



Plymouth Downtown Development Authority Meeting Agenda April 10, 2023 7:00 p.m. Plymouth City Hall & Online Zoom Webinar

Plymouth Downtown Development Authority
831 Penniman
Plymouth, Michigan 48170

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Join Zoom Webinar: <https://us02web.zoom.us/j/89823229211>

Webinar ID: 898 2322 9211

Passcode: 018193

1) CALL TO ORDER

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

2) CITIZENS COMMENTS

3) APPROVAL OF THE AGENDA

4) APPROVAL OF MEETING MINUTES

A. Regular Meeting 2-13-2023

5) BOARD COMMENTS

6) OLD BUSINESS

A. DDA Action Plan Update

7) NEW BUSINESS

A. DDA Board Training – Ethics and Responsibilities

8) REPORTS AND CORRESPONDENCE

9) 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.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan



Plymouth Downtown Development Authority

Regular Meeting Minutes

Monday, February 13, 2023, 2023 - 7:00 p.m.

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

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, Dan Johnson, Shannon Perry

Excused: Members Jack Ayoub, Scott Foess, Brian Harris, Patrick O'Neill

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 Johnson, to approve the agenda for Monday, February 13, 2023.

There was a voice vote.

MOTION PASSED

4. APPROVAL OF THE MEETING MINUTES

Martinelli offered a motion, seconded by Perry, to approve the minutes of the January 9, 2023 meeting.

There was a voice vote.

MOTION PASSED

5. BOARD COMMENTS

Elliott complimented the DDA staff for the newsletter. She also thanked the Rotary Club of Plymouth for sponsoring Bingo and others for participating in the Ice Festival.

Moroz thanked staff and partners involved in the art installations.

Pollard also thanked everyone who worked on the Ice Festival.

6. OLD BUSINESS

a. DDA Action Plan Update

Plymale provided the following updates:

- The Planning Commission recently approved the design for the Saxton's lot and that construction would probably begin next fall.
- There are several areas that need brickwork, and a final list is expected to be compiled in the spring.
- Sidewalk repairs are scheduled to take place during the second half of the summer.

- The HDC is expected to give final approval for several projects at their March 1 meeting.
- The Art Walk ribbon cutting will take place on April 22 at the Artisan Market.

b. Central Parking Deck Renovation Project

The group reviewed a priority list based on the \$300,00 in the budget. It is expected that a bid will be awarded at the May 8 meeting.

7. NEW BUSINESS

There was no new business.

8. REPORTS AND CORRESPONDENCE

a. 2023 DDA Events Update

Plymale said there was great media coverage at the Ice Festival. The Spring Artisan Market, scheduled to take place on April 22, will be expanded this year with new partnerships. All four major sponsors have been secured for Music in the Air, and the DDA is working with the Chamber of Commerce to consider street entertainment on Saturday evenings.

9. ADJOURNMENT

Martinelli offered a motion, seconded by Johnson, to adjourn the meeting at 7:28 p.m.

There was a voice vote.

MOTION PASSED

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

| Goal | Task | Responsible Party | Timeframe | Funding Source | Status Update 4/10/2023 |
|---------------------------|--|-------------------------------|--------------------|----------------|--|
| Improve Parking | <p>**Top Priority** Improve condition, aesthetics, and/or functionality of existing parking lots by: - 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. - Design parking lot at Saxton's site</p> | DDA Staff/ DDA Board | Short-term | | 2023 Central Parking Deck renovation project is out to bid. Reuquired pre-bid meeting held on April 4, bids due April 20. DDA Board expected to award bid at May meeting. Saxton's lot construction expected to begin in fall of 2023. |
| | <p>Finance parking lot maintenance and improvements via a paid parking system. Includes demolition/reconstruction of parking deck. -Decide on a direction for paid parking</p> | DDA Staff/ DDA Board | Short to Mid-term | | COW meeting held on 4/3/2023 to inform boards of direction of parking, woonerf and patio updates. City Staff is continuing to develop a paid parking infrastructure plan to be presented to the City Commission later in 2023. |
| | <p>Maximize number of parking spaces</p> | DDA Staff | Short to Long-term | | Potential too add some on-street parking spots on Church near Main Street. |
| Improve pedestrian safety | <p>**Top Priority** Improve pedestrian crossings for safety (also goal of DDA Infrastructure Plan), alerting cars that pedestrian is in crosswalk, specifically: - At Penniman/Harvey, Harvey/AA Trail, and Main/Church St. intersections (coordinate with City Commission). - Increase size of waiting area at crossings. - 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. -Identify locations for additional bike racks</p> | City Commission/ DDA Board | Short-term | | New bike rack installed at City Hall, bike rack for Kellogg Park to be installed over the next month. New pedestrian signals at Penniman/Harvey and Ann Arbor Tr. and Harvey and RRFB signals on Main and Ann Arbor Trail COMPLETED. |
| | <p>Maintain sidewalks for safety, making them pedestrian friendly by: - Repair concrete where needed. - Replace tree grates (either overall or where needed). - Maintain/update pavers. - Extend sidewalks where needed.</p> | DDA Staff | Short-term | | Tree grate areas repaired and filled with mulch in March. Brick paver work ongoing through April. Sidewalk/curb work later in 2023. |
| | <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 | | Trees on Penniman and Forest to be reevaluated in the spring for potential replacement. Some additional damage occurred during the March ice/snow storms. |

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

| Goal | Task | Responsible Party | Timeframe | Funding Source | Status Update 4/10/2023 |
|--------------------|--|-------------------------------|--------------------|----------------|--|
| | Improve street and alley lighting for safety; determine decorative lighting style for alleys (ex. illuminating artwork) | DDA Board/ DDA Staff | Mid to Long-term | | New LED lights were installed in June to replace the damaged lights. Lights are intended to help illuminate areas of Fleet Street alley |
| | Improve alley "ambiance" via artwork to enhance appearance. Potential locations include DDA office alley, alley around parking structure, alley between theater & gathering area, and by St. Joes (near Subway) | DDA Board | Short-term | | Plymouth Art Walk to be installed in April. DIA Inside Out installations delayed until June due to distributor issue. |
| Kellogg Park | Install the new fountain. | DDA Staff | Short-term | | COMPLETED |
| | <p>**Top Priority**</p> <p>Implement Kellogg Park Master Plan by:</p> <ul style="list-style-type: none"> - Prioritize action items identified in Goal Setting Session (12-14-20) - Identify potential funding sources priority short-term action items. - Recommend City Commission adopt Kellogg Park Master Plan as an amendment to the Plymouth Five-Year Parks and Recreation Master Plan. - Submit grant application to MDNR to implement top action-item priorities of Kellogg Park Master Plan. | City Commission/ DDA Board | Short to Long-term | | DMS to work on turf repairs in early spring prior to 2023 event season. |
| Support Businesses | <p>**Top Priority**</p> <p>Rethink café/outdoor dining policy to include:</p> <ul style="list-style-type: none"> - Closing some streets. - Creating woonerf on Pennimal (in front of theater). - Create semi-permanent dining extension into parallel parking spaces.* - Expand entertainment opportunities in Kellogg Park and throughout downtown. - Create "Social District" for common outdoor liquor sales. <p>*Approved by City Commission starting in April and extending through 2021.</p> <p>-Reach decision on outdoor dining plan and consider "parklets"</p> | City Commission/ DDA Board | Short-term | | COW meeting on 4/3/2023 revealed information on future patio/woonerf possibilities. City Commission extended the platform program through 2023 dining season. Outdoor dining season started April 1. |
| | Expand use of technology | DDA Board | Short to Mid-term | | EV charging stations included in design of new parking lot at the Saxton's location |

2020-2024 Five-Year Action Plan

Rev. February 3, 2021

| Goal | Task | Responsible Party | Timeframe | Funding Source | Status Update 4/10/2023 |
|------|---|-------------------------|--------------------|----------------|---|
| 5 | Engage with businesses to create artwork throughout the DDA | DDA Board/ DDA Staff | Short-term | | Garage mural on hold until after major renovation of Central Parking Deck in 2023. Staff to look for at potential grants to help fund project. |
| | Attract new businesses and engage with existing businesses | DDA Board/ DDA Staff | Short to Long-term | | DDA staff working on redesign of downtownplymouth.org website. Redesign expected to launch in late May. DDA and Chamber working to partner on Saturday downtown entertainment during the summer |

CITY OF PLYMOUTH BOARDS AND COMMISSION TRAINING



OVERVIEW OF PRESENTATION

- Ethics
- Liability and Indemnity
- Press and Media Relations
- Freedom of Information Act and Open Meetings Act
- Boundaries



ETHICS

- Your role as an elected or appointed official
- To be effective, you need to read and respond as needed



ETHICS

- You are required to comply with all local, state, and federal laws



ETHICS

- Paul's Five Questions:

When you have a decision to make, ask:

1. Is it right for the Community?
2. Is it right for the City?
3. Is it ethical and legal?
4. Is it consistent with our values and policies?
5. Is it something for which I am willing to be accountable?



ETHICS

- Conflict of interest issues
- When is it appropriate to ask to be recused from voting
- Stay in your lane



LIABILITY AND INDEMNITY

- Your potential legal liability as a commission member/board member



LIABILITY AND INDEMNITY

- When will the City of Plymouth indemnify you for your actions and when the City of Plymouth will not indemnify you for your actions



LIABILITY AND INDEMNITY

- Knowledge of potential claims or lawsuits
- Think about liability when making decisions



PRESS AND MEDIA RELATIONS

- Remember what your role is with the City of Plymouth



PRESS AND MEDIA RELATIONS

- Most press inquiries should be handled through the City Manager or DDA Director



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Freedom of Information Act



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Written documents



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Emails
(business and personal)
- Text Messages
- Social Media Posts



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Open Meetings Act



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Applies to all public bodies
- Agendas should focus on actionable items



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Meeting:

The convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- What is a decision?



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Where must the decision be made?



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Notice



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Minutes



FREEDOM OF INFORMATION ACT & OPEN MEETINGS ACT

- Closed session meeting



ELECTRONIC MEETINGS

- Open to the Public
- Board Members must be in person
- Meetings not required to be on Zoom

BOUNDARIES

- Boards and Commissions boundaries
- What to do when you have a question about boundaries

