



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, August 11, 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, Mayor Suzi Deal, Members Ellen Elliott, Ed Saenz, Paul Salloum, Shannon Perry, and Jennifer Frey.

Excused: Vice Chair Richard Matsu, Member Dan Johnson, and Brian Harris

Also present: DDA Director Sam Plymale, Assistant DDA Director Reiko Misumi-Schelm

2. CITIZENS COMMENTS

Plymale checked for any citizen comments, both in-person and online. There were no comments.

3. APPROVAL OF AGENDA

Perry offered a motion, seconded by Saenz, to approve the agenda for Monday, August 11, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

A. June 9, 2025 Regular Meeting Minutes

Perry offered a motion, seconded by Saenz, to approve the minutes of the June 9, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Director Perry noted citizens' feedback that the Music in the Air banners seemed busier than previous designs and asked if the banners would be used annually. Sam Plymale said they were designed in-house to match marketing materials and might be used for a few years due to cost, with potential changes to sponsor side banners.

Director Elliott praised Sam and Reiko for marketing updates and newsletters and cited citizens' concerns regarding the boulevard's condition, encouraging participation in the upcoming streetscape project. Plymale highlighted issues with the boulevard's watering system and tree species, predicting significant discussion during streetscape planning.

Director Salloum suggested that early-season spraying could help Bradford pears, and Chair Pollard thanked the staff for managing concerts during challenging summer weather.

6. OLD BUSINESS

A. DDA Five-Year Action Plan Status Update

Plymale provided updates on various projects:

- Brickwork was completed between the Penn Theatre and The Gathering, including the removal of a planter and installation of a small shed for event storage.
- The AM Rotary Club is looking to expand the veterans banner program, potentially moving it outside the DDA area.
- Coordination is underway with the Plymouth Community Arts Council and Tony Roko. The production of the arch artwork has begun, with hopes for installation at downtown day by late September, but realistically likely in October.

B. Central Parking Deck Construction Update

Plymale reported on the progress of the Central Parking Deck construction:

- Fishbeck Engineering completed their evaluation earlier in the spring, identifying structural issues underneath the ramp.
- RAM Construction was hired to secure the ramp with temporary shoring.
- The engineer recommended addressing these issues before the next freeze-thaw cycle in 2025.
- The project bid was posted in July, with five companies attending the mandatory pre-bid meeting.
- A recommendation to award the bid is expected at the September board meeting.
- The project is scheduled to start after the Fall Festival and is expected to take 6-8 weeks.
- The ramp will need to be closed for approximately 3-4 weeks during construction.
- Discussions are ongoing with the Christian Science Church about leasing a portion of their lot for overflow parking.
- Plans for the 2026 project will be finalized after the completion of the 2025 work, with intentions to bid it out in November or early December 2025.

Director Salloum inquired about the timeline for the top deck closure, to which Plymale responded it would likely be late September or early October. Director Saenz asked about the names of the companies that bid on the project, and Plymale agreed to provide that information via email.

7. NEW BUSINESS

There was no new business items discussed.

8. REPORTS AND CORRESPONDENCE

A. Downtown Day 2025

Plymale provided information on the upcoming Downtown Day event:

- The event was introduced in 2020 by the Michigan Downtown Association and the State of Michigan to boost economic activity during the COVID-19 pandemic.
- The governor has proclaimed the fourth Saturday in September as Downtown Day in Michigan.
- This will be the third year Plymouth has participated with significant activities.
- The event will include a scavenger hunt and potentially the first pop-up event for the downtown bay project, featuring on-site surveying by Smith Group.
- Volunteers are needed to help with various activities, including hiding golden tickets and assisting with music setups.

Director Perry inquired about how the engagement process would identify residents versus visitors. Plymale mentioned that the consultant group would likely be present at either the September or October meeting to address such questions directly.

9. ADJOURNMENT

Saenz offered a motion, seconded by Perry, to adjourn the meeting at 7:34 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY