



# Plymouth Downtown Development Authority

## Regular Meeting Minutes

### Monday, June 9, 2025 - 7:00 p.m.

### Plymouth City Hall & Online Zoom Webinar

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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, Ed Saenz, Paul Salloum, Brian Harris, Shannon Perry, and Jennifer Frey.

Excused: Member Dan Johnson

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

Harris offered a motion, seconded by Saenz, to approve the agenda for Monday, June 9, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 4. APPROVAL OF MEETING MINUTES

##### a. May 12, 2025 Regular Meeting Minutes

Motion to approve the May 12, 2025 meeting minutes with a correction to add another 't' to Member Elliott's last name was made by Elliott and seconded by Saenz.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

#### 5. BOARD COMMENTS

Elliott reported on Tonquish Creek flooding. Patrick Collin from Wayne County is open to a community meeting, pending city approval.

Mayor Suzi Deal mentioned ongoing coordination with atmospheric and oceanic groups for a summer informational session.

Economic Development Director John Buzuvis stated that U of M, MSU, and regional cities are using FEMA and NOAA data to assess the situation and plan next steps.

Salloum asked about creek maintenance, and Buzuvis noted that DMS crews regularly clean and monitor it, especially during rain.

#### 6. OLD BUSINESS

### **A. DDA Five-Year Action Plan Status Update**

Plymale provided updates on several projects:

1. The central parking deck 2025 repair project was planned to go out to bid by late July, with the bid award expected at the September DDA meeting. Construction would start after the fall festival, with the upper level of the deck likely to be closed for a couple of weeks.
2. Landscape contractors had recently completed brick repairs in various areas.
3. The Friday concerts had begun, with attendance improving as weather conditions became more favorable.

## **7. NEW BUSINESS**

### **A. 2025-2026 Budget Adoption**

Plymale presented the proposed DDA operating fund and capital improvement fund budgets for the 2025-2026 fiscal year. He explained that the budget had been approved by the city commission on June 2nd, as required by Michigan Public Act 57 of 2018.

Chair Pollard inquired about other public entities' ability to withdraw from the TIF, to which Sam Plymale clarified that only the library was able to opt out due to recent changes in the law and the Saxton's debt coming off the books.

Mayor Deal offered a motion, seconded by Perry, to approve the 2025-2026 Budget Adoption.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### **B. 2025 Downtown Streetscape Design Proposal Recommendation**

Plymale presented a detailed overview of the streetscape design proposal process. He explained that the DDA had received nine valid proposals in response to their RFP, with three proposals (from Giffels Webster, OHM, and Smith Group) standing out as best suited to the project's needs, after an extensive review by DDA and city staff along with input from several DDA board members.

Plymale recommended awarding the bid to Smith Group, citing their comprehensive proposal, relevant project experience, and robust community engagement process. He noted that Smith Group's proposal included 385 billable hours for community engagement, significantly more than the other top contenders.

### RESOLUTION

The following resolution was offered as written by Director Saenz and seconded by Director Perry.

WHEREAS The Plymouth DDA is responsible for the upkeep and improvements to the Downtown Plymouth streetscape, and

WHEREAS The Plymouth DDA Board of Directors approved the Five-Year Strategic plan that included high priority goals of "Prepare a Streetscape Improvement Plan" and "Create Proactive Community Engagement Plan" related to any potential streetscape project, and

WHEREAS The Plymouth DDA received nine proposals in response to a Request for Proposals (RFP) for design and community engagement work for upgrades to the Downtown Plymouth streetscape, and

WHEREAS City of Plymouth and DDA staff have done an extensive review of the nine submitted

Downtown Streetscape design proposals, and  
WHEREAS DDA staff recommends SmithGroup as DDA staff believes SmithGroup has demonstrated the best project experience and laid out the best community engagement plan of the nine plans that were submitted.

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors does hereby award the 2025 Downtown Plymouth Streetscape Design bid to SmithGroup in the amount of \$164,484. The contract is contingent on the approval of the expenditure by the Plymouth City Commission at a future City Commission meeting.

There was a voice vote.  
MOTION PASSED 7-2

#### **8. REPORTS AND CORRESPONDENCE**

There were no reports or correspondence.

#### **9. ADJOURNMENT**

Harris offered a motion, seconded by Perry, to adjourn the meeting at 8:26 p.m.

There was a voice vote.  
MOTION PASSED UNANIMOUSLY