



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, May 13, 2024 - 7:00 p.m.

---

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

#### 1. CALL TO ORDER

Vice Chair Richard Matsu called the meeting to order at 7:00 p.m.

Present: Vice Chair Matsu, Mayor Suzi Deal, Members Ellen Elliott, Jennifer Frey, Brian Harris, Ed Saenz, Paul Salloum

Excused: Chair Kerri Pollard, Members Dan Johnson, and Shannon Perry

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

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF AGENDA

Elliott offered a motion, seconded by Harris, to approve the agenda for Monday, May 13, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 4. APPROVAL OF MEETING MINUTES

Deal offered a motion, seconded by Harris, to approve the meeting minutes for April 8, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. BOARD COMMENTS

Harris thanked Plymale for providing a walking tour for the DDA board.

Elliott said the planter boxes downtown were being replanted and noted that the spring and summer event season had begun.

#### 6. OLD BUSINESS

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

Plymale reported that Sally Elmiger was preparing a document from the strategic planning session and the group would discuss it at the June DDA meeting. He said that the boxwood bushes in town were being replaced, and that staff were working on new walking maps and kiosks.

#### 7. NEW BUSINESS

##### a. Central Parking Deck Engineer Life Cycle Report

Fishbeck Engineer Jeannette Grzeskowiak reviewed her report, providing estimates for maintenance and potential replacement of the Central Parking Deck in ten to twenty years, when the deck will likely reach its lifespan. She said the estimates were in today's dollars, making it

easier to compare different scenarios, but noted that it is impossible to know what the costs will be that many years out. She was asked for photos of the current issues, and she said she would provide them. There was a discussion about how changing driving habits might impact the need for parking in the future.

b. 2024 Central Parking Deck Restoration Project

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

WHEREAS The upkeep of the Central Parking Deck is the responsibility of the Downtown Development Authority; and

WHEREAS The annual inspection of the Central Parking Deck revealed needed repairs in 2024; and

WHEREAS Jeannette Grzeskowiak and her team at Fishbeck are familiar with this parking structure, providing engineering analysis reports and construction documents for more than a decade.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA Staff to contract with Fishbeck of Grand Rapids, MI, for creation of construction documents, management of the bidding process, construction administration and observation, and general project management for the 2024 Central Parking Deck Renovation Project in an amount not to exceed \$38,500 from Acct. No. 494.261.977.813.

Plymale said the project was expected to take place between Art in the Park and Fall Festival.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

**8. REPORTS AND CORRESPONDENCE**

a. Music in the Air Concert Schedule

Plymale provided the schedule for this summer.

**9. ADJOURNMENT**

Harris offered a motion, seconded by Deal, to adjourn the meeting at 7:12 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY