



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, June 12, 2023, 2023 - 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 Andre Martinelli, Mayor Nick Moroz, Members Ellen Elliott, Brian Harris, Dan Johnson, Patrick O'Neill

Excused: Member Jack Ayoub, Richard Matsu, Shannon Perry

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

2. CITIZENS COMMENTS

There were no citizen comments.

3. APPROVAL OF THE AGENDA

Martinelli offered a motion, seconded by Moroz, to approve the agenda for Monday, June 12, 2023.

There was a voice vote.

MOTION PASSED

4. APPROVAL OF THE MEETING MINUTES

Pollard offered a motion, seconded by Elliott, to table this item because the minutes of the May 8, 2023, meeting were not included in the meeting packet.

There was a voice vote.

MOTION PASSED

5. BOARD COMMENTS

O'Neill questioned the height of outdoor dining structures.

Moroz thanked all involved in Music in the Air.

Elliott said she was working with Plymouth Pollinators to educate the community.

6. OLD BUSINESS

There was no old business.

7. NEW BUSINESS

- a. 2023-24 DDA Budget

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

WHEREAS The 2023–2024 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 5, 2023 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 2023-2024 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, 2023.

City Finance Director John Scanlon was present to answer questions. Budget amendments and other taxing authorities within the DDA were discussed.

There was a voice vote.

MOTION PASSED

b. Third Quarter Budget Amendments

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

WHEREAS Certain expenditures require allocation to departments differently than originally projected in the 2022-2023 City Budget, as adopted; and

WHEREAS Revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2022.

NOW, THEREFORE BE IT RESOLVED that the 2022-2023 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
SECOND QUARTER - FY 22-23**

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	1,135,110	-	-	26,400	-	26,400	1,161,510
Program Fees & Other	76,550	8,200	-	4,590	-	12,790	89,340
Appropriation of Surplus	-	48,245	-	(28,370)	-	19,875	19,875
TOTAL REVENUES	1,211,660	56,445	-	2,620	-	59,065	1,270,725
DDA OPER FUND EXP: #248							
Administration	348,125	10,000	-	2,600	-	12,600	358,725
Police Services	34,980	-	-	20	-	20	35,010
Parking System	54,120	-	-	-	-	-	54,120
Saxton Parking Facility	-	-	-	-	-	-	-
DDA Marketing	100,700	-	-	-	-	-	100,700
Streetscape Maintenance	312,220	-	-	-	-	-	312,220
Contrib to DDA Debt Funds	223,560	-	-	-	-	-	223,560
Contrib to DDA Cap Imp Fund	25,000	161,390	-	-	-	161,390	186,390
Contingency	114,945	(114,945)	-	-	-	(114,945)	-
TOTAL EXPENDITURES	1,211,660	56,445	-	2,620	-	59,065	1,270,725

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FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA CAP IMP FUND REV: #405							
Contrib & Other	25,050	161,390	-	-	-	161,390	186,440
Appropriation of Surplus	-	-	-	-	-	-	-
TOTAL REVENUES	25,050	161,390	-	-	-	161,390	186,440
DDA CAP IMP FUND EXP: #405							
Capital Improvements	25,000	161,390	-	-	-	161,390	186,390
Contingency	50	-	-	-	-	-	50
TOTAL EXPENDITURES	25,050	161,390	-	-	-	161,390	186,440

There was a voice vote.
MOTION PASSED

c. 2023 Holiday Lights Maintenance Approval

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

WHEREAS The Downtown Development Authority Board has made it a priority to improve the aesthetics of Downtown with holiday lights in the downtown trees to improve the look and feel of Downtown; and

WHEREAS The City Commission allocated \$25,000 in the 2023-24 budget to maintain and replace the holiday tree lights in Downtown Plymouth; and

WHEREAS DDA Staff and contractor Holiday Lighting Service have identified \$15,065 in needed repairs on lights in trees in 2023 throughout the downtown.

NOW THEREFORE BE IT RESOLVED THAT as of July 1, 2023, the Downtown Development Authority Board hereby authorizes up to \$15,065 as payment to Holiday Lighting Service for the summer 2023 tree lights and maintenance of current lights throughout downtown. Funding for this effort is authorized from account # 248.820.933.000.

There was a voice vote.

MOTION PASSED

d. Downtown Plymouth Outdoor Dining Discussion

The group discussed the outdoor dining policy and provided administration with information they would like in an updated policy, especially as it concerns parklets. It was suggested that the policy include uniform architectural guidelines, and that fees be reviewed.

8. REPORTS AND CORRESPONDENCE

There were no reports or correspondence.

9. ADJOURNMENT

Martinelli offered a motion, seconded by O'Neill, to adjourn the meeting at 8:28 p.m.

There was a voice vote.

MOTION PASSED