



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, September 8, 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, Vice Chair Richard Matsu, Members Ellen Elliott, Ed Saenz, Paul Salloum, Dan Johnson, Jennifer Frey, Brian Harris.

Excused: Member Shannon Perry

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

2. CITIZENS COMMENTS

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

3. APPROVAL OF AGENDA

Saenz offered a motion, seconded by Mayor Deal, to approve the agenda for Monday, September 8, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF MEETING MINUTES

A. August 11, 2025 Regular Meeting Minutes

Saenz offered a motion, seconded by Salloum, to approve the minutes of the August 11, 2025 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. BOARD COMMENTS

Mayor Deal shared the boutique store, Vitrine at The Baker House, was voted best 2025 winner and expressed gratitude to the Plymouth DDA for supporting local businesses, fostering growth, and providing valuable resources.

Elliott commented on the Fall Festival, highlighting its significance for service clubs and praised the DMS team for their efficient clean-up. She also noted Manchester's appreciation for the event.

Chair Pollard echoed the praise for the DMS team, noting the impressive state of the downtown area on Monday morning following the festival.

6. OLD BUSINESS

A. DDA Five-Year Action Plan Status Update

Plymale provided updates on the DDA 5-year action plan:

1. Downtown Day preparations are underway with more than 20 businesses involved.
2. The Music in the Air concert series concluded successfully, with large crowds attending the last 4-5 concerts despite early weather challenges.
3. DDA staff met with Tony Roko and Lisa from the Arts Council regarding the third phase of the art walk, aiming for early November installation. The artwork will have a Plymouth theme.

7. NEW BUSINESS

A. 2025 Central Parking Deck Maintenance Project Bid Award

Plymale presented information on the 2025 Central Parking Deck Maintenance Project:

- The project focuses on repairs to the ramp area leading to the upper level.
- Two bids were received: one from Pullman SST Inc. and another from Ram Construction Services of Michigan.
- Pullman SST Inc. submitted the lowest base bid of \$61,195.
- A 10% contingency is recommended, bringing the total recommended approved amount to \$67,314.50.
- The upper level of the central parking deck will need to be closed for several weeks during the project, likely from mid to late September through early October.

Jeanette, the engineer from Fishbeck, provided additional details about the concrete bearing stem strengthening repair, explaining the severe deterioration of the T-stem structure and the proposed reinforcement method.

Board members expressed concerns about the previous inability to fully inspect the area due to stored items. Jeanette acknowledged this oversight and explained the circumstances that led to the discovery of severe deterioration.

RESOLUTION

The following resolution was offered by Director Elliott and seconded by Director Saenz

*WHEREAS The upkeep of the Central Parking Deck is the responsibility of the
Downtown Development Authority, and*

*WHEREAS In March of 2025, the DDA Board approved project engineering for the
2025 Central Parking Deck Maintenance Project by Fishbeck, and*

WHEREAS A bid process resulted in Pullman SST, Inc. submitting the low bid of \$61,195 among two companies that submitted proposals for construction, and

WHEREAS Pullman SST Inc. has provided quality work on renovation projects on parking decks in other local communities according to our engineering team at Fishbeck.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby authorize DDA staff to contract with Pullman SST Inc. of Trenton, MI for work on the Central Parking Deck in the total amount of \$61,195 for construction work, with an additional \$6,119.50 (10%) for contingency. Total approval for construction, including contingency is not to exceed \$67,314.50. Funding will come from Acct. No. 494.261.977.813.

There was a voice vote.

Yes: Mayor Deal, Vice Chair Matsu, Saenz, Salloum, Johnson, Frey, Harris

No: Elliott

The MOTION CARRIED

B. 2025 DTP*Forward*: Reimagining Downtown Plymouth's Streetscape Presentation – SmithGroup

Plymale introduced the DTP*Forward* project for upgrading the downtown streetscape. The effort, led by SmithGroup, emphasizes community engagement, with work extending to mid-2026 and construction starting post-2027.

Oliver Kiley from SmithGroup shared the project overview, covering its purpose, schedule, stakeholder inputs, and community engagement plans. Attendees focused on community outreach, funding, balancing business and citizen interests, and emphasizing the DDA area.

Chair Pollard highlighted community engagement as vital for choosing SmithGroup and invited suggestions for improvement.

8. REPORTS AND CORRESPONDENCE

There were no reports or correspondence.

9. ADJOURNMENT

Saenz offered a motion, seconded by Harris, to adjourn the meeting at 8:21 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY