



Plymouth Downtown Development Authority Meeting Agenda August 12, 2024 7:00 p.m. Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

www.downtownplymouth.org
Phone 734-455-1453
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Join Zoom Webinar: <https://us02web.zoom.us/j/81270959375>

Webinar ID: 812 7095 9375

Passcode: 214766

1) CALL TO ORDER

*Kerri Pollard, Chairperson
Richard Matsu, Vice Chairperson
Suzi Deal, Mayor
Ellen Elliott
Jennifer Frey
Brian Harris
Dan Johnson
Shannon Perry
Ed Saenz
Paul Salloum*

2) CITIZENS COMMENTS

3) APPROVAL OF AGENDA

4) APPROVAL OF MEETING MINUTES

- A. June 10, 2024 Regular Meeting Minutes
- B. June 10, 2024 Informational Meeting Minutes

5) BOARD COMMENTS

6) OLD BUSINESS

7) NEW BUSINESS

- A. 2024 Central Parking Deck Maintenance Project Bid Award – RAM Construction
- B. 2024 DDA Five-Year Strategic Action Plan Approval

8) REPORTS AND CORRESPONDENCE

- A. 2024 Downtown Day Event

9) ADJOURNMENT

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Board, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

“The government in this community is small and accessible to all concerned.”

-Plymouth Mayor Joe Bida
November 1977



Plymouth Downtown Development Authority

Regular Meeting Minutes

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

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

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)	% Sdgt Used
Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
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
Total Dept 000 - GENERAL 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
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
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
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
Total Dept 261 - ADMINISTRATION		228,769.26	285,167.53	585,170.00	333,980.00	258,123.62	30,291.72	77.29
Department: 301 POLICE DEPARTMENT								
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

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Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Expenditures								
Department: 301 POLICE DEPARTMENT								
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
Department: 450 INFRASTRUCTURE MAINTENANCE								
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
Department: 529 PARKING								
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
Department: 531 SAXTON PARKING FACILITY								
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
Department: 811 MARKETING								
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
Department: 965 CONTRIBUTIONS								
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
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:								
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		

06/06/2024 11:11 AM

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Balance As of 04/30/2024

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Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
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

Balance As of 04/30/2024

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Fund: 494 DOWNTOWN DEV AUTH/CAP IMP FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
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
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
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
Fund 494 - DOWNTOWN DEV AUTH/CAP IMP FUND:								
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		
Report Totals:								
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. 3rd 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
DDA OPER FUND REV: #248							
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
TOTAL REVENUES	1,383,605	-	-	9,400	-	9,400	1,393,005
DDA OPER FUND EXP: #248							
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	-	-	-	-	-	-	-
TOTAL EXPENDITURES	1,383,605	-	-	9,400	-	9,400	1,393,005

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

DRAFT



Plymouth Downtown Development Authority Informational Meeting Minutes Monday, June 10, 2024 -6:30 p.m.

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 6:30 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, Shannon Perry

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

2. FIVE-YEAR ACTION PLAN REVIEW AND ADDITIONAL INFORMATION

Plymale provided an update on the progress of the following goals:

- Improve parking
- Improve pedestrian safety
- Kellogg Park
- Support businesses

3. ADJOURNMENT

The meeting was adjourned at 6:52p.m.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board

From: DDA Staff

CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2023\May2023

Date: 8/6/2024

Re: 2024 Central Parking Deck Maintenance Project Bid Award – RAM Construction Services

BACKGROUND:

The Downtown Development Authority is responsible for the annual and long-term maintenance of the Central Parking Deck, which includes all scheduled and emergency repairs.

In February of 2024, the DDA board contracted with Fishbeck of Kalamazoo for \$9,500 to review the existing condition of the parking structure. This engineer inspection is now conducted annually due to the age of the Central Parking Deck.

In May of 2024, Fishbeck engineer Jeannette Grzeskowiak reported back to the DDA board on needed repairs, including needed repairs to the drainage system on the pedestrian bridge to Main Street, the addition of a trench drain near the medical center western stairwell, and some needed tee stem and concrete repairs around the deck. The DDA approved a contract of \$38,500 with Fishbeck on engineering services including project management, creation of construction documents, management of the bidding process, and construction administration and management.

In July of 2024, the Plymouth DDA received three sealed bids from RAM Construction Services, Dixon Inc., and Pullman SST, Inc. The bid tabulation form is attached for reference. RAM Construction Services had the lowest base bid of \$38,975.

RAM Construction Services of Livonia, Michigan has handled several renovation projects on the Central Parking Deck in the past, including the most recent renovation in 2023. Fishbeck engineer Jeannette Grzeskowiak has worked with RAM on several occasions and is recommending awarding the 2024 project to RAM due to the low bid and the great track record of RAM completing quality projects on-time and often under budget. Jeannette has provided her recommendation below.

Additionally, RAM's bid, along with the engineering, material testing, and contingency costs has the cost of the 2024 project coming in below original estimates. Our preliminary budget for the 2024 project was \$158,500. Our new budget, based off of RAM's low bid, is now \$93,065. A Probable Construction Cost Budget is attached for your reference.

You will notice on the Probable Construction Cost Budget document that there is an increased construction contingency based on percentage. Although the percentage has increased based on the low bid, the overall number is still lower than the number in the preliminary budget. The engineer has recommended keeping \$15,590 in the contingency line due to the unknowns related to the underground connections with the drainage system of the pedestrian bridge. If a new connection to the storm drain needs to be established, there would likely be some increased costs. If the existing connection can be used and just repaired, this increased contingency would likely not be needed. This course of action will not be able to be determined until crews open the concrete in the area where the blockage and/or breakage of the system is occurring.

RECOMMENDATION:

Staff recommends that the DDA approve the low-bid contract, including a 40% contingency and material testing not to exceed \$54,565 to RAM Construction to perform the stated repairs outlined by Fishbeck. The \$38,500 engineering costs have already been approved. The funding will come from Acct. No. 494.261.977.813

Plymouth Central Parking Structure Restoration 2024

BID TABULATION

2-Aug-24

BASE BID

Item No.	Item Description	Unit	Total Bid Quantity	RAM Construction Services		Dixon, Inc.		Pullman SST, Inc.	
				Unit Price	Bid Price	Unit Price	Bid Price	Unit Price	Bid Price
Division 0 & 1									
1.1	Contractor Mobilization	L.S.	1	\$ 3,500.00	\$ 3,500.00	\$ 4,500.00	\$ 4,500.00	\$ 5,900.00	\$ 5,900.00
1.2	Contractor General Requirements	L.S.	1	\$ 2,500.00	\$ 2,500.00	\$ 9,100.00	\$ 9,100.00	\$ 6,600.00	\$ 6,600.00
Division 3									
3.1	Precast Double Tee Concrete Repair	S.F.	12	\$ 250.00	\$ 3,000.00	\$ 350.00	\$ 4,200.00	\$ 295.00	\$ 3,540.00
Division 7									
7.1	Installation of Joint Sealant and Traffic Coating	L.F.	207	\$ 25.00	\$ 5,175.00	\$ 29.00	\$ 6,003.00	\$ 25.00	\$ 5,175.00
Division 22									
22.1	Remove & Replace Floor Drain	EA.	2	\$ 4400.00	\$ 8,800.00	\$ 900.00	\$ 1,800.00	\$ 6500.00	\$ 13,000.00
22.2	Install New Trench Drain	EA.	1	\$ 7000.00	\$ 7,000.00	\$ 6400.00	\$ 6,400.00	\$ 10000.00	\$ 10,000.00
22.3	Repair Underground Drain Line Connection	EA.	1	\$ 9000.00	\$ 9,000.00	\$ 8200.00	\$ 8,200.00	\$ 22500.00	\$ 22,500.00
TOTAL BASE BID				\$ 38,975.00		\$ 40,203.00		\$ 66,715.00	

*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each

RAM Construction Services	Dixon, Inc.	Pullman SST, Inc.	
Yes	Yes	Yes	Bid Bond
Yes	Yes	Yes	Addenda Acknowledged
Yes	Yes	Yes	Contractor Qualifications Statement
Ron Clapper	TBD	Kyle Flaler	Proposed Superintendent
Dan Canedo	Andy Hayden	Colin Nouhan	Proposed Project Manager

August 2, 2024
Project No. 240944

Sam Plymale
City of Plymouth
Downtown Development Authority
831 Penniman Avenue
Plymouth, MI 48170

**City of Plymouth Central Parking Structure Restoration 2024
Contractor Bid Review and Recommendation**

Fishbeck has reviewed the contractor bids received on July 30, 2024, for the City of Plymouth Central Parking Structure Restoration 2024 project. Bids were received from the following contractors:

- Pullman SST, Inc.
- RAM Construction Services of Michigan, Inc.
- Dixon Inc.

The apparent low bidder was RAM Construction Services of Michigan, Inc., with a total base bid of \$38,975. A completed bid form was provided, including the required bid security.

RAM Construction Services has been in business for 106 years. They have an office located in Livonia, Michigan. We met with Dan Canedo, Project Manager for RAM Construction Services regarding their bid to verify that they understand the project requirements. Mr. Canedo stated that they are comfortable with their bid and understand the scope of work and scheduling requirements.

It is our opinion that RAM Construction Services is qualified to complete the project and their bid is consistent with the scope and intent of the project. If you have any questions or require additional information, please contact me at 269.547.8144 or jgrzeskowiak@fishbeck.com.

Sincerely,



Jeannette Grzeskowiak
Project Manager – Parking and Restoration

By email

Plymouth Central Parking Structure Restoration 2024

Probable Construction Cost Budget

2-Aug-24

	Preliminary Budget	Revised Budget
	7-May-24	2-Aug-24
Total Estimated Construction Cost	\$ 100,000	\$ 38,975
Construction Contingency	20% \$ 20,000	40% \$ 15,590
Engineering	\$ 38,500	\$ 38,500
Material Testing (estimate)	N/A	N/A
Probable Construction Cost Budget	\$ 158,500	\$ 93,065

RESOLUTION

*The following resolution was offered by Director _____ and
seconded by Director _____*

*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.



ADMINISTRATIVE RECOMMENDATION

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2024\August2024
Date: 8/12/2024
Re: 2024 Five-Year Strategic Action Plan Approval

BACKGROUND:

Every five years, the DDA Board engages in strategic planning to update its Five-Year Strategic Action Plan to help guide DDA staff and make sure that DDA Board goals are being met. Back in March of 2024, the DDA Board was given information to begin the strategic planning process with help from facilitator Sally Elmiger.

Sally led two goal planning sessions with the DDA Board at both the April and June regular DDA meetings. Robust discussion occurred at both sessions by DDA Board members, DDA staff, and members of the public. Sally and DDA staff have worked to refine the information discussed at both sessions and have created a version for consideration by the DDA Board. The draft version of the 2024 DDA Five-Year Action Plan is attached.

RECOMMENDATION:

DDA staff recommends that the DDA Board approves the new 2024 DDA Five-Year Action Plan that is attached. This document will be used by DDA staff to guide budgetary decision-making, project prioritization, and to keep staff on task to make sure DDA Board goals are being met over the next five years.



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

MEMORANDUM

TO: City of Plymouth Downtown Development Authority Board

FROM: Sally M. Elmiger, AICP

DATE: July 26, 2024

RE: DDA Five-Year Action Plan

The DDA Board discussed the results of the April, 2024 Goal Setting Exercise at their June 10, 2024 meeting, and provided a number of comments to incorporate into the DDA's 2024 Five-Year Action Plan.

Based on this conversation, we have drafted the Action Plan and have attached it for your review. Note that we were asked to review the City Commission's City-Wide Goals, and incorporate ideas from these goals that could align with the DDA's draft goals. These ideas are identified by **red text** in the attached document.

We will work with the DDA Director to refine this Action Plan, based on your additional input.

CARLISLE/WORTMAN ASSOC., INC.

Sally M. Elmiger, AICP, LEED AP

Principal

Goal	Task	Responsible Party	Timeframe
Enhance DDA District Aesthetics & Function	<p>**Top Priority** Prepare a Streetscape Improvement Plan With the Following Goals:</p> <ol style="list-style-type: none"> 1. Use DDA Infrastructure Plan as a framework to build on. 2. Enhance aesthetics, function and activating spaces, using industry best practices. 3. Make landscaping consistent across the DDA. 4. Revamp trees, planters, brick pavers. 5. Evaluate patio/outdoor dining opportunities. 6. Incorporate eco-friendly, sustainable practices into DDA by reducing impervious surfaces, incorporating rain gardens, prioritizing native and pollinator-friendly plants, and maintaining a mature tree canopy. <p>(Note: This project will overlap other DDA goals.)</p>	DDA Staff/ DDA Board	Short to Long-term
	<p>**Top Priority** Create Proactive Community Engagement Plan to educate residents and business owners about the Streetscape Improvement Plan project.</p>		

Red Text = Items from City Commission 2024 City-Wide Goals

Goal	Task	Responsible Party	Timeframe
Improve Parking	<p>Improve the Condition of Existing Lots by:</p> <ol style="list-style-type: none"> **Top Priority** Resurface the existing lots that are in need. Prepare a plan to reconstruct/replace the Central Parking Structure. 	City Commission/ DDA Board	Short-term
	<p>Maximize the Number of Parking Spaces by:</p> <ol style="list-style-type: none"> **Top Priority** Re-assess parking desires of parking patrons/users via user input, needs study, or other methods. Work with the Planning Commission and businesses. Work with property owners of private lots to optimize layout, number of spaces, and increase efficiency/capacity. Analyze more efficient parking space design (Pull-in vs. parallel vs. angled, etc.). Work with Planning Commission to review approach to businesses providing parking. Look for more collective approach. Review opportunities for additional parking spaces. 	City Commission/ Planning Commission/ DDA Board/ DDA Staff	Short to Mid-term
	<p>Other</p> <ol style="list-style-type: none"> Remove parking (move curbs) on the west side of Main St. between Ann Arbor Trail & Penniman. Incorporate electric vehicle (EV) charging stations. Evaluate one-way street options. 	DDA Staff/ DDA Board	Short to Long-term

Red Text = Items from City Commission 2024 City-Wide Goals

Goal	Task	Responsible Party	Timeframe
Improve Pedestrian Safety (Coordinate with Streetscape Improvement Plan)	**Top Priority** Create Consistent Approach to Determining Pedestrian Crossing Facilities.	City Commission/ DDA Board	Short-term
	Top Priority Prepare Plan to Address Tree issues, including: 1. Develop tree replacement plan. 2. Tree grates or alternative surfacing around trees.	DDA Staff	Short-term
	Other 1. Ensure consistent sidewalk trim/brick work throughout the DDA. 2. Implement vehicle management features that slow cars, reduce traffic, etc. 3. Address uneven sidewalk pavement. 4. Develop a plan to activate alleys and sidewalks. 5. Eliminate obstacles on sidewalks and pedestrian crossings (such as light poles, planters, etc.). 6. Provide input to City Commission on proposed Multi-modal Transportation Plan	City Commission/ DDA Board/ DDA Staff	Short-to Long-term
Kellogg Park (Coordinate with Streetscape Improvement Plan)	**Top Priority** Address Turf Issues by: 1. Explore natural/synthetic alternatives to turf grass. 2. Look into better turf management.	DDA Staff/ DDA Board	Short-term
	Create brick pathways that are consistent with the downtown in Kellogg Park.	DDA Staff/ DDA Board	Short-term
	Other: 1. Update the Kellogg Park landscape plan, including pollinator-friendly plants, rain gardens, and maintaining a mature tree canopy . 2. Evaluate health of existing trees. 3. Evaluate opportunities to improve sight lines during concerts. 4. Incorporate East Penniman, or use of this street, into Kellogg Park functions. 5. Add security cameras.	City Commission/ DDA Board	Short to Long-term

Red Text = Items from City Commission 2024 City-Wide Goals

Goal	Task	Responsible Party	Timeframe
	Top Priority Evaluate public Wi-Fi in DTP.	City Commission/ DDA Board	Short-term
Support Businesses	Support Business Goals Through: <ol style="list-style-type: none"> 1. Continue community events. 2. Quantify value of proposed CC & DDA improvements to businesses. 3. Encourage business involvement in DDA programs. 4. Use Redevelopment Ready Communities program as a guide to market vacant properties. 5. Implement programming to create connections to other parts of the community. 	DDA Staff/ DDA Board	Short to Long-term
Other	Implement More Art Projects in the DDA, such as: <ol style="list-style-type: none"> 1. Invisible paint that appears when it rains, with messages such as "Thank you for shopping Downtown Plymouth." 2. Add more street art/painted artwork. 	DDA Staff/ DDA Board	Short to Long-term

Red Text = Items from City Commission 2024 City-Wide Goals

R E S O L U T I O N

The following Resolution was offered by _____ and seconded by _____.

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.



Not Just a Walk in the Park

831 Penniman Ave. Plymouth MI 48170
Ph: 734.455.1453 Fax: 734.459.5792

Information Only

To: DDA Board
From: DDA Staff
CC: S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2023\August2023
Date: 08/09/2023
Re: Downtown Day in Michigan

Downtown Day was introduced in 2020 by the Michigan Downtown Association and the State of Michigan to spur economic activity and encourage consumer spending in Downtowns across the state. Michigan Governor Gretchen Whitmer has made proclamations each year declaring the fourth Saturday in September as Downtown Day in Michigan, when downtowns across the state are celebrated as unique commercial and social cores of their community.

The Plymouth DDA had great success giving Downtown Plymouth businesses a boost with its first Downtown Day in 2023, and again plans a day filled with activities against the backdrop of Scarecrows in the Park at Kellogg Park on Saturday, September 28th, 2024 (noon – 8 PM):

- Live music
- Family friendly strolling entertainment
- Live painting & art
- Refreshment from vendors
- Scavenger hunt
- Business sidewalk sales

To celebrate and support local businesses, the DDA will organize a Golden Ticket Scavenger Hunt. Specially designed golden tickets will be hidden in Downtown Plymouth and at participating businesses, which can be redeemed at the DDA tent in Kellogg Park for gift cards to local businesses. Local businesses also have the option to hold sidewalk sales. DDA staff are currently booking artists/performers, reaching out to local businesses, and creating marketing materials to promote the event during August. The DDA has partnered with several sponsors and is still welcoming sponsorships of \$500 to elevate this event.

Last year, DDA staff used the event as a good opportunity to promote and share DDA projects and initiatives with downtown visitors. DDA staff plans to do the same this year.

The City Commission approved this year's DDA run Downtown Day event at its August 5 regular meeting