



Plymouth Downtown Development Authority

Regular Meeting Minutes

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

City of Plymouth
201 S. Main
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 (arrived at 7:04), Dan Johnson, Shannon Perry, and Ed Saenz

Excused: Members Paul Salloum

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

2. ELECTION OF OFFICERS

Deal offered a motion, seconded by Saenz, to elect Kerri Pollard as chair of the DDA Board for 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

Pollard offered a motion, seconded by Perry, to elect Richard Matsu as vice chair of the DDA Board for 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. CITIZENS COMMENTS

There were no citizen comments

4. APPROVAL OF AGENDA

Saenz offered a motion, seconded by Perry, to approve the agenda for Monday, January 13, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. APPROVAL OF MEETING MINUTES

Deal offered a motion, seconded by Saenz, to approve the minutes of the November 11, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

6. BOARD COMMENTS

Elliott encouraged members to visit the new bookstore in town.

Deal said Kelly O'Donnell resigned from the City Commission and Colleen Pobur was appointed to fill the vacancy. She also said the new bandshell would be delivered soon.

Pollard said the Santa Parade, Christmas in Plymouth, and the Mistletoe Market were all successful events.

7. OLD BUSINESS

a. Five Year Strategic Plan Update

Plymale gave an update on aesthetics and function, parking, Kellogg Park turf, supporting businesses, and a potential third phase of the art walk. It was suggested that the board review the streetscape RFP.

b. Main and Church Intersection Upgrade

Plymale reviewed the city engineer's recommendation to proceed with an automatic signal countdown with added pedestrian leading indicators with push button activation.

Administration provided the following suggested motion to approve this recommendation.

WHEREAS The DDA Board of Directors identified the need to upgrade pedestrian safety at The Main/Church Street intersection; and

WHEREAS The DDA Board and City Commission agreed to a 50/50 cost share on both the Harvey/Penniman and Harvey/Ann Arbor Trail intersection improvements in 2021; and

WHEREAS The City Commission has identified and approved design work for upgrades to the Main/Church Street intersection as part of their 2025 Infrastructure Plan; and

WHEREAS The City's Master Plan includes the installation of new traffic light mast arms with pedestrian signals and additional improvements to the Main/Church Street intersection.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth DDA Board of Directors does hereby authorize up to \$340,000 in capital improvement funds or 50% of the cost of the project, whichever is less, to complete the upgrades at the intersection of Main/Church Street which includes new mast arms and pedestrian crossing signals. This authorization, in partnership with the City of Plymouth, would allow the continued work on design, bid documents and final construction of new mast arms and signals and other needed improvements at the Main/Church Street intersection.

Elliott offered a motion, seconded by Johnson, to approve the resolution without the inclusion of push buttons.

A discussion ensued, with some board members stating they preferred to include the push buttons to engage pedestrians and to have consistency in all of the downtown intersection crossings. It was suggested that the buttons might be needed in the future to add a sound component for visually impaired pedestrians. Reducing clutter by having buttons on mastheads instead of additional poles was also suggested.

There were also comments stating that push buttons were an unnecessary added expense and that there was no research supporting the idea that the buttons would increase pedestrian safety.

Director of Municipal Services and Assistant City Manager Chris Porman answered questions resident feedback to push buttons and the potential cost of reprogramming the signals when needed for additional or reduced pedestrian activity.

Ed Walton, 1465 Palmer, expressed concern about the cost of push buttons and whether there were grants available to offset these costs.

Karen Sisolak, 939 Penniman, said she appreciated the compromise from the previous attempt at approving this project but that cost and clutter were still an issue.

Ron Picard, 1373 Sheridan, said there were multiple solutions to all engineered designs.

Pete Mundt, 643 N. Harvey, said push buttons were not necessary or desired by residents.

There was a roll call vote.

YES: Perry, Johnson, Harris, Frey, Elliott, Matsu

NO: Saenz, Deal, Pollard

MOTION PASSED 6-3

c. DDA Bylaws Update

Plymale provided the group with updated bylaws and said they had been reviewed and approved by the city attorney.

There was a suggestion that “may” be changed to “shall” under number 6.a.2 and to change “should” to “may” under finding of fact in section six.

The following motion was offered by Saenz and seconded by Perry.

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| 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; and |
| WHEREAS | At the November 11, 2024 meeting, the DDA Board offered suggestions for potential updates to a new version of the DDA Bylaws. |

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.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

8. NEW BUSINESS

a. 2025 Meeting Schedule

The following resolution was offered by Saenz and seconded by Harris

WHEREAS The DDA Board annually sets its meeting schedule for the upcoming calendar year in December; and

WHEREAS The City Commission approved a tentative meeting schedule for all boards and commissions at its November 13, 2023 meeting; and

WHEREAS The DDA also needs to plan for the two required informational meetings required by the State of Michigan.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth Downtown Development Authority Board of Directors approves the attached 2025 DDA regular meeting schedule, including the dates for the two required DDA informational meetings.

Monday, January 13 • Monday, February 10 • Monday, March 10 • Monday, April 14 • Monday, May 12 (information meeting at 6:30 p.m., regular meeting at 7 p.m.) • Monday, June 9 • Monday, July 14 • Monday, August 11 • Monday, September 8 • Monday, October 13 (information meeting at 6:30 p.m., regular meeting at 7 p.m.) • Thursday, November 13 (moved to Thursday due to City Commission meeting conflict) • Monday, December 8 and informational meetings on May 12 and October 13 at 6:30 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

a. 2024 DDA Impact Report

Assistant DDA Assistant Director Reiko Misumi-Schelm reviewed the report.

10. ADJOURNMENT

Harris offered a motion, seconded by Perry, to adjourn the meeting at 8:34 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY