



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, November 13, 2025 - 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

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, Members Ellen Elliott, Ed Saenz, Shannon Perry, and Brian Harris.

Absent: Mayor Suzi Deal, Dan Johnson, Paul Salloum, Jennifer Frey

Also present: DDA Director Sam Plymale, Deputy DDA Director Reiko Misumi-Schelm and Economic Director John Buzuvis

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF AGENDA

Saenz offered a motion, seconded by Harris, to approve the agenda for November 13, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

A. October 13, 2025 Regular Meeting Minutes

Saenz offered a motion, seconded by Perry, to approve the minutes of the October 13, 2025 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Elliott commended the outstanding Songsmith concert at the Penn, featuring Harris as the drummer, and the debut of new stage lights. She encouraged attendance at future events.

Chair Pollard expressed gratitude for holiday preparations, acknowledging the advertising, promotions, and Ladies Night Out event, and noted the surprise at Thanksgiving being only two weeks away.

6. OLD BUSINESS

A. DDA Five-Year Action Plan Status Update

Downtown Development Authority Director Sam Plymale provided updates: The DTP Forward streetscape open house drew nearly 100 attendees, with over 8,700 online views. The first survey ended with 871 responses; feedback is under review. Ice Fest is the next public event.

Valet parking season has begun, though no applications have been received; Ledger is anticipated to apply soon.

Upcoming holiday events include the Main Street Boulevard tree lighting and Santa's parade post-Thanksgiving. Christmas in Plymouth runs December 12-14. Art walk installations are delayed until December, with QR code plaques for artist info.

7. NEW BUSINESS

A. DTP Wi-fi Recommendation

Plymale explained that while adding free public Wi-Fi in downtown Plymouth was a 2024 priority, earlier explorations showed costs of \$15,000-\$20,000 for installation and \$1,000-\$5,000 monthly, which were too high for the benefits.

A recent analysis with WZC Networking showed similar high costs: \$5,000-\$15,000 for design, \$100,000 for setup, and \$30,000-\$60,000 annually for service. Many local businesses already provide free Wi-Fi, and improved cellular networks reduce demand. The Northville DDA reported only 30-40 uses monthly of their public Wi-Fi, meant for their music system. Thus, DDA staff recommended against proceeding.

RESOLUTION

The following resolution was offered by Director Elliott and seconded by Director Harris

WHEREAS The City of Plymouth Downtown Development Authority Board of Directors approved a task of 'Evaluate Public Wi-Fi in DTP' on the DDA's Five Year Action Plan approved in 2024, and

WHEREAS After a review that included the City's IT Department, City Administration's cost estimates for a full public Wi-Fi network in Downtown Plymouth would be approximately \$100,000 for hardware and installation, with another \$32,000-\$61,000 annual costs for maintenance, support and internet services, and

WHEREAS DDA staff believes fundraising for such a project would be difficult and would result in a large portion of the funding for a downtown Wi-Fi project coming from the DDA Budget, and

WHEREAS Due to improvements in cellular Internet service and mobile hotspot technology, and many downtown businesses now offering access to free Wi-Fi, DDA staff believes that demand for a downtown-wide Wi-Fi system is low.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors approves not moving forward with a downtown Wi-Fi project at this time.

There was a voice vote.

Yes: Elliott, Saenz, Perry, Harris, Matsu, Chair Pollard

MOTION PASSED UNANIMOUSLY

A. 2026 Central Parking Deck Maintenance

Downtown Development Authority Director Sam Plymale detailed the 2026 central parking deck maintenance project. The DDA oversees yearly and long-term upkeep, covering all planned and urgent repairs. In March 2025, the board greenlit a resolution for Fishbeck engineer Jeanette to evaluate the deck and report on necessary 2025 repairs and the 2026 major renovation.

The 2025 ramp repair project finished on budget in October. The 2026 project will focus on the eastern deck section, addressing structural repairs and concrete degradation, with additional work on the western wall panel and minor maintenance.

Plymale noted that the 2026 project should be less disruptive than past renovations, closing only 30-40 spaces at a time. Estimated costs are \$295,775, covering construction, material testing, and engineering. \$300,000 has been budgeted for these repairs.

If approved, the timeline would include project design and preparation in December, bidding in January, bid award in February or March, with construction beginning in late March or April (weather permitting) and completion by early June.

Vice Chair Matsu raised concerns about the parking deck's future, seeking a permanent solution. Plymale noted the deck's 20-year lifespan per a report, suggesting rebuild discussions could coincide with the DDA's TIF renewal in 2033.

Elliott stated she would vote against the proposal due to concerns about Fishbeck's work on previous projects.

Chair Pollard asked if any of the needed repairs were covered by warranty, but Director Plymale and the Fishbeck engineer confirmed these were maintenance issues not covered by warranty.

Several board members acknowledged that while spending money on repairs was painful, safety was paramount and the work needed to be done.

RESOLUTION

The following resolution was offered by Director Saenz and seconded by Director Perry

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

WHEREAS Every three to five years, significant restoration is needed to maintain a safe Central Parking Deck for visitors, employees and business owners, and

WHEREAS The team at Fishbeck are familiar with this parking structure, providing engineering analysis reports and construction documents for more than 15 years, and

WHEREAS The Central Parking Deck is scheduled for a major renovation project in 2026, and Fishbeck has identified several items that need to be addressed in 2026.

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 design development, creation of construction documents, bidding, and construction administration of the 2026 Central Parking Deck Renovation Project in an amount not to exceed \$41,500 from Acct. No. 494.261.977.813.

There was a voice vote.

Yes: Saenz, Perry, Harris, Matsu, Chair Pollard

No: Elliott

MOTION PASSED

8. REPORTS AND CORRESPONDENCE

There were no reports or correspondence, however the board did discuss requesting more frequent updates from Smith Group regarding the DTP Forward streetscape project. Saenz suggested having Smith Group report to the DDA board before the design is finalized. After discussion, it was agreed that Smith Group would be invited to the January board meeting, with the possibility of attending more meetings throughout the project as appropriate.

9. ADJOURNMENT

Perry offered a motion, seconded by Harris, to adjourn the meeting at 7:59 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY