



# Plymouth Downtown Development Authority Meeting Agenda

January 10, 2022 7:00 p.m.

Plymouth City Hall & Online Zoom Webinar

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Plymouth Downtown Development Authority  
831 Penniman  
Plymouth, Michigan 48170

[www.downtownplymouth.org](http://www.downtownplymouth.org)  
Phone 734-455-1453  
Fax 734-459-5792

Join Zoom Webinar: <https://us02web.zoom.us/j/87150743229>

Webinar ID: 871 5074 3229 Passcode: 300488

**1) CALL TO ORDER**

*Kerri Pollard, Chairperson*  
*Andre Martinelli, Vice Chair*  
*Nick Moroz, Mayor*  
*Jack Ayoub*  
*Ellen Elliott*  
*Scott Foess*  
*Brian Harris*  
*Richard Matsuo*  
*Dan Johnson*  
*Patrick O'Neill*  
*Shannon Perry*

**2) ELECTION OF OFFICERS**

**3) CITIZENS COMMENTS**

**4) APPROVAL OF THE AGENDA**

**5) APPROVAL OF MEETING MINUTES**

- A. Regular Meeting 11-8-2021
- B. Informational Meeting 12-13-2021
- C. Regular Meeting 12-13-2021

**6) BOARD COMMENTS**

**7) OLD BUSINESS**

- A. Five-Year Action Plan Update

**8) NEW BUSINESS**

- A. Plymouth Ice Festival

**9) REPORTS AND CORRESPONDENCE**

**10) 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.

**GOAL I - QUALITY OF LIFE**

**OBJECTIVES**

Support the neighborhoods with high-quality customer service  
 Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)  
 Improve communication with the public across multiple platforms  
 Maintain a high level of cleanliness throughout the City  
 Support and host a diverse variety of events that foster community and placemaking

**ONE-YEAR TASKS 2021**

Restore sports and recreational programs that were halted by COVID-19 as soon as possible  
 Review and evaluate the special event policy with safety considerations  
 Address challenges with the Kellogg Park improvements with safety considerations  
 Move Kellogg Park Fountain project forward  
 Continue to re-engage service clubs to help enhance parks and public properties  
 Increase followers by 2,000 on all our platforms  
 Develop an internal and external communications plan  
 Upgrade City Hall facilities to accommodate remote meetings  
 Continue investigating multi-modal transportation opportunities  
 Revisit noise ordinance

**GOAL II - FINANCIAL STABILITY**

**OBJECTIVES**

Approve balanced budgets that maintain fiscal responsibility  
 Advocate for increased revenue sharing with the State of Michigan  
 Encourage and engage in partnerships, both public and private, to share costs of services and equipment  
 Address the issue of legacy costs  
 Seek out and implement efficient and effective inter-departmental collaboration  
 Market our successes to attract new economic and investment opportunities

**ONE-YEAR TASKS 2021**

Find a mechanism to identify funding sources for capital improvement projects  
 Increase funding to the Public Improvement Fund  
 Create a potential package for financing emergency structural repairs  
 Develop a comprehensive asset management plan that includes a review of the equipment fleet  
 Search out other possible revenue streams through continued association with the CWW and the MML  
 Develop a financial plan for public safety  
 Continue to make extra payments towards legacy costs  
 Monitor outside influences on our revenue sources, including unfunded mandates, the 35<sup>th</sup> District Court and the PCCS  
 Negotiate three labor contracts

**GOAL III - ECONOMIC VITALITY**

**OBJECTIVES**

Continue to support and improve active, vibrant downtown branding  
 Support community and economic development projects and initiatives  
 Support a mix of industrial, commercial and residential development  
 Reference the [Master Plan](#) in economic decision-making

**ONE-YEAR TASKS 2021**

Complete Saxton's development  
 Develop municipal parking lot at Saxton's site  
 Support development of 23 parcels adjacent to the Starkweather School property  
 Continue to administer the grant and the brownfield plan to support the Pulte project's completion  
 Finish RRC by the end of the year  
 Develop an annual training calendar for the Planning Commission, the Historic District Commission, the Zoning Board of Appeals and the DDA, and identify a funding source  
 Implement temporary plans to assist businesses in recovery efforts

**GOAL IV - SERVICE AND INFRASTRUCTURE**

**OBJECTIVES**

Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention, succession planning  
 Support and deliver safe and responsive emergency services  
 Maintain a sophisticated and responsive technology to communicate and manage data  
 Continually record, maintain, update, and improve City infrastructure

**ONE-YEAR TASKS 2021**

Explore pedestrian safety opportunities into targeted intersections  
 Research funding opportunities for ADA compliance at the PCC  
 Implement 2021 infrastructure program  
 Continue training for future career development and succession planning  
 Conduct a traffic study to determine whether to make additional streets one way  
 Update mapping resources including parcel data, completing 50% by the end of the year  
 Continue to add multi-modal transportation opportunities where applicable  
 Update/replace current technology to ensure compliance with new regulations, rules, and operating systems  
 Revisit paid parking



# ADMINISTRATIVE RECOMMENDATION

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA agendas 2022\January  
**Date:** 1/10/2022  
**Re:** Election of Officers 2022

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## BACKGROUND:

The Downtown Development Authority Board of Directors is required, annually, to elect a Chairperson and Vice-Chairperson from the board at large. The Chairperson and Vice-Chairperson will each serve one-year terms as officers.

## RECOMMENDATION:

DDA staff recommends that the DDA Board move forward with the election of officers at this meeting. Sample resolutions for consideration are attached.

Should you have any questions in advance of the meeting please contact the office.

**RESOLUTION**

*The following resolution was offered by Director \_\_\_\_\_ and  
seconded by Director \_\_\_\_\_*

*WHEREAS The Downtown Development Authority Board of Directors has established the  
office of Chairman, and*

*WHEREAS At the January regular meeting officers are elected to serve a term of  
one calendar year,*

*NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development  
Authority Board of Directors appoints \_\_\_\_\_ as Chairperson for the  
2022 calendar year.*

**RESOLUTION**

*The following resolution was offered by Director \_\_\_\_\_ and  
seconded by Director \_\_\_\_\_*

*WHEREAS The Downtown Development Authority Board of Directors has established the  
office of Vice-Chairperson, and*

*WHEREAS At the January regular meeting officers are elected to serve a term of  
one calendar year,*

*NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development  
Authority Board of Directors appoints \_\_\_\_\_ as the Vice-Chairperson  
for the 2022 calendar year.*



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, November 8, 2021 - 7:00 p.m.

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

#### Online Zoom Meeting

#### 1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:05 p.m.

Present: Chair Pollard, Members Ellen Elliott, Andre Martinelli, Shannon Perry, Richard Matsu

Excused: Scott Foess, Maura Hynes, Dan Johnson, Patrick O'Neill

Also present: DDA Coordinator Sam Plymale, City Finance Director John Scanlon

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Perry, to approve the agenda for November 8, 2021.

There was a roll call vote.

Yes: Elliott, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 5-0

#### 4. APPROVAL OF THE MEETING MINUTES

Martinelli offered a motion, seconded by Perry, to approve the minutes of the October 11, 2021 meeting.

There was a roll call vote.

Yes: Elliott, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 5-0

#### 5. BOARD COMMENTS

Elliott ~~said citizen involvement was important~~ **recognized and thanked Dave Rucinski for his involvement** in the Wilcox Fountain project. She also encouraged board members to read the recent City of Plymouth resident survey and to attend a strategic plan meeting on November 13.

#### 6. OLD BUSINESS

There was no old business.

#### 7. NEW BUSINESS

##### a. 1<sup>st</sup> Quarter Budget Amendments

Scanlon reviewed the budget amendment documents provided to the board before the meeting.

The following motion was offered by Elliott and seconded by Martinelli.

WHEREAS Certain expenditures require allocation to departments differently than originally projected in the 2021-2022 City Budget, as adopted; and

WHEREAS Revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2021.

NOW, THEREFORE BE IT RESOLVED, that the 2021-2022 DDA Budget is hereby amended as indicated in the 1st 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  
FIRST QUARTER - FY 21-22**

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	1,073,870	-				-	1,073,870
Program Fees & Other	61,550	-				-	61,550
Appropriation of Surplus	-	169,710				169,710	169,710
<b>TOTAL REVENUES</b>	<b>1,135,420</b>	<b>169,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>169,710</b>	<b>1,305,130</b>
<b>DDA OPER FUND EXP: #248</b>							
Administration	320,030	1,850				1,850	321,880
Police Services	33,250	-				-	33,250
Parking System	43,920	4,500				4,500	48,420
Saxton Parking Facility	-	1,850				1,850	1,850
DDA Marketing	88,700	-				-	88,700
Streetscape Maintenance	284,070	2,150				2,150	286,220
Contrib to DDA Debt Funds	223,510	-				-	223,510
Contrib to DDA Cap Imp Fund	25,000	276,500				276,500	301,500
Contingency	116,840	(116,840)				(116,840)	-
<b>TOTAL EXPENDITURES</b>	<b>1,135,420</b>	<b>169,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>169,710</b>	<b>1,305,130</b>

**BUDGET ADJUSTMENT SUMMARY  
FIRST QUARTER - FY 21-22**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>DDA CAP IMP FUND REV: #405</b>							
Contrib. & Other	25,050	276,500				276,500	301,550
Appropriation of Surplus	-	1,585				1,585	1,585
<b>TOTAL REVENUES</b>	<b>25,050</b>	<b>278,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,085</b>	<b>303,135</b>
<b>DDA CAP IMP FUND EXP: #405</b>							
Capital Improvements	25,050	278,085				278,085	303,135
Contingency	-	-				-	-
<b>TOTAL EXPENDITURES</b>	<b>25,050</b>	<b>278,085</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>278,085</b>	<b>303,135</b>

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE	END BALANCE	2021-22		YTD BALANCE	ACTIVITY FOR	% BGDG USED
		09/30/2020 NORM (ABNORM)	06/30/2021 NORM (ABNORM)	ORIGINAL BUDGET AMENDED	2021-22 BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	
<b>Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD</b>								
<b>Revenues</b>								
<b>Dept 000 - GENERAL REVENUES</b>								
248-000-403.000	CURRENT PROPERTY TAX/REAL	566,388.00	983,672.57	1,069,370.00	1,069,370.00	943,213.23	48,213.23	88.20
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	0.00	15,000.00	7,500.00	7,500.00	0.00	0.00	0.00
248-000-620.000	CONCERT REVENUES	5,300.00	34,750.00	60,000.00	60,000.00	42,350.00	14,500.00	70.58
248-000-621.000	BENCH SALE REVENUES	1,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST ON INVESTMENTS	161.01	682.91	50.00	50.00	0.00	0.00	0.00
248-000-675.095	CONTRIBUTIONS FOR LIGHT DECORF	0.00	0.00	1,500.00	1,500.00	1,050.00	0.00	70.00
248-000-679.000	ADVERTISING REVENUE	360.00	3,400.00	0.00	0.00	0.00	0.00	0.00
248-000-680.000	OTHER INCOME	2,820.00	7,192.50	0.00	0.00	0.00	0.00	0.00
248-000-684.000	OFFICE RENTAL - DDA/587 ANN AF	(680.00)	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 000 - GENERAL REVENUES</b>		<b>575,349.01</b>	<b>1,046,697.98</b>	<b>1,135,420.00</b>	<b>1,135,420.00</b>	<b>986,613.23</b>	<b>62,713.23</b>	<b>86.89</b>
<b>TOTAL REVENUES</b>		<b>575,349.01</b>	<b>1,046,697.98</b>	<b>1,135,420.00</b>	<b>1,135,420.00</b>	<b>986,613.23</b>	<b>62,713.23</b>	<b>86.89</b>
<b>Expenditures</b>								
<b>Dept 290 - ADMINISTRATION</b>								
248-290-706.000	SALARY & WAGES/ FULL TIME	22,099.45	115,149.92	116,660.00	116,660.00	27,739.99	13,411.49	23.78
248-290-706.100	SALARY & WAGES/SICK	0.00	2,183.48	4,900.00	4,900.00	0.00	0.00	0.00
248-290-706.300	SALARY & WAGES/LONGEVITY	0.00	550.00	550.00	550.00	0.00	0.00	0.00
248-290-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	3,853.20	3,110.00	3,110.00	0.00	0.00	0.00
248-290-709.000	SALARY & WAGES/OVERTIME	440.55	2,696.13	0.00	0.00	1,507.73	650.16	100.00
248-290-721.000	FRINGE BENEFITS	11,213.99	54,778.76	60,350.00	60,350.00	12,366.93	5,291.83	20.49
248-290-721.500	POST RETIREMENT BENEFITS	4,863.51	19,454.04	23,880.00	23,880.00	6,250.01	2,076.67	26.09
248-290-727.000	OFFICE SUPPLIES	0.00	75.35	500.00	500.00	32.02	10.02	6.40
248-290-728.000	POSTAGE	0.00	232.40	200.00	200.00	0.00	0.00	0.00
248-290-740.000	OPERATING SUPPLIES	89.02	249.04	1,200.00	1,200.00	58.98	0.00	4.92
248-290-815.000	ADMINISTRATIVE SERVICES	15,365.01	61,460.04	63,300.00	63,300.00	15,825.00	5,275.00	25.00
248-290-818.000	CONTRACTUAL SERVICES	2,491.33	19,793.55	12,000.00	12,000.00	3,713.42	1,123.30	30.95
248-290-850.000	COMMUNICATIONS	1,087.85	3,323.33	3,000.00	3,000.00	771.51	257.05	25.72
248-290-860.000	TRANSPORTATION	0.00	0.00	400.00	400.00	0.00	0.00	0.00
248-290-864.000	CONFERENCES & MEETINGS	0.00	75.00	1,500.00	1,500.00	0.00	0.00	0.00
248-290-865.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	0.00	0.00	0.00
248-290-900.000	PRINTING & PUBLISHING	0.00	241.00	300.00	300.00	0.00	0.00	0.00
248-290-920.000	PUBLIC UTILITIES	386.57	2,250.67	2,580.00	2,580.00	234.00	69.00	9.07
248-290-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-290-930.000	REPAIRS & MAINTENANCE	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
248-290-938.000	EQUIPMENT LEASE EXPENSE	0.71	6.92	1,200.00	1,200.00	0.00	0.00	0.00
248-290-940.000	EQUIPMENT RENTAL - FORCE ACCT	150.00	600.00	500.00	500.00	50.00	0.00	10.00
248-290-942.000	OFFICE RENT	5,950.00	18,350.00	19,000.00	19,000.00	6,250.00	1,600.00	32.89
248-290-956.000	MISCELLANEOUS	41.11	366.11	0.00	0.00	0.00	0.00	0.00
248-290-957.000	TRAINING EXPENSES	0.00	385.45	500.00	500.00	0.00	0.00	0.00
248-290-958.000	MEMBERSHIPS & DUES	630.00	780.00	2,000.00	2,000.00	730.00	0.00	36.50
248-290-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	116,940.00	116,940.00	0.00	0.00	0.00
<b>Total Dept 290 - ADMINISTRATION</b>		<b>64,809.10</b>	<b>306,854.39</b>	<b>436,970.00</b>	<b>436,970.00</b>	<b>75,509.59</b>	<b>29,764.52</b>	<b>17.28</b>
<b>Dept 301 - POLICE DEPARTMENT</b>								
248-301-706.000	SALARY & WAGES/ FULL TIME	4,440.11	20,887.00	20,250.00	20,250.00	4,925.18	2,380.55	24.32
248-301-706.100	SALARY & WAGES/SICK	0.00	327.25	0.00	0.00	0.00	0.00	0.00
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	0.00	872.64	890.00	890.00	0.00	0.00	0.00
248-301-706.300	SALARY & WAGES/LONGEVITY	0.00	62.50	70.00	70.00	0.00	0.00	0.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	0.00	0.00	170.00	170.00	0.00	0.00	0.00





PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		2021-22		YTD BALANCE	ACTIVITY FOR	% BDGT
		09/30/2020	END 06/30/2021	ORIGINAL	2021-22			
		NORM (ABNORM)	NORM (ABNORM)	BUDGET AMENDED	BUDGET	NORM (ABNORM)	INCR (DECR)	
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Expenditures								
248-301-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	1,760.00	1,760.00	0.00	0.00	0.00
248-301-721.000	FRINGE BENEFITS	2,179.92	9,999.89	10,110.00	10,110.00	2,198.69	940.44	21.75
248-301-725.500	MEAL ALLOWANCE	0.00	2.50	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE DEPARTMENT		6,620.03	32,151.78	33,250.00	33,250.00	7,123.87	3,320.99	21.43
Dept 443 - PARKING								
248-443-815.000	ADMINISTRATIVE SERVICES	10,280.01	41,120.04	39,920.00	39,920.00	9,980.01	3,326.67	25.00
248-443-818.000	CONTRACTUAL SERVICES	0.00	(88.00)	4,000.00	4,000.00	7,635.00	6,737.00	190.88
Total Dept 443 - PARKING		10,280.01	41,032.04	43,920.00	43,920.00	17,615.01	10,063.67	40.11
Dept 445 - SAXTON PARKING FACILITY								
248-445-818.000	CONTRACTUAL SERVICES	7,018.00	19,438.25	0.00	0.00	1,380.00	1,380.00	100.00
248-445-920.000	PUBLIC UTILITIES	79.43	812.32	0.00	0.00	0.00	0.00	0.00
Total Dept 445 - SAXTON PARKING FACILITY		7,097.43	20,250.57	0.00	0.00	1,380.00	1,380.00	100.00
Dept 811 - MARKETING								
248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	32.10	0.00	3.21
248-811-728.000	POSTAGE	0.00	525.00	200.00	200.00	178.85	178.85	89.43
248-811-740.000	OPERATING SUPPLIES	76.65	1,095.35	1,500.00	1,500.00	400.00	150.00	26.67
248-811-794.000	CONCERT EXPENSES	2,399.00	35,648.56	65,000.00	65,000.00	28,799.42	28,739.42	44.31
248-811-818.000	CONTRACTUAL SERVICES	5,226.74	12,264.89	14,000.00	14,000.00	6,937.46	0.00	49.55
248-811-900.000	PRINTING & PUBLISHING	0.00	4,266.05	7,000.00	7,000.00	636.80	611.80	9.10
Total Dept 811 - MARKETING		7,702.39	53,799.85	88,700.00	88,700.00	36,984.63	29,680.07	41.70
Dept 820 - INFRASTRUCTURE MAINTENANCE								
248-820-707.000	SALARY & WAGES/TEMP-SEASONAL	2,911.12	5,314.08	600.00	600.00	2,558.38	952.10	426.40
248-820-721.000	FRINGE BENEFITS	222.71	406.52	500.00	500.00	195.73	72.84	39.15
248-820-740.000	OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-820-815.000	ADMINISTRATIVE SERVICES	33,645.00	134,580.00	138,620.00	138,620.00	34,655.01	11,551.67	25.00
248-820-818.000	CONTRACTUAL SERVICES	4,203.86	45,124.40	60,000.00	60,000.00	9,997.67	2,400.00	16.66
248-820-931.000	REPAIRS & MAINT/SUMMER	1,000.00	14,170.00	18,000.00	18,000.00	0.00	0.00	0.00
248-820-932.000	REPAIRS & MAINT/WINTER	0.00	31,864.91	41,250.00	41,250.00	0.00	0.00	0.00
248-820-933.000	HOLIDAY LIGHTS MAINTENANCE	26,145.00	27,237.00	25,000.00	25,000.00	24,100.00	24,100.00	96.40
Total Dept 820 - INFRASTRUCTURE MAINTENANCE		68,127.69	258,696.91	284,070.00	284,070.00	71,506.79	39,076.61	25.17
Dept 965 - CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDE	0.00	226,210.00	223,510.00	223,510.00	0.00	0.00	0.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FI	6,249.99	124,999.96	25,000.00	25,000.00	6,250.02	2,083.34	25.00
Total Dept 965 - CONTRIBUTIONS		6,249.99	351,209.96	248,510.00	248,510.00	6,250.02	2,083.34	2.51
TOTAL EXPENDITURES		170,886.64	1,063,995.50	1,135,420.00	1,135,420.00	216,369.91	115,369.20	19.06



GL NUMBER	DESCRIPTION	PERIOD ENDING 09/30/2021				YTD BALANCE 09/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/21 INCR (DECR)	% BDGT USED
		YTD BALANCE 09/30/2020 NORM (ABNORM)	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22				
				ORIGINAL BUDGET	2021-22 AMENDED BUDGET			
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD								
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:								
TOTAL REVENUES		575,349.01	1,046,697.98	1,135,420.00	1,135,420.00	986,613.23	62,713.23	86.89
TOTAL EXPENDITURES		170,886.64	1,063,995.50	1,135,420.00	1,135,420.00	216,369.91	115,369.20	19.06
NET OF REVENUES & EXPENDITURES		404,462.37	(17,297.52)	0.00	0.00	770,243.32	(52,655.97)	100.00
BEG. FUND BALANCE		453,356.81	453,356.81	453,356.81	453,356.81	453,356.81	(17,297.52)	
NET OF REVENUES/EXPENDITURES - 2020-21								
END FUND BALANCE		857,819.18	436,059.29	453,356.81	453,356.81	1,206,302.61		

GL NUMBER	DESCRIPTION	PERIOD ENDING 09/30/2021				YTD BALANCE 09/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/21 INCR (DECR)	% BDGT USED
		YTD BALANCE 09/30/2020 NORM (ABNORM)	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22				
				ORIGINAL BUDGET	2021-22 AMENDED BUDGET			
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND								
Revenues								
Dept 000 - GENERAL REVENUES								
405-000-665.000	INTEREST ON INVESTMENTS	0.00	0.00	50.00	50.00	0.00	0.00	0.00
405-000-675.248	CONTRIBUTION FROM DDA/OPERATE	6,249.99	124,999.96	25,000.00	25,000.00	6,250.02	2,083.34	25.00
Total Dept 000 - GENERAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00	6,250.02	2,083.34	24.95
TOTAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00	6,250.02	2,083.34	24.95
Expenditures								
Dept 290 - ADMINISTRATION								
405-290-972.437	CAP OUTLAY/LAND IMP - PUBLIC E	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
405-290-977.813	CAP OUTLAY/DDA PARKING	9,731.73	190,608.26	25,050.00	25,050.00	0.00	0.00	0.00
Total Dept 290 - ADMINISTRATION		9,731.73	210,608.26	25,050.00	25,050.00	0.00	0.00	0.00
TOTAL EXPENDITURES		9,731.73	210,608.26	25,050.00	25,050.00	0.00	0.00	0.00
Fund 405 - DOWNTOWN DEV AUTH/CAP IMP FUND:								
TOTAL REVENUES		6,249.99	124,999.96	25,050.00	25,050.00	6,250.02	2,083.34	24.95
TOTAL EXPENDITURES		9,731.73	210,608.26	25,050.00	25,050.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(3,481.74)	(85,608.30)	0.00	0.00	6,250.02	2,083.34	100.00
BEG. FUND BALANCE		88,999.61	88,999.61	88,999.61	88,999.61	88,999.61	88,999.61	
NET OF REVENUES/EXPENDITURES - 2020-21							(85,608.30)	
END FUND BALANCE		85,517.87	3,391.31	88,999.61	88,999.61	9,641.33		
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES		581,599.00	1,171,697.94	1,160,470.00	1,160,470.00	992,863.25	64,796.57	85.56
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES		180,618.37	1,274,603.76	1,160,470.00	1,160,470.00	216,369.91	115,369.20	18.65
NET OF REVENUES & EXPENDITURES		400,980.63	(102,905.82)	0.00	0.00	776,493.34	(50,572.63)	100.00
BEG. FUND BALANCE - ALL FUNDS		542,356.42	542,356.42	542,356.42	542,356.42	542,356.42	542,356.42	
END FUND BALANCE - ALL FUNDS		943,337.05	439,450.60	542,356.42	542,356.42	1,215,943.94		

There was a roll call vote.

Yes: Elliott, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 5-0

b. New Bike Racks Discussion

Plymale reported that there are plans to install bike racks at City Hall, the south end of Kellogg Park, mid-block on Harvey between Ann Arbor Trail and Penniman next spring. He said he is looking for grants to cover the estimated \$15,000 cost.

***Citizen Comments***

Karen Sisolak, 939 Penniman, said she supports the implementation of the bike rack project.

Adam Wagner, 210 N. Mill, said he also supports the project.

**8. REPORTS AND CORRESPONDENCE**

a. Patio Update

Plymale explained that the City Commission approved a temporary extension of patio seating to December 31, after the DDA requested an extension to March 31. He said restaurants that would like to have outdoor seating for Ice Fest and St. Patrick's Day could request a special event permit or ask the organizers of an approved special event to join them.

**8. ADJOURNMENT**

Martinelli offered a motion, seconded by Perry, to adjourn the meeting at 7:38 p.m.

There was a roll call vote.

Yes: Elliott, Martinelli, Matsu, Perry, Pollard

MOTION PASSED 5-0



# Plymouth Downtown Development Authority Informational Meeting Minutes Monday, December 13, 2021 -6:30 p.m.

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

## Online Zoom Meeting

### 1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 6:30 p.m.

Present: Mayor Nick Moroz, Chair Pollard, Members Ellen Elliott, Scott Foess, Maura Hynes, Andre Martinelli, Patrick O'Neill, Richard Matsu, Shannon Perry

Excused: Dan Johnson

Also present: DDA Coordinator Sam Plymale

### 2. CITIZENS COMMENTS

There were no citizen comments.

### 3. APPROVAL OF THE AGENDA

O'Neill offered a motion, seconded by Martinelli, to approve the agenda for the informational meeting on December 13, 2021.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Perry, Pollard, Moroz

MOTION PASSED 9-0

### 4. BOARD COMMENTS

There were no board comments.

### 5. FIVE-YEAR ACTION PLAN REVIEW AND ADDITIONAL INFORMATION

Plymale provided updates on the goals of improving parking, improving pedestrian safety, Kellogg Park and supporting businesses.

### 6. ADJOURNMENT

Martinelli offered a motion, seconded by O'Neill, to adjourn the meeting at 7:03 p.m.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Perry, Pollard, Moroz

MOTION PASSED 9-0



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, December 13, 2021 - 7:00 p.m.

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

#### Online Zoom Meeting

#### 1. CALL TO ORDER

Chair Kerri Pollard called the meeting to order at 7:03 p.m.

Present: Mayor Nick Moroz, Chair Pollard, Members Ellen Elliott, Scott Foess, Maura Hynes, Andre Martinelli, Patrick O'Neill, Richard Matsu, Shannon Perry

Excused: Dan Johnson

Also present: DDA Coordinator Sam Plymale

#### 2. CITIZENS COMMENTS

There were no citizen comments.

#### 3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Perry, to approve the agenda for December 13, 2021.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Perry, Pollard, Moroz

MOTION PASSED 9-0

#### 4. APPROVAL OF THE MEETING MINUTES

Martinelli offered a motion, seconded by Elliott, to approve the minutes of the November 8, 2021 informational meeting.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Perry, Pollard

Abstain: Moroz

MOTION PASSED 8-0

Martinelli offered a motion, seconded by Perry, to approve the minutes of the November 8, 2021 regular meeting. Elliott asked that the minutes be amended to read, "Elliott recognized and thanked Dave Rucinski for his involvement in the fountain project."

The motion was tabled for review at the next meeting.

#### 5. BOARD COMMENTS

O'Neill acknowledged Fred Hill, who passed away recently. He said Hill was instrumental in the "Briefcase Brigade" that became a popular feature in parades. He noted that Hill was an important advocate for the community.

**6. OLD BUSINESS**

There was no old business.

**7. NEW BUSINESS**

a. Mayor Introduction and City Strategic Plan Update

Mayor Moroz introduced himself to the group and provided information about the process and status of the City's strategic plan.

**8. REPORTS AND CORRESPONDENCE**

There were no reports or correspondence.

**6. ADJOURNMENT**

Martinelli offered a motion, seconded by Perry, to adjourn the meeting at 7:33 p.m.

There was a roll call vote.

Yes: Elliott, Foess, Hynes, Martinelli, Matsu, O'Neill, Perry, Pollard, Moroz

MOTION PASSED 9-0

DRAFT

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 1/6/2022
Improve Parking	<p><b>**Top Priority**</b></p> <p><b>Improve condition, aesthetics, and/or functionality of existing parking lots by:</b></p> <ul style="list-style-type: none"> <li>- Resurface existing lots that are in need (such as Liberty/Penniman lot, and lot at Harvey/Wing); consider lot re-configuration to improve flow, street edge and pedestrian connections as part of projects.</li> </ul>	DDA Staff/ DDA Board	Short-term		Central Parking Deck stairwell improvement project completed. Saxton's lot improvements on hold until development is complete.
	<p><b>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck.</b></p>	DDA Staff/ DDA Board	Short to Mid-term		Project on hold
	<p><b>Maximize number of parking spaces</b></p>	DDA Staff	Short to Long-term		Patios in on-street parking spaces removed in early November. Parking lot rental at Christian Science Church was successful during Harvey Street construction.
Improve pedestrian safety	<p><b>**Top Priority**</b></p> <p><b>Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that pedestrian is in crosswalk, specifically:</b></p> <ul style="list-style-type: none"> <li>- At Penniman/Harvey, Harvey/AA Trail, and Main/Church St. intersections (coordinate with City Commission).</li> <li>- Increase size of waiting area at crossings.</li> <li>- Add alert system for cars as pedestrians enter walkways, especially at midblock crossings such as Main St. between AA Trail and Penniman, or on AA Trail @ Forest. Alerts could include pedestrian activated flashing lights; however, a system with flashing lights may not be appropriate downtown.</li> </ul>	City Commission/ DDA Board	Short-term		DDA Board on 4/12/21 passed a cost-sharing resolution with the City Commission calling for mast arm/crossing signal upgrades at Harvey/Penniman and Harvey/Ann Arbor Trail. Harvey Street project COMPLETED, with mast arms/peped signals coming in spring of 2022. City Engineer is designing rapid beacon light signals for mid block crosswalk on Main and the Forest and Ann Arbor Tr. intersection expected to be installed in early 2022. Staff looking for funding for three new bike rack locations for 2022.
	<p><b>Maintain sidewalks for safety, making them pedestrian friendly by:</b></p> <ul style="list-style-type: none"> <li>- Repair concrete where needed.</li> <li>- Replace tree grates (either overall or where needed).</li> <li>- Maintain/update pavers.</li> <li>- Extend sidewalks where needed.</li> </ul>	DDA Staff	Short-term		DMS crews replaced sidewalk sections downtown, with repairs to brick pavers and tree grate areas in spring. Additional sidewalk grinding took place in August. DDA contractor repaired brick pavers in May and June.
	<p>Plant trees (Also goal of DDA Infrastructure Plan) along sidewalks; replace trees in poor condition as identified; investigate organizations (Keep Plymouth Leafy) that supply/plant trees</p>	City Commission/ DDA Board	Mid-term		Tree removed near Westborn after being hit by truck. Expected to be replaced in Spring 2022.
	<p>Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork)</p>	DDA Board/ DDA Staff	Mid to Long-term		Director Pat O'Neill to lead. Decorative lighting added to the walkway near Pizza e Vino. Property owner put up decorative lights in DDA office walkway
	<p>Improve alley "ambiance" via artwork to enhance appearance. Potential locations include DDA office alley, alley around parking structure, alley between theater &amp; gathering area, and by St. Joes (near Subway))</p>	DDA Board	Short-term		Director Pat O'Neill to lead. DDA has information on potential Consumers Energy grant for art projects. New art in walkway near Pizza e Vino

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

Goal	Task	Responsible Party	Timeframe	Funding Source	Status Update 1/6/2022
Kellogg Park	Install the new fountain.	DDA Staff	Short-term		COMPLETED
	<p><b>**Top Priority**</b></p> <p><b>Implement Kellogg Park Master Plan by:</b></p> <ul style="list-style-type: none"> <li>- Prioritize action items identified in Goal Setting Session (12-14-20)</li> <li>- Identify potential funding sources priority short-term action items.</li> <li>- Recommend City Commission adopt Kellogg Park Master Plan as an amendment to the Plymouth Five-Year Parks and Recreation Master Plan.</li> <li>- Submit grant application to MDNR to implement top action-item priorities of Kellogg Park Master Plan.</li> </ul>	City Commission/ DDA Board	Short to Long-term		Sprinkler system repaired. Staff looking to add a bike rack at the southern edge of Kellogg Park.
Support Businesses	<p><b>**Top Priority**</b></p> <p><b>Rethink café/outdoor dining policy to include:</b></p> <ul style="list-style-type: none"> <li>- Closing some streets.</li> <li>- Creating woonerf on Pennimal (in front of theater).</li> <li>- Create semi-permanent dining extension into parallel parking spaces.*</li> <li>- Expand entertainment opportunities in Kellogg Park and throughout downtown.</li> <li>- Create "Social District" for common outdoor liquor sales.</li> </ul> <p>*Approved by City Commission starting in April and extending through 2021.</p>	City Commission/ DDA Board	Short-term		City Commission approved 15-minute parking spaces strategically spread throughout downtown. Extension for patio season has ended as of 12/31/21. City administration gathering information on potential permanent parklets at a few strategic locations. Joint meeting between the DDA and City Commission likely to be scheduled for February.
	Expand use of technology	DDA Board	Short to Mid-term		Staff met with DG energy in October to learn about potential EV charging opportunities/grants. EV charging stations infrastructure ideas to be included in future design of Saxton's parking lot upgrade.
	Engage with businesses to create artwork throughout the DDA	DDA Board/ DDA Staff	Short-term		Director Pat O'Neill to lead
	Attract new businesses and engage with existing businesses	DDA Board/ DDA Staff	Short to Long-term		Downtown kiosks updated in mid September. DDA staff released Downtown Restaurant and Retail guide in Plymouth Today magazine. DDA staff completed WDIV's Days of Giving to promote downtown. Shop DTP magazine ad to be in December Rock magazine





## Information Only

**To:** DDA Board  
**From:** DDA Staff  
**CC:** S:\DDA\Shared Files\DDA Board\DDA Agendas\DDA Agendas 2022\January  
**Date:** 1/10/2022  
**Re:** Ice Festival Update

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The Plymouth Ice Festival is scheduled to return to Downtown Plymouth February 11-13, 2022. The DDA Board will remember that DDA Staff worked with festival organizers last year to modify the event due to the COVID-19 pandemic.

In 2021, health orders from the State of Michigan and other uncertainties due to the pandemic led event organizers to move the sculptures out of Kellogg Park and spread them around the downtown area. DDA staff and event organizer James Gietzen worked together to use the event to try and help our struggling downtown businesses garner some much needed foot traffic. DDA staff created a very successful bingo scavenger hunt game, and Gietzen spread out most ice sculptures around the downtown placing them near participating businesses.

This year, the event is planned to return to Kellogg Park and The Gathering but will still have sculptures spread throughout the downtown. Due to last year's significant increase of traffic for downtown businesses, DDA staff is working with Ice Fest organizers to bring back the bingo scavenger hunt game.

Ice Festival organizer James Gietzen is here to discuss the partnership with the DDA and give an update on other 2022 Ice Festival happenings. Additional information about the event can be found at [www.plymouthicefestival.com](http://www.plymouthicefestival.com).