



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, November 11, 2024 - 7:00 p.m.

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City of Plymouth  
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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, Shannon Perry, Ed Saenz and Paul Salloum

Excused: Members Brian Harris and Dan Johnson

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

#### 2. CITIZENS COMMENTS

There were no citizen comments

#### 3. APPROVAL OF AGENDA

Deal offered a motion, seconded by Perry, to approve the agenda for Monday, November 11, 2024.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 4. APPROVAL OF MEETING MINUTES

Perry offered a motion, seconded by Saenz, to approve the minutes of the October 14, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. BOARD COMMENTS

Saenz said he would be absent for the December 2024 meeting.

Pollard welcomed members of Boy Scout Troop 1573 and invited them to comment on any agenda item.

Deal congratulated Plymale for completing the Michigan Downtown Association's Professional Development Program and also welcomed the Boy Scouts.

#### 6. OLD BUSINESS

There was no old business.

#### 7. NEW BUSINESS

a. DDA Bylaws Update

Plymale explained that the City needs to provide bylaws of all its board and commissions for Redevelopment Ready Communities. He noted that the DDA bylaws hadn't been updated since the DDA's inception in 1983, although policy changes have been made by board resolution. The

group reviewed a draft of proposed updated bylaws that follow the format of other boards and commissions, as well as requirements of Act 57 of 2018.

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

- WHEREAS Bylaws are required by State law for Downtown Development Authorities and other boards and commissions; and
- WHEREAS The Plymouth DDA Board approved original bylaws in 1983 during the creation of the Downtown Development Authority in the City of Plymouth; and
- WHEREAS Many operational changes have been approved by resolution since the approval of the original Plymouth DDA bylaws; and
- WHEREAS DDA staff has recognized the need to update the bylaws to reflect the current rules of conduct for the DDA's business.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby approve the attached update of the City of Plymouth Downtown Development Authority (DDA) bylaws.

During a discussion, several changes were suggested, including changing the words "not less than" to "at least" in section 2.A.3.iii and 2.B; removing the words "along with the City Commission Liaison in section 4.C.9; changing the word "shall" to "may" in sections 5.E.2.i and 5.I, clarifying who may place an item on the agenda in item 5.K.

Plymale said the changes would have to be approved by the city attorney before being presented to the City Commission.

Elliott withdrew her motion, and Saenz agreed to the withdrawal.

#### **8. REPORTS AND CORRESPONDENCE**

There were no reports or correspondence.

Boy Scouts James O'Neill, Ben Garcia McKinley, Bridget Burroughs and leader Krista McKinley asked questions about DDA operations.

#### **9. ADJOURNMENT**

Saenz offered a motion, seconded by Perry, to adjourn the meeting at 7:44 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY