



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, August 8, 2022 - 7:00 p.m.

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

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Phone 734-453-1234
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1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:00 p.m.

Present: Chair Pollard, Vice Chair Andre Martinelli, Members Ellen Elliott, Scott Foess, Brian Harris, Dan Johnson, Richard Matsu, and Shannon Perry

Excused: Mayor Nick Moroz, Members Jack Ayoub and Patrick O'Neill

Also present: City Staff John Buzuvis, Sam Plymale, John Scanlon

2. CITIZENS COMMENTS

There were no citizen comments

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Johnson, to approve the agenda for Monday, August 8, 2022.

There was a roll call vote.

Yes: Elliott, Foess, Harris, Johnson, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 8-0

4. APPROVAL OF THE MEETING MINUTES

Martinelli offered a motion, seconded by Foess, to approve the minutes of the June 13, 2022, meeting.

There was a roll call vote.

Yes: Elliott, Foess, Harris, Johnson, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 8-0

5. BOARD COMMENTS

Johnson spoke about a recent power outage caused by a storm in the City.

Elliott asked the City to put up "free parking" signs on the City-owned portion of the Saxton's lot.

She also spoke about the new pedestrian crosswalks.

6. OLD BUSINESS

a. Five-Year Action Plan Update

Plymale gave an update on crosswalks and bike racks. He also said he met with window art and mural painters. Commission members expressed an interest in getting a proposal for a mural on the garage in the Central Parking Deck.

b. 2023 Platform Dining Recommendation

Elliott offered the following motion, which was supported by Johnson.

WHEREAS The City of Plymouth has established Quality of Life as a priority for the community; and

WHEREAS As a part of the quality of life the City has allowed restaurants to use public sidewalks, right of ways, and alleys for outdoor dining in the summer season, which runs from April to the end of October; and

WHEREAS In March of 2022, the City Commission approved an addition to the Outdoor Dining Policy for 2022 to allow restaurants to create platform patio extensions in adjacent public parking spaces; and

WHEREAS The Plymouth Downtown Development Board of Directors supports the approved 2022 program and would like to see an extension of the program with no changes in 2023.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby recommend that the Plymouth City Commission extend the temporary platform patio policy through the 2023 Outdoor Dining Season from April through October.

Board members discussed the motion and it was suggested that the program be extended for two years due to the cost to the business owners and the concern that a permanent streetscape would be years away.

Karen Sisolak, 939 Penniman, said she liked the appearance of the platform patio at Sean O'Callaghan's and thought that these structures would be a good long-term solution for seasonal patios that would return to parking spaces during the winter months.

Elliott amended her motion as follows.

WHEREAS The City of Plymouth has established Quality of Life as a priority for the community, and

WHEREAS As a part of the quality of life the City has allowed restaurants to use public sidewalks, right of ways, and alleys for outdoor dining in the summer season, which runs from April to the end of October, and

WHEREAS In March of 2022, the City Commission approved an addition to the Outdoor Dining Policy for 2022 to allow restaurants to create platform patio extensions in adjacent public parking spaces, and

WHEREAS The Plymouth Downtown Development Board of Directors supports the approved 2022 program and would like to see an extension of the program with no changes through 2024.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby recommend that the Plymouth City Commission extend the temporary platform patio policy for two-years through the 2024 outdoor dining season.

Johnson seconded the amended motion.

There was a roll call vote.

Yes: Elliott, Foess, Harris, Johnson, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 8-0

c. Central Parking Deck Restoration Update

Plymale said the bid opening for this year's project was scheduled for August 24 and he planned to have a recommendation at the next DDA meeting. He described the scope of the project and said he expected the project to begin in the weeks following Fall Fest.

7. NEW BUSINESS

a. Fourth Quarter Budget Amendments

The following resolution was offered by Elliott and seconded by Johnson.

WHEREAS Actual patterns of departmental expenditures occur differently than originally projected in the 2021-22 DDA Budget as presented to the DDA Board and adopted by the City Commission in June of 2021; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS Adoption of an annual budget by the DDA Board is required under state statute with subsequent forwarding to the City Commission for recommended approval and incorporation into the City's annual budget.

NOW THEREFORE BE IT RESOLVED, that the 2021-22 DDA Budget is hereby amended as indicated in the attached summary of proposed budget amendments which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as necessary in accordance with this resolution effective August 8, 2022. Requested Action: Approve 2021-22 Third Quarter Budget Amendment.

**BUDGET ADJUSTMENT SUMMARY
FOURTH 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
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,073,870	-	-	-	21,850	21,850	1,085,720
Program Fees & Other	61,550	-	-	-	4,000	4,000	66,350
Appropriation of Surplus	-	169,710	-	-	(18,720)	150,990	150,990
TOTAL REVENUES	1,135,420	169,710	-	-	7,930	177,640	1,313,060
DDA OPER FUND EXP: #249							
Administration	320,030	1,850	-	-	4,925	6,775	326,805
Police Services	33,250	-	-	-	5	5	33,255
Parking System	43,920	4,500	-	-	2,850	7,350	51,270
Saxton Parking Facility	-	1,850	-	-	-	1,850	1,850
DDA Marketing	88,700	-	-	-	-	-	88,700
Streetscape Maintenance	284,070	2,150	-	-	100	2,250	286,320
Contrib to DDA Debt Funds	223,510	-	-	-	50	50	223,560
Contrib to DDA Cap Imp Fund	25,000	276,500	-	-	-	276,500	301,500
Contingency	116,940	(116,940)	-	-	-	(116,940)	-
TOTAL EXPENDITURES	1,135,420	169,710	-	-	7,930	177,640	1,313,060

**BUDGET ADJUSTMENT SUMMARY
FOURTH 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
DDA CAP IMP FUND REV: #405							
Contrib. & Other	25,050	276,500	-	-	-	276,500	301,550
Appropriation of Surplus	-	1,685	-	-	-	1,685	1,685
TOTAL REVENUES	25,050	278,085	-	-	-	278,085	303,135
DDA CAP IMP FUND EXP: #405							
Capital Improvements	25,050	278,085	-	-	-	278,085	303,135
Contingency	-	-	-	-	-	-	-
TOTAL EXPENDITURES	25,050	278,085	-	-	-	278,085	303,135

There was a roll call vote.

Yes: Elliott, Foess, Harris, Johnson, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 8-0

8. REPORTS AND CORRESPONDENCE

a. DDA Staff Update

Plymale said he had been named DDA Director and that John Buzuvis had been named Economic Development Director, overseeing the DDA and Community Development Department. He said they were in the process of interviewing candidates for an administrative assistant in the DDA office.

b. Mayor and Chairs Update

Pollard said she attended the recent meeting and received updates on platform dining and parklets, the Saxton's parking lot, paid parking, an impervious surface ordinance, and the Zoning

Board of Appeals request for the Planning Commission to review ordinances that frequently come before the ZBA.

9. ADJOURNMENT

Johnson offered a motion, seconded by Foess, to adjourn the meeting at 7:01 p.m.

There was a roll call vote.

Yes: Elliott, Foess, Harris, Johnson, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 8-0