



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, December 11, 2023 - 7:00 p.m.

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City of Plymouth  
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Plymouth, Michigan 48170-1637

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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, Mayor Suzi Deal, Members Ellen Elliott, Brian Harris, Shannon Perry, Richard Matsu, Paul Salloum

Excused: Members Dan Johnson and Patrick O'Neill

Also present: Economic Development Director John Buzuvis and DDA Director Sam Plymale

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Deal, to approve the agenda for Monday, December 11, 2023.

There was a voice vote.

MOTION PASSED

#### 4. NEW MEMBER INTRODUCTION – Mayor Suzi Deal

Deal introduced herself to the group.

#### 5. APPROVAL OF THE MEETING MINUTES

Martinelli offered a motion, seconded by Perry, to approve the minutes of the October 9, 2023, regular meeting.

There was a voice vote.

MOTION PASSED

#### 6. BOARD COMMENTS

Elliott said a UPS driver recently asked for a height sign on Fleet St. She also spoke about Christmas in Plymouth, the 13 Ways presentations, connecting downtown with Old Village, and community engagement.

Perry shared her thoughts about the 13 Ways presentations and demographics.

Deal said the entire three-day experience with the 13 Ways author was valuable.

Pollard said the 13 Ways Community Leader Summit was a great experience. She also said adding a second day to Christmas in Plymouth was a positive change, and she thanked the DMS for repairing the water main break at Ann Arbor Trail and Main St. prior to the event.

Harris said there was a great vibe downtown during Christmas in Plymouth and that his customers talk about a disconnect between downtown and Old Village.

Pete Mundt, 643 N. Harvey, said the Old Village Association was coordinating its schedule of events with those taking place downtown.

**7. OLD BUSINESS**

There was no old business.

**8. NEW BUSINESS**

a. DDA 5-Year Strategic Planning Proposal

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

WHEREAS The DDA Board regularly updates its goals and strategic action plan; and

WHEREAS The last DDA Five-Year Action Plan is set to expire in 2024 and is in need of updating; and

WHEREAS City Planner Sally Elmiger from Carlisle Wortman and Associates of Ann Arbor conducted the 2018 and 2020 strategic planning sessions; and

WHEREAS The 2018 and 2020 strategic action plans have served as useful documents for prioritizing DDA projects and long-term goals.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors approves the attached contract in the amount of \$4,400 to hire Sally Elmiger from Carlisle Wortman and Associates to facilitate its 2024 strategic planning session at a date in 2024 TBD. The expense will be taken from account number 248.261.818.000

MOTION PASSED UNANIMOUSLY

b. 2024 Meeting Schedule

The following resolution with corrected meeting time of 7:00 p.m. and corrected meeting date of December 9 was offered by Elliott and seconded by Martinelli.

WHEREAS The DDA Board annually sets its meeting schedule for the upcoming calendar year in December; and

WHEREAS The City Commission approved a tentative meeting schedule for all boards and commissions at its November 13, 2023 meeting; and

WHEREAS The DDA also needs to plan for the two required informational meetings required by the State of Michigan.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors approves the attached 2024 DDA regular meeting schedule, including the dates for the two required DDA informational meetings.

2024 DDA Meeting Schedule (all meetings held at Plymouth City Hall at ~~7:30~~ 7:00 unless otherwise noted) • January 8 • February 12 • March 11 • April 8 • May 13 • June 10 (information meeting at 6:30 p.m., regular meeting at 7 p.m.) • July 8 • August 12 • September 9 • October 14 • November 12 (moved to Tuesday due to Veteran's Day), informational meeting at 6:30 p.m., regular meeting at 7 p.m. • December ~~11~~ 9

MOTION PASSED UNANIMOUSLY

**9. REPORTS AND CORRESPONDENCE**

a. 2023 Digital Media Review

Plymale provided statistics on digital media followers.

**10. ADJOURNMENT**

Perry offered a motion, seconded by Moroz, to adjourn the meeting at 7:51 p.m.

There was a voice vote.

MOTION PASSED