



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, August 12, 2024 - 7:00 p.m.

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

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

2. CITIZENS COMMENTS

There were no citizen comments

2. APPROVAL OF AGENDA

Harris offered a motion, seconded by Johnson, to approve the agenda for Monday, August 12, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

Harris offered a motion, seconded by Deal, to approve the minutes of the June 10, 2024 regular meeting and the June 10, 2024 informal meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Elliott commented on the new banners and the new communications plan and asked about revenue compared to expenses for the EV charging stations in the DDA.

Harris congratulated Plymale for nearing completion of the Michigan Downtown Association's 3-year training program.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

a. 2024 Central Parking Deck Maintenance Project Bid Award – RAM Construction

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

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

WHEREAS In May of 2024, the DDA Board approved project engineering for the 2024 Central Parking Deck Maintenance Project by Fishbeck at a cost of \$38,500; and

WHEREAS A bid process resulted in RAM Construction of Livonia, MI, the low bid of \$38,975 among three companies that submitted proposals for construction; and

WHEREAS RAM Construction Services has provided quality work in previous renovation projects on the Downtown Plymouth Central Parking Deck.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA staff to contract with RAM Construction Services of Livonia, MI, for work on the Central Parking Deck in the total amount of \$38,975 for construction work, with an additional \$15,590 for contingency. Total approval for construction, contingency and materials testing is not to exceed \$54,565. Funding will come from Acct. No. 494.261.977.813.

There was a discussion that included the medical center's responsibility for the stairway, the bid calculation, and the higher-than-normal contingency. The project engineer explained that the construction bid came in lower than expected, and the contingency would cover any unexpected findings.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. 2024 DDA Five-Year Strategic Action Plan Approval

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

WHEREAS Every five years, the DDA board engages in strategic planning to create a Five-Year Strategic Action Plan; and

WHEREAS The Five-Year Strategic Action Plan is used by DDA staff to guide decision-making and keep staff on task; and

WHEREAS With the help of facilitator Sally Elmiger, the DDA Board engaged staff and the public in two strategic planning sessions to gain input on a new five-year plan.

NOW THEREFORE BE IT RESOLVED THAT the DDA board approve the attached 2024 DDA Five-Year Strategic Action Plan. Status updates and completed tasks will be reported to the board at every regular DDA meeting.

The group reviewed the document provided by Elmiger. Board members suggested changes, and the motion was amended to include the following:

Under "Create Proactive Community Engagement Plan," add

1. Gather Community Input
2. Educate downtown stakeholders of the plan

In the “Improve Pedestrian Safety” section, move #6 (Provide input to City Commission on proposed multi-modal transportation plan) to section one, and replace it with “Review opportunities to maximize and increase sidewalk areas, pedestrians, commerce opportunities, and safety.”

In the “Kellogg Park” section, remove the words “natural/synthetic” and remove number 3, “Evaluate opportunities to improve sight lines during concerts.”

There was a voice vote.

MOTION PASSED UNANIMOUSLY

8. REPORTS AND CORRESPONDENCE

a. 2024 Downtown Day Event

Plymale gave an update on planning for the event, which will take place on September 28.

9. ADJOURNME

Deal offered a motion, seconded by Harris, to adjourn the meeting at 8:11 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY