



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, October 12, 2020 - 7:00 p.m.

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City of Plymouth  
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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, Daniel Farmer, Scott Foess, Maura Hynes, Dan Johnson (arrived at 7:07), and Andre Martinelli

Excused: Patrick O'Neill and Brent Rieli

Also present: DDA Director Tony Bruscato, DDA Coordinator Sam Plymale

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF THE AGENDA

Wolcott offered a motion, seconded by Elliott, to approve the agenda. There was a roll call vote.

Yes: Elliott, Farmer, Foess, Hynes, Johnson, Martinelli, Pollard, and Wolcott

MOTION PASSED 8-0

#### 4. APPROVAL OF THE MEETING MINUTES

Hynes offered a motion, seconded by Foess, to approve the minutes of the September 14, 2020 meeting. There was a roll call vote.

Yes: Elliott, Farmer, Foess, Hynes, Johnson, Martinelli, Pollard, and Wolcott

MOTION PASSED 8-0

Wolcott offered a motion, seconded by Foess, to approve the minutes of the September 23, 2020 meeting. There was a roll call vote.

Yes: Elliott, Farmer, Foess, Hynes, Johnson, Martinelli, Pollard, and Wolcott

MOTION PASSED 8-0

#### 5. BOARD COMMENTS

Elliott thanked Bruscato and Plymale for their support of downtown businesses. Wolcott did so as well. Pollard asked whether the recent Supreme Court decision regarding Governor Whitmer's executive orders would impact online board and commission meetings. Bruscato said the City's attorney is researching it and will report as soon as possible.

**6. OLD BUSINESS**

- a. Strategic Plan Update

Bruscato reported that City administration and the DDA staff are studying proposals for supporting restaurants when outdoor seating is no longer viable due to cold weather. He also said demolition at the curved section of Saxton’s was scheduled to begin on October 19.

**7. NEW BUSINESS**

- a. Strategic Planning Session – Carlisle Wortman Contract Resolution

Elliott offered the following motion, which was seconded by Wolcott.

WHEREAS The DDA Board annually updates its goals and strategic plan; and

WHEREAS The DDA Board has finalized versions of both a Kellog Park Master Plan and a DDA Infrastructure Master Plan; and

WHEREAS City Planner Sally Elminger from Carlisle Wortman and Associates of Ann Arbor conducted the 2018 DDA goals session and routinely serves as the City Planner of the City of Plymouth; and

WHEREAS The 2018 DDA strategic plan has served as a useful document for prioritizing projects and planning for long term goals;

NOW THEREFORE BE IT RESOLVED THAT the DDA Board approves the attached contract in the amount of \$4,135 to hire Sally Elminger from Carlisle Wortman and Associates to facilitate its 2021 strategic planning session. The expense will be taken from account number 248.290.818.000. The session will tentatively be scheduled for January 11, 2021 during the DDA Board’s regularly scheduled meeting.

After a discussion, it was agreed that Bruscato would ask Elminger to schedule the session for December.

There was a roll call vote.

Yes: Elliott, Farmer, Foess, Hynes, Johnson, Martinelli, Pollard, and Wolcott

MOTION PASSED 8-0

**8. REPORTS AND CORRESPONDENCE**

None.

**9. ADJOURNMENT**

Wolcott offered a motion, seconded by Johnson, to adjourn the meeting at 7:26 p.m. There was a roll call vote.

Yes: Elliott, Farmer, Foess, Hynes, Johnson, Martinelli, Pollard, and Wolcott

MOTION PASSED 8-0