



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, November 8, 2021 - 7:00 p.m.

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

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#### Online Zoom Meeting

##### 1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:05 p.m.

Present: Chair Pollard, Members Ellen Elliott, Andre Martinelli, Shannon Perry, Richard Matsu

Excused: Scott Foess, Maura Hynes, Dan Johnson, Patrick O'Neill

Also present: DDA Coordinator Sam Plymale, City Finance Director John Scanlon

##### 2. CITIZENS COMMENTS

There were no citizen comments.

##### 3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Perry, to approve the agenda for November 8, 2021.

There was a roll call vote.

Yes: Elliott, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 5-0

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

Martinelli offered a motion, seconded by Perry, to approve the minutes of the October 11, 2021 meeting.

There was a roll call vote.

Yes: Elliott, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 5-0

##### 5. BOARD COMMENTS

Elliott ~~said citizen involvement was important~~ **recognized and thanked Dave Rucinski for his involvement** in the Wilcox Fountain project. She also encouraged board members to read the recent City of Plymouth resident survey and to attend a strategic plan meeting on November 13.

##### 6. OLD BUSINESS

There was no old business.

##### 7. NEW BUSINESS

a. 1<sup>st</sup> Quarter Budget Amendments

Scanlon reviewed the budget amendment documents provided to the board before the meeting.

The following motion was offered by Elliott and seconded by Martinelli.

WHEREAS Certain expenditures require allocation to departments differently than originally projected in the 2021-2022 City Budget, as adopted; and

WHEREAS Revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2021.

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 DDA Budget is hereby amended as indicated in the 1st quarter amendments column of the attached Budget Adjustment Summary which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to make the line item changes necessary to implement these budgetary amendments.

**BUDGET ADJUSTMENT SUMMARY  
FIRST QUARTER - FY 21-22**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>DDA OPER FUND REV: #248</b>							
Property Taxes-Non School	1,073,870	-				-	1,073,870
Program Fees & Other	61,550	-				-	61,550
Appropriation of Surplus	-	169,710				169,710	169,710
<b>TOTAL REVENUES</b>	<b>1,135,420</b>	<b>169,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>169,710</b>	<b>1,305,130</b>
<b>DDA OPER FUND EXP: #248</b>							
Administration	320,030	1,850				1,850	321,880
Police Services	33,250	-				-	33,250
Parking System	43,920	4,500				4,500	48,420
Saxton Parking Facility	-	1,850				1,850	1,850
DDA Marketing	88,700	-				-	88,700
Streetscape Maintenance	294,070	2,150				2,150	296,220
Contrib to DDA Debt Funds	223,510	-				-	223,510
Contrib to DDA Cap Imp Fund	25,000	276,500				276,500	301,500
Contingency	116,940	(116,940)				(116,940)	-
<b>TOTAL EXPENDITURES</b>	<b>1,135,420</b>	<b>169,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>169,710</b>	<b>1,305,130</b>

**BUDGET ADJUSTMENT SUMMARY  
FIRST QUARTER - FY 21-22**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>DDA CAP IMP FUND REV: #405</b>							
Contrib. & Other	25,050	278,500				278,500	301,550
Appropriation of Surplus	-	1,585				1,585	1,585
<b>TOTAL REVENUES</b>	<b>25,050</b>	<b>278,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,085</b>	<b>303,135</b>
<b>DDA CAP IMP FUND EXP: #405</b>							
Capital Improvements	25,050	278,085				278,085	303,135
Contingency	-	-				-	-
<b>TOTAL EXPENDITURES</b>	<b>25,050</b>	<b>278,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,085</b>	<b>303,135</b>

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2021-22		YTD BALANCE	ACTIVITY FOR	% BDTG USED
		09/30/2020 NORM (ABNORM)	06/30/2021 NORM (ABNORM)	ORIGINAL BUDGET	2021-22 AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Revenues								
Dept 000 - GENERAL REVENUES								
248-000-403.000	CURRENT PROPERTY TAX/REAL	566,388.00	983,672.57	1,069,370.00	1,069,370.00	943,213.23	48,213.23	88.20
248-000-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(3,000.00)	(3,000.00)	0.00	0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	15,000.00	7,500.00	7,500.00	0.00	0.00	0.00
248-000-620.000	CONCERT REVENUES	5,300.00	34,750.00	60,000.00	60,000.00	42,350.00	14,500.00	70.58
248-000-621.000	BENCH SALE REVENUES	1,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST ON INVESTMENTS	161.01	682.91	50.00	50.00	0.00	0.00	0.00
248-000-675.095	CONTRIBUTIONS FOR LIGHT DECORF	0.00	0.00	1,500.00	1,500.00	1,050.00	0.00	70.00
248-000-679.000	ADVERTISING REVENUE	360.00	3,400.00	0.00	0.00	0.00	0.00	0.00
248-000-680.000	OTHER INCOME	2,820.00	7,192.50	0.00	0.00	0.00	0.00	0.00
248-000-684.000	OFFICE RENTAL - DDA/587 ANN AF	(680.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		575,349.01	1,046,697.98	1,135,420.00	1,135,420.00	986,613.23	62,713.23	86.89
TOTAL REVENUES		575,349.01	1,046,697.98	1,135,420.00	1,135,420.00	986,613.23	62,713.23	86.89
Expenditures								
Dept 290 - ADMINISTRATION								
248-290-706.000	SALARY & WAGES/ FULL TIME	22,099.45	115,149.92	116,660.00	116,660.00	27,739.99	13,411.49	23.78
248-290-706.100	SALARY & WAGES/SICK	0.00	2,183.48	4,900.00	4,900.00	0.00	0.00	0.00
248-290-706.300	SALARY & WAGES/LONGEVITY	0.00	550.00	550.00	550.00	0.00	0.00	0.00
248-290-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	3,853.20	3,110.00	3,110.00	0.00	0.00	0.00
248-290-709.000	SALARY & WAGES/OVERTIME	440.55	2,696.13	0.00	0.00	1,507.73	650.16	100.00
248-290-721.000	FRINGE BENEFITS	11,213.99	54,778.76	60,350.00	60,350.00	12,366.93	5,291.83	20.49
248-290-721.500	POST RETIREMENT BENEFITS	4,863.51	19,454.04	23,880.00	23,880.00	6,230.01	2,076.67	26.09
248-290-727.000	OFFICE SUPPLIES	0.00	75.35	500.00	500.00	32.02	10.02	6.40
248-290-728.000	POSTAGE	0.00	232.40	200.00	200.00	0.00	0.00	0.00
248-290-740.000	OPERATING SUPPLIES	89.02	249.04	1,200.00	1,200.00	58.98	0.00	4.92
248-290-815.000	ADMINISTRATIVE SERVICES	15,365.01	61,460.04	63,300.00	63,300.00	15,825.00	5,275.00	25.00
248-290-818.000	CONTRACTUAL SERVICES	2,491.33	19,793.55	12,000.00	12,000.00	3,713.42	1,123.30	30.95
248-290-850.000	COMMUNICATIONS	1,087.85	3,323.33	3,000.00	3,000.00	771.51	257.05	25.72
248-290-860.000	TRANSPORTATION	0.00	0.00	400.00	400.00	0.00	0.00	0.00
248-290-864.000	CONFERENCES & MEETINGS	0.00	75.00	1,500.00	1,500.00	0.00	0.00	0.00
248-290-865.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	0.00	0.00	0.00
248-290-900.000	PRINTING & PUBLISHING	0.00	241.00	300.00	300.00	0.00	0.00	0.00
248-290-920.000	PUBLIC UTILITIES	386.57	2,250.67	2,580.00	2,580.00	234.00	69.00	9.07
248-290-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-290-930.000	REPAIRS & MAINTENANCE	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
248-290-939.000	EQUIPMENT LEASE EXPENSE	0.71	6.92	1,200.00	1,200.00	0.00	0.00	0.00
248-290-940.000	EQUIPMENT RENTAL - FORCE ACCT	150.00	600.00	500.00	500.00	50.00	0.00	10.00
248-290-942.000	OFFICE RENT	5,950.00	18,350.00	19,000.00	19,000.00	6,250.00	1,600.00	32.89
248-290-956.000	MISCELLANEOUS	41.11	366.11	0.00	0.00	0.00	0.00	0.00
248-290-957.000	TRAINING EXPENSES	0.00	385.45	500.00	500.00	0.00	0.00	0.00
248-290-958.000	MEMBERSHIPS & DUES	630.00	780.00	2,000.00	2,000.00	730.00	0.00	36.50
248-290-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	116,940.00	116,940.00	0.00	0.00	0.00
Total Dept 290 - ADMINISTRATION		64,809.10	306,854.39	436,970.00	436,970.00	75,509.59	29,764.52	17.28
Dept 301 - POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	4,440.11	20,887.00	20,250.00	20,250.00	4,925.18	2,380.55	24.32
248-301-706.100	SALARY & WAGES/SICK	0.00	327.25	0.00	0.00	0.00	0.00	0.00
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	0.00	872.64	890.00	890.00	0.00	0.00	0.00
248-301-706.300	SALARY & WAGES/LONGEVITY	0.00	62.50	70.00	70.00	0.00	0.00	0.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	0.00	0.00	170.00	170.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2021-22		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		09/30/2020 NORM (ABNORM)	06/30/2021 NORM (ABNORM)	ORIGINAL BUDGET	2021-22 AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Expenditures								
248-301-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	1,760.00	1,760.00	0.00	0.00	0.00
248-301-721.000	FRINGE BENEFITS	2,179.92	9,999.89	10,110.00	10,110.00	2,198.69	940.44	21.75
248-301-725.500	MEAL ALLOWANCE	0.00	2.50	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE DEPARTMENT		6,620.03	32,151.78	33,250.00	33,250.00	7,123.87	3,320.99	21.43
Dept 443 - PARKING								
248-443-815.000	ADMINISTRATIVE SERVICES	10,280.01	41,120.04	39,920.00	39,920.00	9,980.01	3,326.67	25.00
248-443-818.000	CONTRACTUAL SERVICES	0.00	(88.00)	4,000.00	4,000.00	7,635.00	6,737.00	190.88
Total Dept 443 - PARKING		10,280.01	41,032.04	43,920.00	43,920.00	17,615.01	10,063.67	40.11
Dept 445 - SAXTON PARKING FACILITY								
248-445-818.000	CONTRACTUAL SERVICES	7,018.00	19,438.25	0.00	0.00	1,380.00	1,380.00	100.00
248-445-920.000	PUBLIC UTILITIES	79.43	812.32	0.00	0.00	0.00	0.00	0.00
Total Dept 445 - SAXTON PARKING FACILITY		7,097.43	20,250.57	0.00	0.00	1,380.00	1,380.00	100.00
Dept 811 - MARKETING								
248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	32.10	0.00	3.21
248-811-728.000	POSTAGE	0.00	525.00	200.00	200.00	178.85	178.85	89.43
248-811-740.000	OPERATING SUPPLIES	76.65	1,095.35	1,500.00	1,500.00	400.00	150.00	26.67
248-811-794.000	CONCERT EXPENSES	2,399.00	35,648.56	65,000.00	65,000.00	28,799.42	28,739.42	44.31
248-811-818.000	CONTRACTUAL SERVICES	5,226.74	12,264.89	14,000.00	14,000.00	6,937.46	0.00	49.55
248-811-900.000	PRINTING & PUBLISHING	0.00	4,266.05	7,000.00	7,000.00	636.80	611.80	9.10
Total Dept 811 - MARKETING		7,702.39	53,799.85	88,700.00	88,700.00	36,984.63	29,680.07	41.70
Dept 820 - INFRASTRUCTURE MAINTENANCE								
248-820-707.000	SALARY & WAGES/TEMP-SEASONAL	2,911.12	5,314.08	600.00	600.00	2,558.38	952.10	426.40
248-820-721.000	FRINGE BENEFITS	222.71	406.52	500.00	500.00	195.73	72.84	39.15
248-820-740.000	OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-820-815.000	ADMINISTRATIVE SERVICES	33,645.00	134,580.00	138,620.00	138,620.00	34,655.01	11,551.67	25.00
248-820-818.000	CONTRACTUAL SERVICES	4,203.86	45,124.40	60,000.00	60,000.00	9,997.67	2,400.00	16.66
248-820-931.000	REPAIRS & MAINT/SUMMER	1,000.00	14,170.00	18,000.00	18,000.00	0.00	0.00	0.00
248-820-932.000	REPAIRS & MAINT/WINTER	0.00	31,864.91	41,250.00	41,250.00	0.00	0.00	0.00
248-820-933.000	HOLIDAY LIGHTS MAINTENANCE	26,145.00	27,237.00	25,000.00	25,000.00	24,100.00	24,100.00	96.40
Total Dept 820 - INFRASTRUCTURE MAINTENANCE		68,127.69	258,696.91	284,070.00	284,070.00	71,506.79	39,076.61	25.17
Dept 965 - CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDE	0.00	226,210.00	223,510.00	223,510.00	0.00	0.00	0.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FI	6,249.99	124,999.96	25,000.00	25,000.00	6,250.02	2,083.34	25.00
Total Dept 965 - CONTRIBUTIONS		6,249.99	351,209.96	248,510.00	248,510.00	6,250.02	2,083.34	2.51
TOTAL EXPENDITURES		170,886.64	1,063,995.50	1,135,420.00	1,135,420.00	216,369.91	115,369.20	19.06

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2021-22		YTD BALANCE	ACTIVITY FOR	% BDGT USED
		09/30/2020 NORM (ABNORM)	06/30/2021 NORM (ABNORM)	ORIGINAL	2021-22 BUDGET AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:								
TOTAL REVENUES		575,349.01	1,046,697.98	1,135,420.00	1,135,420.00	986,613.23	62,713.23	86.89
TOTAL EXPENDITURES		170,886.64	1,063,995.50	1,135,420.00	1,135,420.00	216,369.91	115,369.20	19.06
NET OF REVENUES & EXPENDITURES		404,462.37	(17,297.52)	0.00	0.00	770,243.32	(52,655.97)	100.00
BEG. FUND BALANCE		453,356.81	453,356.81	453,356.81	453,356.81	453,356.81		
NET OF REVENUES/EXPENDITURES - 2020-21						(17,297.52)		
END FUND BALANCE		857,819.18	436,059.29	453,356.81	453,356.81	1,206,302.61		

PERIOD ENDING 09/30/2021

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		09/30/2020 NORM (ABNORM)	06/30/2021 NORM (ABNORM)	ORIGINAL	2021-22 BUDGET AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND								
Revenues								
Dept 000 - GENERAL REVENUES								
405-000-665.000 INTEREST ON INVESTMENTS		0.00	0.00	50.00	50.00	0.00	0.00	0.00
405-000-675.248 CONTRIBUTION FROM DDA/OPERATE		6,249.99	124,999.96	25,000.00	25,000.00	6,250.02	2,083.34	25.00
Total Dept 000 - GENERAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00	6,250.02	2,083.34	24.95
TOTAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00	6,250.02	2,083.34	24.95
Expenditures								
Dept 290 - ADMINISTRATION								
405-290-972.437 CAP OUTLAY/LAND IMP - PUBLIC E		0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
405-290-977.813 CAP OUTLAY/DDA PARKING		9,731.73	190,608.26	25,050.00	25,050.00	0.00	0.00	0.00
Total Dept 290 - ADMINISTRATION		9,731.73	210,608.26	25,050.00	25,050.00	0.00	0.00	0.00
TOTAL EXPENDITURES		9,731.73	210,608.26	25,050.00	25,050.00	0.00	0.00	0.00
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND:								
TOTAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00	6,250.02	2,083.34	24.95
TOTAL EXPENDITURES		9,731.73	210,608.26	25,050.00	25,050.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(3,481.74)	(85,608.30)	0.00	0.00	6,250.02	2,083.34	100.00
BEG. FUND BALANCE		88,999.61	88,999.61	88,999.61	88,999.61	88,999.61		
NET OF REVENUES/EXPENDITURES - 2020-21						(85,608.30)		
END FUND BALANCE		85,517.87	3,391.31	88,999.61	88,999.61	9,641.33		
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		581,599.00	1,171,697.94	1,160,470.00	1,160,470.00	992,863.25	64,796.57	85.56
TOTAL EXPENDITURES - ALL FUNDS		180,618.37	1,274,603.76	1,160,470.00	1,160,470.00	216,369.91	115,369.20	18.65
NET OF REVENUES & EXPENDITURES		400,980.63	(102,905.82)	0.00	0.00	776,493.34	(50,572.63)	100.00
BEG. FUND BALANCE - ALL FUNDS		542,356.42	542,356.42	542,356.42	542,356.42	542,356.42		
END FUND BALANCE - ALL FUNDS		943,337.05	439,450.60	542,356.42	542,356.42	1,215,943.94		

There was a roll call vote.

Yes: Elliott, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 5-0

b. New Bike Racks Discussion

Plymale reported that there are plans to install bike racks at City Hall, the south end of Kellogg Park, mid-block on Harvey between Ann Arbor Trail and Penniman next spring. He said he is looking for grants to cover the estimated \$15,000 cost.

***Citizen Comments***

Karen Sisolak, 939 Penniman, said she supports the implementation of the bike rack project.

Adam Wagner, 210 N. Mill, said he also supports the project.

**8. REPORTS AND CORRESPONDENCE**

a. Patio Update

Plymale explained that the City Commission approved a temporary extension of patio seating to December 31, after the DDA requested an extension to March 31. He said restaurants that would like to have outdoor seating for Ice Fest and St. Patrick's Day could request a special event permit or ask the organizers of an approved special event to join them.

**8. ADJOURNMENT**

Martinelli offered a motion, seconded by Perry, to adjourn the meeting at 7:38 p.m.

There was a roll call vote.

Yes: Elliott, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 5-0