



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, June 10, 2024 - 7:00 p.m.

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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 Richard Matsu, Mayor Suzi Deal, Members Ellen Elliott, Jennifer Frey, Brian Harris, Ed Saenz, Paul Salloum

Excused: Members Dan Johnson, and Shannon Perry

Also present: Economic Director John Buzuvis, Finance Director John Scanlon, DDA Director Sam Plymale, and Planning Consultant Sally Elmiger

#### 2. CITIZENS COMMENTS

Ron Picard, 1373 Sheridan, told the board that calling 211 connects to United Way, which can provide resources for people to get help with a variety of problems.

#### 3. APPROVAL OF AGENDA

Pollard said the agenda had been changed from its typical order to address old business after new business. Harris offered a motion, seconded by Deal, to approve the agenda for June 10, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 4. APPROVAL OF MEETING MINUTES

Harris offered a motion, seconded by Saenz, to approve the meeting minutes for May 13, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. BOARD COMMENTS

Elliott thanked Picard for the information about 211 and asked whether the recycling bins downtown were being used properly. Plymale said compliance was inconsistent.

Salloum suggested businesses hand out cards with 211 information to people who may need it.

#### 6. NEW BUSINESS

- a. 2024-25 DDA Budget Resolution

The following resolution was offered by Deal and seconded by Saenz.

WHEREAS The 2024–2025 DDA Budget has been presented by the DDA Director to the Plymouth City Commission for approval and adoption, and

WHEREAS The City Commission at its June 3, 2024, meeting approved of the DDA budget, in accordance with state law, as part of the overall city budget; and

WHEREAS The next step is formal approval by the DDA Board to show its support of the 2024-2025 fiscal year budget.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board does hereby adopt the budget as attached for the fiscal year beginning July 1, 2024.

Scanlon reviewed the budget document and answered questions.

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH  
Balance As of 04/30/2024  
\*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	YTD Balance 04/30/2023 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	% Bdg't Used
<b>Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD</b>								
<b>Account Category: Revenues</b>								
<b>Department: 000 GENERAL REVENUES</b>								
248-000-402.000	CURRENT PROPERTY TAX/REAL	1,146,945.78	1,146,945.78	1,547,100.00	1,224,265.00	1,210,022.10	0.00	98.84
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 SHARE	33,896.47	33,896.47	7,500.00	13,600.00	13,510.37	0.00	99.34
248-000-619.000	BENCH SALE REVENUES	6,000.00	12,000.00	0.00	0.00	10,000.00	0.00	100.00
248-000-620.000	CONCERT REVENUES	125,926.00	140,326.00	80,000.00	80,000.00	86,950.00	66,600.00	108.69
248-000-665.000	INTEREST ON INVESTMENTS	5,530.18	23,746.51	50.00	25,050.00	9,352.70	0.00	37.34
248-000-674.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
248-000-679.000	ADVERTISING REVENUE	1,590.00	1,590.00	0.00	0.00	2,110.00	2,095.00	100.00
248-000-680.000	OTHER INCOME	2,200.00	2,200.00	0.00	450.00	450.00	0.00	100.00
248-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	0.00	41,740.00	0.00	0.00	0.00
<b>Total Dept 000 - GENERAL REVENUES</b>		<b>1,322,088.43</b>	<b>1,360,704.76</b>	<b>1,633,150.00</b>	<b>1,383,605.00</b>	<b>1,332,395.17</b>	<b>68,695.00</b>	<b>96.30</b>
Revenues		1,322,088.43	1,360,704.76	1,633,150.00	1,383,605.00	1,332,395.17	68,695.00	96.30
<b>Account Category: Expenditures</b>								
<b>Department: 261 ADMINISTRATION</b>								
248-261-706.000	SALARY & WAGES/ FULL TIME	61,523.54	78,818.12	92,615.00	92,615.00	80,016.63	9,781.63	86.40
248-261-706.050	SALARY & WAGES/PART TIME	16,725.87	22,535.99	29,875.00	29,875.00	17,095.08	1,790.19	57.22
248-261-706.100	SALARY & WAGES/SICK	0.00	0.00	3,925.00	3,925.00	260.60	177.68	6.64
248-261-706.300	SALARY & WAGES/RETENTION	0.00	0.00	675.00	675.00	450.00	0.00	66.67
248-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,045.00	1,645.00	1,625.40	0.00	98.81
248-261-707.000	SALARY & WAGES/TEMP-SEASONAL	4,666.50	5,157.86	0.00	800.00	1,517.30	525.00	189.66
248-261-709.000	SALARY & WAGES/OVERTIME	0.00	466.74	3,000.00	3,000.00	797.51	54.81	26.58
248-261-721.000	FRINGE BENEFITS	34,378.17	44,562.64	53,335.00	53,335.00	42,704.29	4,846.29	80.07
248-261-721.500	POST RETIREMENT BENEFITS	14,425.90	17,311.08	24,650.00	24,650.00	20,545.40	2,054.54	83.35
248-261-727.000	OFFICE SUPPLIES	249.24	439.29	500.00	500.00	214.41	0.00	42.88
248-261-728.000	POSTAGE	28.73	28.73	200.00	200.00	0.00	0.00	0.00
248-261-740.000	OPERATING SUPPLIES	1,854.45	2,025.69	2,000.00	2,000.00	1,550.87	969.61	77.54
248-261-815.000	ADMINISTRATIVE SERVICES	54,333.30	65,199.96	67,200.00	67,200.00	54,333.30	5,433.33	80.85
248-261-818.000	CONTRACTUAL SERVICES	12,100.04	16,834.39	16,000.00	16,000.00	9,592.34	2,093.77	59.95
248-261-850.000	COMMUNICATIONS	3,180.36	3,945.99	3,500.00	3,500.00	2,861.80	321.01	81.77
248-261-860.000	TRANSPORTATION	606.15	921.86	1,000.00	1,000.00	211.39	0.00	21.14
248-261-864.000	CONFERENCES & MEETINGS	2,070.48	2,358.28	2,000.00	2,000.00	655.02	0.00	32.75
248-261-880.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	106.27	0.00	35.42
248-261-900.000	PRINTING & PUBLISHING	372.76	372.76	300.00	300.00	154.74	0.00	51.58
248-261-920.000	PUBLIC UTILITIES	2,224.74	2,455.61	2,660.00	2,660.00	2,230.77	235.13	83.86
248-261-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-261-930.000	REPAIRS & MAINTENANCE	985.00	985.00	2,000.00	2,000.00	575.00	0.00	28.75
248-261-938.000	EQUIPMENT LEASE EXPENSE	55.63	55.63	1,200.00	1,200.00	145.26	0.00	12.11
248-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	450.00	450.00	500.00	500.00	0.00	0.00	0.00
248-261-942.000	OFFICE RENT	18,000.00	19,650.00	21,000.00	21,000.00	19,155.00	1,700.00	91.21
248-261-957.000	TRAINING EXPENSES	138.40	191.91	1,000.00	1,000.00	595.24	308.73	59.52
248-261-958.000	MEMBERSHIPS & DUES	400.00	400.00	2,000.00	2,000.00	730.00	0.00	36.50
248-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	252,590.00	0.00	0.00	0.00	0.00
<b>Total Dept 261 - ADMINISTRATION</b>		<b>228,769.26</b>	<b>285,167.53</b>	<b>585,170.00</b>	<b>333,980.00</b>	<b>258,123.62</b>	<b>30,291.72</b>	<b>77.29</b>
<b>Department: 301 POLICE DEPARTMENT</b>								
248-301-706.000	SALARY & WAGES/ FULL TIME	16,559.19	20,838.96	21,970.00	21,970.00	18,704.77	1,820.62	85.14
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	925.92	925.92	965.00	965.00	958.57	0.00	99.33

**QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH**

Balance As of 04/30/2024

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GL Number	Description	YTD Balance 04/30/2023 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	% Bdgct Used
<b>Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD</b>								
<b>Account Category: Expenditures</b>								
<b>Department: 301 POLICE DEPARTMENT</b>								
248-301-706.300	SALARY & WAGES/RETENTION	87.51	87.51	80.00	100.00	100.00	0.00	100.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	34.44	323.91	215.00	215.00	293.10	134.36	136.33
248-301-709.000	SALARY & WAGES/OVERTIME	456.00	456.00	1,825.00	1,825.00	193.28	0.00	10.59
248-301-721.000	FRINGE BENEFITS	7,768.64	9,902.13	10,765.00	10,765.00	8,881.54	919.00	82.50
248-301-725.500	MEAL ALLOWANCE	0.00	0.00	0.00	25.00	7.50	3.75	30.00
Total Dept 301 - POLICE DEPARTMENT		25,831.70	32,534.43	35,820.00	35,865.00	29,138.76	2,877.73	81.25
<b>Department: 450 INFRASTRUCTURE MAINTENANCE</b>								
248-450-707.000	SALARY & WAGES/TEMP-SEASONAL	128.00	2,175.70	8,000.00	8,000.00	4,335.82	0.00	54.20
248-450-709.000	SALARY & WAGES/OVERTIME	0.00	113.68	0.00	1,600.00	513.36	0.00	32.09
248-450-721.000	FRINGE BENEFITS	9.80	175.15	650.00	650.00	370.97	0.00	57.07
248-450-740.000	OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-450-815.000	ADMINISTRATIVE SERVICES	118,983.30	142,779.96	147,060.00	147,060.00	118,983.30	11,898.33	80.91
248-450-818.000	CONTRACTUAL SERVICES	74,721.90	75,215.49	80,000.00	80,000.00	25,544.65	6,313.40	31.93
248-450-931.000	REPAIRS & MAINT/SUMMER	9,568.00	12,318.00	20,000.00	20,000.00	26,110.00	11,280.00	130.55
248-450-932.000	REPAIRS & MAINT/WINTER	21,809.00	21,809.00	45,000.00	45,000.00	35,944.91	2,700.00	79.88
248-450-933.000	HOLIDAY LIGHTS MAINTENANCE	10,050.00	10,050.00	25,000.00	25,000.00	17,280.00	0.00	69.12
Total Dept 450 - INFRASTRUCTURE MAINTENANCE		235,270.00	264,636.98	325,810.00	327,410.00	229,083.01	32,191.73	69.97
<b>Department: 529 PARKING</b>								
248-529-815.000	ADMINISTRATIVE SERVICES	34,266.70	41,120.04	42,350.00	42,350.00	34,266.70	3,426.67	80.91
248-529-818.000	CONTRACTUAL SERVICES	6,480.25	13,021.25	13,000.00	13,000.00	3,592.00	0.00	27.63
Total Dept 529 - PARKING		40,746.95	54,141.29	55,350.00	55,350.00	37,858.70	3,426.67	68.40
<b>Department: 531 SAXTON PARKING FACILITY</b>								
248-531-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	2,366.01	464.86	100.00
Total Dept 531 - SAXTON PARKING FACILITY		0.00	0.00	0.00	0.00	2,366.01	464.86	100.00
<b>Department: 811 MARKETING</b>								
248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
248-811-728.000	POSTAGE	0.00	0.00	200.00	200.00	0.00	0.00	0.00
248-811-740.000	OPERATING SUPPLIES	648.25	648.25	1,500.00	1,500.00	1,034.00	0.00	68.93
248-811-794.000	CONCERT EXPENSES	36,695.65	71,457.15	80,000.00	80,000.00	37,184.00	0.00	46.48
248-811-818.000	CONTRACTUAL SERVICES	8,433.96	10,460.04	24,000.00	24,000.00	15,401.68	1,110.74	64.17
248-811-900.000	PRINTING & PUBLISHING	2,200.70	4,189.20	7,000.00	7,000.00	3,160.24	84.60	45.15
Total Dept 811 - MARKETING		47,978.56	86,754.64	113,700.00	113,700.00	56,779.92	1,195.34	49.94
<b>Department: 965 CONTRIBUTIONS</b>								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDEBT FD	220,610.00	220,610.00	217,300.00	217,300.00	217,300.00	0.00	100.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FD	182,223.30	186,389.96	300,000.00	300,000.00	295,833.34	277,083.37	98.61
Total Dept 965 - CONTRIBUTIONS		402,833.30	406,999.96	517,300.00	517,300.00	513,133.34	277,083.37	99.19
Expenditures		981,429.77	1,130,234.83	1,633,150.00	1,383,605.00	1,126,483.36	347,531.42	81.42
<b>Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:</b>								
TOTAL REVENUES		1,322,088.43	1,360,704.76	1,633,150.00	1,383,605.00	1,332,395.17	68,695.00	
TOTAL EXPENDITURES		981,429.77	1,130,234.83	1,633,150.00	1,383,605.00	1,126,483.36	347,531.42	
NET OF REVENUES & EXPENDITURES:		340,658.66	230,469.93	0.00	0.00	205,911.81	(278,836.42)	
BEG. FUND BALANCE		437,943.27	668,413.20	668,413.20	668,413.20	668,413.20		

**QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH**

Balance As of 04/30/2024

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GL Number	Description	YTD Balance 04/30/2023 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	% Bdgct Used
<b>Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD</b>								
END FUND BALANCE		778,601.93	898,883.13	668,413.20	668,413.20	874,325.01		

**QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH**

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GL Number	Description	YTD Balance 04/30/2023 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 04/30/2024 Norm (Abnorm)	Activity For 04/30/2024 Incr (Decr)	% Bdgct Used
<b>Fund: 494 DOWNTOWN DEV AUTH/CAP IMP FUND</b>								
<b>Account Category: Revenues</b>								
<b>Department: 000 GENERAL REVENUES</b>								
494-000-665.000	INTEREST ON INVESTMENTS	0.00	0.00	50.00	50.00	482.57	0.00	965.14
494-000-674.248	CONTRIBUTION FROM DDA/OPERATE	182,223.30	186,389.96	300,000.00	300,000.00	295,833.34	277,083.37	98.61
Total Dept 000 - GENERAL REVENUES		182,223.30	186,389.96	300,050.00	300,050.00	296,315.91	277,083.37	98.76
Revenues		182,223.30	186,389.96	300,050.00	300,050.00	296,315.91	277,083.37	98.76
<b>Account Category: Expenditures</b>								
<b>Department: 261 ADMINISTRATION</b>								
494-261-818.450	CONT SVCS/STREET CONSTRUCTION	5,228.00	5,228.00	0.00	0.00	0.00	0.00	0.00
494-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	50.00	50.00	0.00	0.00	0.00
494-261-977.813	CAP OUTLAY/DDA PARKING	181,747.21	182,918.35	300,000.00	300,000.00	219,724.70	0.00	73.24
Total Dept 261 - ADMINISTRATION		186,975.21	188,146.35	300,050.00	300,050.00	219,724.70	0.00	73.23
Expenditures		186,975.21	188,146.35	300,050.00	300,050.00	219,724.70	0.00	73.23
<b>Fund 494 - DOWNTOWN DEV AUTH/CAP IMP FUND:</b>								
TOTAL REVENUES		182,223.30	186,389.96	300,050.00	300,050.00	296,315.91	277,083.37	
TOTAL EXPENDITURES		186,975.21	188,146.35	300,050.00	300,050.00	219,724.70	0.00	
NET OF REVENUES & EXPENDITURES:		(4,751.91)	(1,756.39)	0.00	0.00	76,591.21	277,083.37	
BEG. FUND BALANCE		1,756.39	0.00	0.00	0.00	0.00		
END FUND BALANCE		(2,995.52)	(1,756.39)	0.00	0.00	76,591.21		
<b>Report Totals:</b>								
TOTAL REVENUES - ALL FUNDS		1,504,311.73	1,547,094.72	1,933,200.00	1,683,655.00	1,628,711.08	345,778.37	
TOTAL EXPENDITURES - ALL FUNDS		1,168,404.98	1,318,381.18	1,933,200.00	1,683,655.00	1,346,208.06	347,531.42	
NET OF REVENUES & EXPENDITURES:		335,906.75	228,713.54	0.00	0.00	282,503.02	(1,753.05)	

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

b. 3<sup>rd</sup> Quarter Budget Amendments

The following resolution was offered by Deal and seconded by Saenz

WHEREAS Certain expenditures require allocation to departments differently than originally projected in the 2023-2024 City Budget, as adopted; and

WHEREAS Revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2023.

NOW, THEREFORE BE IT RESOLVED that the 2023-2024 DDA Budget is hereby amended as indicated in the 3rd 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							
FOURTH QUARTER - FY 23-24							
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	1,233,865	-	-	-	-	-	1,233,865
Program Fees & Other	108,000	-	-	12,110	-	12,110	120,110
Appropriation of Surplus	41,740	-	-	(2,710)	-	(2,710)	39,030
<b>TOTAL REVENUES</b>	<b>1,383,605</b>	<b>-</b>	<b>-</b>	<b>9,400</b>	<b>-</b>	<b>9,400</b>	<b>1,393,005</b>
<b>DDA OPER FUND EXP: #248</b>							
Administration	333,980	-	-	800	-	800	334,780
Police Services	35,865	-	-	100	-	100	35,965
Streetscape Maintenance	326,410	-	-	6,500	-	6,500	332,910
Parking System	55,350	-	-	-	-	-	55,350
Saxton Parking Facility	1,000	-	-	2,000	-	2,000	3,000
DDA Marketing	113,700	-	-	-	-	-	113,700
Contrib to DDA Debt Funds	217,300	-	-	-	-	-	217,300
Contrib to DDA Cap Imp Fund	300,000	-	-	-	-	-	300,000
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,383,605</b>	<b>-</b>	<b>-</b>	<b>9,400</b>	<b>-</b>	<b>9,400</b>	<b>1,393,005</b>

There was a voice vote.  
MOTION PASSED UNANIMOUSLY

7. OLD BUSINESS

a. DDA Five-Year Strategic Planning Session – Sally Elmiger

Elmiger reviewed the document she prepared after the first strategic planning session. Board members discussed potential changes, and it was agreed that Elmiger would submit the changes to Plymale, who will then present a draft for approval at the August meeting.

Karen Sisolak, 939 Penniman, said she liked the idea of adding security cameras around downtown, and that she didn't like the pushbutton crosswalks. She advised the group to get resident input about the streetscape and said the Planning Commission was getting closer to updating the master plan, which will include the DDA strategic plan.

Ron Picard, 1373 Sheridan, asked that all crosswalks downtown be the same.

**8. REPORTS AND CORRESPONDENCE**

Pollard said the July meeting would be canceled due to a potential lack of quorum.

**9. ADJOURNMENT**

Harris offered a motion, seconded by Saenz, to adjourn the meeting at 8:16 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY