaced expansion joint gland at Upper Level
  - Recoated deck coating at Upper Level
  - Repaired steel stairs
  - Installed pavement markings

## **PROJECT APPROACH**

Properly evaluating a structure to determine the extent and cause of deterioration is essential to developing an effective repair plan to extend the service life of the structure. The parking structure evaluation is focused on developing a report that outlines the general condition of the structure, as well as recommendations for repair and protection, including cost estimates for budgeting the work.

Our recommended approach for the evaluation of the Central Parking Structure includes the following:

### **1.1 Coordination**

- A. Establish the project team and standard procedures for communication throughout the entire project.
- B. Establish project schedule with specific target dates for each task.
- C. Conduct an introductory meeting with appropriate representatives to establish investigation guidelines to minimize interference with the current parking operations.
- D. Review with you the goals of the project to assure that the necessary aspects of the study are included.

### **1.2 Research**

- A. Review parking structure documentation, including original design drawings, specifications, and previous repair documents. WGI provided restoration engineering services for the evaluation and repairs of the Central Parking Structure in 2017/18; we have the condition assessment report and drawings available for the structure.
- B. Develop an understanding of types of materials used, manufacturers, warranties, age of materials/systems, replacement time frame, and replacement values, etc.



- C. Meet with and interview the appropriate on-site building personnel to help understand any recent history of the parking structure. Maintenance history, including the attention given to known problems and existing damage, will be useful in developing long-term repair and protection programs.

### 1.3 On-site Evaluation

- A. Conduct a review of the structural and waterproofing components of the structure, including concrete columns, floor slabs, curbs, beams, and walls.
- B. Review the structure to determine quantities and locations of items of deterioration, such as cracking, scaling, and spalling of concrete structural elements.
  - 1) A chain drag mechanical sounding on representative areas of floor surfaces to identify spalled/delaminated concrete.
  - 2) Visual review of other elements, including soffits, vertical surfaces, beams, columns etc. would be completed, as necessary, to estimate quantities.
- C. Review architectural systems, components and hardware such as perimeter rails, doors, handrails, stairways and enclosures, spandrel panels and connections, painting, the building exterior, etc.
- D. Review the existing joint sealants, expansion joints, and waterproofing coatings. Leaks through the parking levels will be reviewed.
- E. Complete a review of the mechanical, ventilation, heating, and plumbing and floor drains to determine general condition.
- F. Review lighting systems.
- G. Review the performance of previous repairs. Some joint sealants are under a 5-year warranty. We will notify the City and previous contractor if warranty repairs are required.
- H. Notify the City if any safety concerns are identified.

### 1.4 Parking Structure Evaluation Report

- A. A written report will be provided. Our findings and conclusions will either reaffirm the previous report findings or provide you with new insights and recommendations. The report will:
  - 1) Summarize the research, including commentary on the recommendations of the previous study.
  - 2) Document any new developments in the structure condition since the last report
  - 3) Develop a comprehensive work-item list of recommended repairs for the structure.
  - 4) Provide a cost estimate for the recommended repairs.
  - 5) If additional testing is required, we will bring it to your attention.
  - 6) Update the 20-Year Repair & Maintenance Plan provided in 2017 with associated probable construction costs and provide an estimate of the remaining service life of the structure.
- B. An electronic Draft report will be provided for review.
- C. An electronic Final Report will be provided, incorporating all review comments.



## City of Plymouth Central Parking Structure Evaluation

Please note that this report does not constitute the drawings, details, or specifications for construction, but rather is a planning document for developing an appropriate schedule, design approach and execution plan for the work. Construction documents including plans, details and specifications will need to be developed prior to restoration commencing.

### ANTICIPATED PROJECT SCHEDULE

Upon authorization to proceed, we will complete the site evaluation within 2 to 3 weeks. We anticipate completion of the final report within 3 to 4 weeks of the site evaluation.

### FEE SUMMARY

We propose to provide the Parking Structure Evaluation on a fixed fee basis plus reimbursable expenses. The following table is a summary of our fee:

#### WGI FEES AND EXPENSES

Description	WGI Fees	Estimated Expenses	Total
Parking Structure Evaluation	\$8,800	\$100	\$8,900

We have enclosed our Standard Terms and Conditions under which we propose to provide our services. Trusting our proposal as outlined above is acceptable, please sign and return the enclosed copy of this letter to serve as our Agreement and as our Authorization to Proceed. If you have any questions, please contact us.

Thank you for the opportunity and we look forward to being of service to you.

Very truly yours,  
**WGI Michigan, Inc.**

Justin Thomson  
Project Manager

Mark Sampson  
Restoration Manager

ACCEPTED BY:  
**City of Plymouth DDA**

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*Signature*

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*Title*

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*Date*

Enc.: WGI Michigan, Inc. Agreement Provisions



**WGI MICHIGAN, INC.**  
**AGREEMENT PROVISIONS**  
**FEBRUARY 2019**

- 1. Performance:** WGI Michigan, Inc.'s services pursuant to this Agreement ("Services") will be performed in a manner consistent with the degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same geographic area. No other warranties, expressed or implied, are made with respect to WGI Michigan, Inc.'s performance of Services. WGI Michigan, Inc. is not a guarantor of the Project for which its Services are directed, and its responsibility is limited to work performed for the CLIENT. WGI Michigan, Inc. is not responsible for acts or omissions of the CLIENT, nor third parties not under its direct control. CLIENT'S acceptance of WGI Michigan, Inc.'s Services constitutes acceptance of these Terms and Conditions.
- 2. Billing/Payments:** Invoices for WGI Michigan, Inc.'s Services and reimbursable expenses shall be submitted on a monthly basis. Payment shall be due on the date each invoice is received and shall be deemed delinquent 30 calendar days after issuance. Delinquent invoices shall accrue interest on the balance due at a rate of 18% per annum, or the highest interest rate allowable by law. Outstanding invoices delinquent beyond 45 calendar days may, at WGI Michigan, Inc.'s election, be deemed a notice to stop performance under this contract and WGI Michigan, Inc. may, in that event, suspend its Services until the invoice is paid, with no liability to WGI Michigan, Inc.. CLIENT shall make payment in full at or before delivery to CLIENT of any reports, plans, record drawing, or certifications prepared under this Agreement. All attorneys' fees, court costs, and/or expenses associated with collection of past due invoices will be paid by CLIENT, whether or not suit is filed. CLIENT'S failure to timely pay any WGI Michigan, Inc. invoice within 45 calendar days of issuance shall constitute a waiver of any and all claims against WGI Michigan, Inc.. Retainers shall be credited on WGI Michigan, Inc.'s final invoice.
- 3. Fees:** WGI Michigan, Inc.'s fees for its Services are set forth in WGI Michigan, Inc.'s Fee Schedule, which is attached as a separate exhibit to this Agreement or has otherwise been provided to CLIENT. WGI Michigan, Inc.'s fees reflected in this Agreement exclude testing, permit fees, reproduction costs, and any service not reflected in this Agreement. All fees for Services are based on a one-time performance only. Additional Services and/or changes in service, whether field or office, shall be performed only after authorization by CLIENT. Fees for changes and/or additional services are not included in this Agreement and shall be invoiced at the hourly rates quoted on WGI Michigan, Inc.'s current Fee Schedule.
- 4. Reimbursable Expenses:** Direct costs including, without limitation, prints, copies, long distance phone calls, mileage, delivery service, etc., are not included in the above fees but shall be billed as Reimbursable Expenses at the rates set forth in WGI Michigan, Inc.'s Fee Schedule.
- 5. Storage:** Material samples not consumed in the performance of WGI Michigan, Inc.'s Services may be discarded 30 days after submission of the test report unless CLIENT requests other disposition. After notification to CLIENT, WGI Michigan, Inc. may charge CLIENT for extended storage of materials, records, or equipment.
- 6. Consequential Damages:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither CLIENT nor WGI Michigan, Inc., their respective officers, directors, partners, employees, contractors, or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project, WGI Michigan, Inc.'s Services, or this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both CLIENT and WGI Michigan, Inc. shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Project.

- 7. Hazardous Materials:** WGI Michigan, Inc. shall have no responsibility for the discovery, presence, handling, removal, or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB), or other toxic substances. WGI Michigan, Inc.'s Services expressly exclude any Services for CLIENT involving or related in any manner to hazardous substances, and CLIENT shall defend, indemnify, and hold harmless WGI Michigan, Inc., its employees, officers, directors, professionals, and subconsultants from and against any and all claims, damages, losses, and expenses (including reasonable attorney's fees) arising out of, or in any way related to, the presence, discharge, release, or escape or contaminants or hazardous substance of any kind, or environmental liability of any nature, in any manner related to WGI Michigan, Inc.'s Services under this Agreement.
- 8. LIMITATION OF LIABILITY:** To the fullest extent permitted by law, should WGI Michigan, Inc. or any of its employees (professional or otherwise) be found to have been negligent in the performance of the Services, or to have made or breached any express or implied warranty, representation, or obligation under this Agreement, CLIENT, all parties claiming through CLIENT, and all parties claiming to have in any way relied upon WGI Michigan, Inc.'s Services or the representations of the employees and agents of WGI agree that the maximum aggregate amount of the liability of WGI Michigan, Inc., its officers, employees, and agents shall be limited to \$50,000.00 or the total amount of the fee actually paid to WGI Michigan, Inc. for its Services performed with respect to the Project, whichever is greater.

In the event CLIENT is unwilling or unable to limit WGI Michigan, Inc.'s liability in accordance with the provisions set forth in this subsection, CLIENT may, upon written request of CLIENT received within five days of CLIENT'S acceptance hereof, increase the limit of WGI Michigan, Inc.'s liability to a maximum of \$1,000,000.00 by agreeing to pay WGI Michigan, Inc. a sum equivalent to an additional amount of 10% of the total fee, or \$10,000.00, whichever is greater, to be charged for WGI Michigan, Inc.'s Services. In the event professional fees increase during the Project, CLIENT agrees to pay an additional 10% of said increase for the aforementioned higher limits on professional liability. This charge is not to be construed as being a charge for insurance of any type but is increased consideration for the greater liability involved. In any event, attorney's fees expended by WGI Michigan, Inc. in connection with any claim shall reduce the amount available and only one such amount will apply to any Project.

If any of the above provisions of this paragraph is/are deemed invalid or unenforceable for any reason, WGI Michigan, Inc.'s liability shall not exceed the available policy limits of any insurance policy providing coverage for WGI Michigan, Inc.'s Services on the Project. The provisions of this paragraph shall inure to the benefit of WGI Michigan, Inc.'s agents, representatives, consultants, officers, directors, and employees. WGI Michigan, Inc.'s agents, representatives, consultants, officers, directors, and employees shall be considered third-party beneficiaries for the purposes of this paragraph. The provisions of this paragraph shall survive the termination of this Agreement.

- 9. Events of Default:** CLIENT shall be in default under this Agreement if (i) it fails to pay in full any invoice from WGI Michigan, Inc. on the due date or fails to make any other payment due to WGI Michigan, Inc. under this Agreement, (ii) it fails to observe or perform any other term, condition, or covenant under this Agreement, (iii) it breaches any warranty or representation made under this Agreement, (iv) it dissolves, terminates, or liquidates its business, or its business fails, or its legal existence is terminated or suspected, (v) it commences any voluntary or involuntary bankruptcy, reorganization, insolvency receivership, or other similar proceeding is commenced by or against CLIENT, or (vi) it becomes insolvent, makes an assignment for the benefit of creditors, or conveys substantially all of its assets.
- 10. Ownership of Instruments of Service:** All plans, data, reports, drawings, specifications, maps, surveys, ideas, scripts, sketches, designs, CADD files, field data, notes, and other documents and instruments prepared by WGI Michigan, Inc. or its subconsultants, whether such work product is tangible or intangible ("Instruments of Service") shall remain the sole and exclusive property of WGI Michigan, Inc. until such time as CLIENT makes full and final payment to WGI Michigan, Inc. pursuant to the terms set forth in this Agreement, and until such time, CLIENT shall not use, deliver, solicit, transmit, or otherwise employ the Instruments of Service, whether



directly or indirectly, by any means or manner. CLIENT understands that changes or modifications to the documents made by anyone other than WGI Michigan, Inc. may result in adverse consequences which WGI Michigan, Inc. can neither predict nor control. Therefore, CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless WGI Michigan, Inc. from and against all claims, liabilities, losses, damages, and costs (including reasonable attorney's fees) arising out of, or in any way connected with, the modification, misinterpretation, misuse, or reuse by CLIENT or others of the documents provided by WGI Michigan, Inc. under this Agreement.

- 11. Electronic Files:** Any electronic files provided are non-certified recordings of printed documents prepared by WGI Michigan, Inc.. These files are provided only for the convenience of CLIENT, or other Receiving Party, and are intended solely for the exclusive use by that party for the purposes expressly authorized. In accordance with standard industry practice, only printed copies of documents conveyed by WGI Michigan, Inc. may be relied upon. Under no circumstances shall these files be used for construction or staking. Any use of the information obtained or derived from these electronic files will be at CLIENT'S, or other Receiving Party's, sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, CLIENT, or other Receiving Party, agrees that it has thirty (30) days to perform acceptance tests, after which it shall be deemed to have accepted the data thus transferred.
- 12. Successors and Assigns:** CLIENT shall not assign, sublet, or transfer any rights under or interest in this Agreement without the prior written consent of WGI Michigan, Inc.. Except where specifically stated otherwise in this Agreement, nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT or WGI Michigan, Inc..
- 13. Third Parties:** Except as expressly provided herein, nothing in this Agreement shall confer any right, remedy, or claim upon any person or entity not a signatory to this Agreement.
- 14. Corporate Protection:** WGI Michigan, Inc.'s performance of Services under this Agreement shall not subject WGI Michigan, Inc.'s individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, CLIENT agrees that as CLIENT'S sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against WGI Michigan, Inc., and not against any of WGI Michigan, Inc.'s employees, shareholders, officers, or directors.
- 15. Severability and Survival:** If any term of this Agreement is to any extent held to be invalid or unenforceable, then such term shall be excluded to the extent of such invalidity or unenforceability, and all other terms hereof shall remain in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between CLIENT and WGI Michigan, Inc. shall survive the completion of WGI Michigan, Inc.'s Services hereunder and the termination of this Agreement.
- 16. Merger and Amendment:** This Agreement constitutes the entire agreement between WGI Michigan, Inc. and CLIENT, and all negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both WGI Michigan, Inc. and CLIENT.
- 17. Applicable Law and Venue:** Unless otherwise specified, this Agreement shall be governed by the laws of the State of Florida. Venue for all disputes between the Parties arising from or relating to this Agreement shall lie exclusively in a court of competent jurisdiction in Palm Beach County, Florida.



Table 2 – 20 Year Estimate of Probable Construction Costs for Repairs & Maintenance

Work Item	Work Item Description	TOTAL COST	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
<b>CONCRETE REPAIRS</b>																							
C1	Concrete Topping Repair	\$ 97,000	\$ 10,000			\$ 7,500			\$ 9,500			\$ 12,000			\$ 15,000			\$ 19,000			\$ 24,000		
C2	Full Depth Repair	\$ 93,900	\$ 7,500			\$ 7,500			\$ 9,900			\$ 12,000			\$ 15,000			\$ 18,800			\$ 23,300		
C3	Tee Flange Repair	\$ 459,200	\$ 72,300			\$ 34,000			\$ 42,500			\$ 53,600			\$ 67,200			\$ 84,200			\$ 105,400		
C4	Tee Stem Repair	\$ 34,500	\$ 3,000			\$ 1,500			\$ 3,000			\$ 4,500			\$ 6,000			\$ 7,500			\$ 9,000		
C5	Wall Repair	\$ 23,000	\$ 2,000			\$ 1,000			\$ 2,000			\$ 3,000			\$ 4,000			\$ 5,000			\$ 6,000		
C6	Column Repair	\$ 262,100	\$ 23,000			\$ 21,300			\$ 26,400			\$ 33,200			\$ 41,700			\$ 51,900			\$ 64,600		
C7	Column Haunch Repair	\$ 9,000	\$ 3,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000		
C8	Beam Repair	\$ 267,200	\$ 28,100			\$ 21,300			\$ 26,400			\$ 33,200			\$ 41,700			\$ 51,900			\$ 64,600		
C9	Curb Repair	\$ 6,000	\$ 500			\$ 500			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000		
C10	Asphalt Repair	\$ 33,700	\$ 3,700			\$ 2,500			\$ 3,500			\$ 4,500			\$ 5,500			\$ 6,500			\$ 7,500		
C11	Tee-to-Tee Connector Repair	\$ 36,100	\$ 15,000			\$ 800			\$ 1,500			\$ 1,500			\$ 15,000			\$ 800			\$ 1,500		
<b>WATERPROOFING REPAIRS*</b>																							
W1	Rout and Seal Cracks	\$ 7,300	\$ 1,300			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000			\$ 1,000		
W2	Seal Asphalt Cracks	\$ 6,300	\$ 900			\$ 900			\$ 900			\$ 900			\$ 900			\$ 900			\$ 900		
W3	Remove & Replace Joint Sealant	\$ 73,000	\$ 31,500			\$ 2,500			\$ 2,500			\$ 5,000			\$ 31,500			\$ 2,500			\$ 2,500		
W4	Remove & Replace Cove Sealant - Silicone	\$ 4,900	\$ 500			\$ 500			\$ 1,700			\$ 1,700			\$ 1,000			\$ 1,000			\$ 1,700		
W5	Remove & Replace Cove Sealant - Urethane	\$ 17,400	\$ 7,500			\$ 800			\$ 800			\$ 800			\$ 7,500			\$ 800			\$ 800		
W6	Repair Expansion Joint Nosing	\$ 2,500	\$ 500			\$ 500			\$ 500			\$ 500			\$ 7,500			\$ 500			\$ 500		
W7	Remove & Replace Precompressed Foam Expansion Joint	\$ 3,200	\$ 800			\$ 800			\$ 1,600			\$ 1,600			\$ 1,600			\$ 1,600			\$ 1,600		
W7a	Remove & Replace Winged Expansion Joint	\$ 36,000				\$ 18,000			\$ 18,000			\$ 18,000			\$ 18,000			\$ 18,000			\$ 18,000		
W8	Deck Coating Base Coat at Concrete Repairs and Worn Areas	\$ 33,800	\$ 11,300			\$ 7,500			\$ 7,500			\$ 7,500			\$ 7,500			\$ 7,500			\$ 7,500		
W8a	Deck Coating Repair (Full System)	\$ 16,000				\$ 1,400			\$ 1,800			\$ 2,200			\$ 2,700			\$ 3,500			\$ 4,400		
W9	Deck Coating Recoat	\$ 480,000	\$ 120,000			\$ 120,000			\$ 120,000			\$ 120,000			\$ 120,000			\$ 120,000			\$ 120,000		
<b>STAIRS</b>																							
S1	Clean and Paint Steel Stairs - East Stair	\$ 6,000	\$ 1,500						\$ 1,500						\$ 1,500						\$ 1,500		
S2	Miscellaneous Steel Repairs	\$ 6,000	\$ 1,500						\$ 1,500						\$ 1,500						\$ 1,500		
<b>ELECTRICAL</b>																							
E1	Replace Light Lens	\$ 500	\$ 500																				
E2	Miscellaneous Electrical Repairs	\$ 12,000				\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000		
<b>MECHANICAL</b>																							
M1	Unplug Drain	\$ 500	\$ 500																				
M2	Miscellaneous Mechanical Repairs	\$ 12,000				\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000			\$ 2,000		
<b>MISCELLANEOUS</b>																							
MI1	Clean and Paint Shear Transfer Angles	\$ 30,400	\$ 7,600						\$ 7,600						\$ 7,600						\$ 7,600		
MI2	Clean and Paint Miscellaneous Precast Connections	\$ 4,900	\$ 1,000						\$ 1,300						\$ 1,300						\$ 1,300		
MI3	Replace Broken Wheelstops	\$ 4,900	\$ 1,000						\$ 1,300						\$ 1,300						\$ 1,300		
MI4	Pavement Markings	\$ 15,000	\$ 3,000						\$ 3,000			\$ 3,000			\$ 3,000						\$ 3,000		
<b>OPTIONAL</b>																							
O1	Lighting System Upgrade	\$ 144,000		\$ 144,000																			
O2	Remove & Replace Asphalt at Level 1	\$ 135,000										\$ 135,000											
CONSTRUCTION COST SUBTOTAL		\$ 2,373,300	\$ 359,000	\$ 144,000	\$ -	\$ 125,000	\$ -	\$ -	\$ 283,500	\$ -	\$ -	\$ 311,900	\$ -	\$ -	\$ 425,000	\$ -	\$ -	\$ 257,500	\$ -	\$ -	\$ 467,400	\$ -	
CONTRACTOR MOBILIZATION AND GENERAL CONDITIONS (15%)		\$ 355,995	\$ 53,850	\$ 21,600	\$ -	\$ 18,750	\$ -	\$ -	\$ 42,525	\$ -	\$ -	\$ 46,785	\$ -	\$ -	\$ 63,750	\$ -	\$ -	\$ 38,625	\$ -	\$ -	\$ 70,110	\$ -	
TOTAL PROBABLE CONSTRUCTION COST		\$ 2,729,295	\$ 412,850	\$ 165,600	\$ -	\$ 143,750	\$ -	\$ -	\$ 326,025	\$ -	\$ -	\$ 358,685	\$ -	\$ -	\$ 488,750	\$ -	\$ -	\$ 296,125	\$ -	\$ -	\$ 537,510	\$ -	
CONSTRUCTION CONTINGENCY (10%)		\$ 272,930	\$ 41,285	\$ 16,560	\$ -	\$ 14,375	\$ -	\$ -	\$ 32,603	\$ -	\$ -	\$ 35,869	\$ -	\$ -	\$ 48,875	\$ -	\$ -	\$ 29,613	\$ -	\$ -	\$ 53,751	\$ -	
TOTAL PROBABLE CONSTRUCTION BUDGET		\$ 3,002,225	\$ 454,135	\$ 182,160	\$ -	\$ 158,125	\$ -	\$ -	\$ 358,628	\$ -	\$ -	\$ 394,554	\$ -	\$ -	\$ 537,625	\$ -	\$ -	\$ 325,738	\$ -	\$ -	\$ 591,261	\$ -	
NOTES:																							
1. Totals in 2017 dollars (no increase for inflation)																							
2. Costs do not include soft costs for engineering or testing																							

## RESOLUTION

*The following resolution was offered by Director \_\_\_\_\_ and  
seconded by Director \_\_\_\_\_*

*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.

## Saxton's Property Revenue/Expenditure Report

Apr-20	
ITEM	COST
Electricity	\$389.69
Gas	\$719.63
Water	\$49.29
Electric Box Repair - Green Electric	\$1,030.46
Engineering Services - Wade Trim	\$900.00
<b>TOTAL EXPENSES:</b>	<b>\$3,089.07</b>
<b>TOTAL RENT COLLECTED:</b>	<b>\$0.00</b>
<b>MONTHLY SURPLUS/DEFICIT:</b>	<b>-\$3,089.07</b>

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
Feb-20	\$1,199.17
Mar-20	-\$1,571.10
Apr-20	-\$3,089.07
<b>TOTAL SURPLUS/DEFICIT:</b>	<b>\$69,487.33</b>



## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas2020\May2020  
**Date:** 5/11/2020  
**Re:** DMS Downtown Projects Update

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DDA Board members are kept apprised of the many projects staff is working on via the DDA Board Update, which is emailed to board members weekly. It's a way for staff to keep DDA Board members up-to-date on the most important projects aligned with the City of Plymouth and DDA strategic plans.

However, there are other projects that are important to the upkeep of Downtown Plymouth that aren't performed by staff. Those are projects being completed by the city's Department of Municipal Services.

Attached are some of the projects completed in the past week by DMS as we continue through spring.

The Department of Municipal Services aeriated and seeded Kellogg Park during the month of April. They plan to continue to monitor the park for additional maintenance needs.

Crews repaired and got the fountain running this past weekend, always a sign of spring in Downtown Plymouth.

DMS is currently working to trim some DDA street trees on Penniman and is checking other areas that may need some minor trimming. DMS also plans to add mulch to several public garden areas downtown early this month.

With the decrease in pedestrian traffic and the cancellation of some events through early summer, DMS plans to permanently repair some previously patched curb areas and other potential minor trip hazards around the downtown streetscape.