



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, July 12, 2021 - 7:00 p.m.

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City of Plymouth  
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Plymouth, Michigan 48170-1637

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#### Online Zoom Meeting

##### 1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:04 p.m.

Present: Mayor Oliver Wolcott, Chair Pollard, Members Ellen Elliott, Scott Foess, Maura Hynes  
Andre Martinelli, Patrick O'Neill, Richard Matsu

Excused: Daniel Farmer, Dan Johnson

Also present: City Commission Liaison Suzi Deal, DDA Director Tony Bruscato, DDA Coordinator Sam Plymale

##### 2. CITIZENS COMMENTS

There were no citizen comments.

##### 3. APPROVAL OF THE AGENDA

O'Neill offered a motion, seconded by Hynes, to approve the agenda for July 12, 2021. There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 8-0

##### 4. APPROVAL OF THE MEETING MINUTES

Wolcott offered a motion, seconded by Martinelli, to approve the minutes of the June 4, 2021 meeting. There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 8-0

##### 5. BOARD COMMENTS

Wolcott said Art in the Park was a great success and thanked all involved. Elliott agreed, and said the fountain project was not a disruption to the event and that she appreciates the upgrades in The Gathering. Pollard complimented everyone who worked on Art in the Park. Martinelli asked whether there would be signage to warn residents about upcoming road construction projects, and Bruscato said there would be social media publicity.

##### 6. OLD BUSINESS

###### a. Five-year Action Plan Update

Bruscato gave an update on parking and pedestrian crossings.

##### 7. NEW BUSINESS

- a. St. Joseph Mercy Medical Center stairwell repair resolution.

Donna Coles and the project's engineer spoke on behalf of St. Joseph Mercy. They explained that this capital improvement project would include a glass enclosure around the stairwell to help preserve the concrete and metal. Board members asked about a price breakdown for specific components of the project and for a visual, and Coles said she would send both to Bruscato for distribution.

The following motion was offered by O'Neill and seconded by Wolcott.

WHEREAS The Downtown Development Authority Board of Directors has in the past put a priority in keeping the Central Parking Deck up-to-date with annual maintenance work; and

WHEREAS The City of Plymouth and St. Joseph Mercy Hospital share a stairwell that connects the Arbor Health Building with the Central Parking Deck; and

WHEREAS A 1992 easement agreement indicates any capital repairs to the stairwell will be shared evenly between the two entities.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board agrees to pay for half of the cost for capital improvements to the stairwell at \$44,171 plus half of any portion of the \$10,000 contingency, should it be needed. Funding for the project will come from the DDA Capitol Improvement Fund, Acct. No. 405 290 977 813.

Board members reiterated that they would like to see drawings of the enclosure and clarified that the City's engineering firm, Wade Trim, agreed that the project is a capital improvement, not maintenance. There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 8-0

- b. DDA Three-Year Office Lease 2021-2024 Resolution

Wolcott offered the following motion, seconded by Martinelli.

WHEREAS The Downtown Development Authority Board of Directors has indicated its desire and willingness to keep the DDA office downtown; and

WHEREAS Keeping the DDA office downtown would give better service to merchants, property owners and visitors, and WHEREAS Having the DDA office downtown would give staff close proximity to events, activities and happenings downtown.

NOW THEREFORE BE IT RESOLVED THAT the Downtown Development Authority Board hereby instruct DDA staff to sign a 3-year lease agreement with property owner Vince Mucci for office space at 831 Penniman for \$1,550 per month from 9/1/21 to 8/31/22; \$1,600 per month from 9/1/22-8/31/23; and \$1,650 from 9/1/23-8/31/24.

Board members discussed the monthly cost and their desire to keep the office visible in the DDA. There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 8-0

**8. REPORTS AND CORRESPONDENCE**

Deal said the City Commission is seeking out applicants to fill vacancies in the boards and commissions.

**8. ADJOURNMENT**

Elliott offered a motion, seconded by Wolcott, to adjourn the meeting at 8:07 p.m. There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Pollard, and Wolcott

MOTION PASSED 8-0