



**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY**

Monday, October 12, 2020

4:00 p.m.

Plymouth Township Hall – Town Hall Meeting Room

AGENDA

- A. Meeting called to order at _____ p.m.
- B. Roll Call
 - _____ Kurt Heise _____ John Bidigare _____ Fred Brunk
 - _____ Paul Fessler _____ Mike Kolb _____ Ryan Kolb
 - _____ Darren LaLonde _____ George Lytle _____ Victor West
- C. Approval of Agenda
- D. Chairperson Comments
- E. Approval of Minutes – Regular Meeting, June 8, 2020
- F. Approval of Bills
- G. DDA Corridor Update – *Supervisor Heise and Laura Haw, Township Planner*
- H. Approval of 2021-22 DDA Budget – *Ginger Moriarty, Finance Director*
- I. Authority Member Comments
- J. Public Comments
- K. Adjournment

***The Public is invited and encouraged to attend all meetings of the Downtown Development Authority
of the Charter Township of Plymouth***

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY**

Monday, June 8, 2020

4 p.m.

MINUTES



Supervisor Heise called the meeting to order at 4:00 p.m.

PRESENT: Kurt Heise John Bidigare
Paul Fessler Ryan Kolb
George Lytle Victor West

EXCUSED: Fred Brunk Mike Kolb
Darren LaLonde

ALSO PRESENT: Laura Haw, AICP, NCI, Township Planner, McKenna
Jeremy Schrot, PE, Township Engineer, Spalding DeDecker
Sue Brams, Admin. Asst. to Twp. Supervisor
Alice Geletzke, Recording Secretary

B. Approval of Agenda

Moved by G. Lytle and supported by P. Fessler to approve the agenda for the regular meeting of June 8, 2020. Ayes all.

C. Chairperson Comments – None at this time.

D. Approval of Minutes – Regular Meeting, February 10, 2020

Moved by R. Kolb and supported by P. Fessler to approve the minutes of the regular meeting of February 10, 2020. Ayes all.

E. Approval of Bills

Moved by J. Bidigare and supported by V. West to approve the bills as presented. Ayes all.

F. DDA Corridor Update – *Laura Haw, Township Planner*

Supervisor Heise and Ms. Haw updated members on what is transpiring in the Ann Arbor Road corridor. Some of the items discussed were the actions of the Board of Trustees regarding the ability of establishments to expand their outdoor seating as a stimulus, progress on Henry Ford Health, an Amazon facility, interest in the Elks property, and continued work with CSX on improving the railroad site.

**CHARTER TOWNSHIP OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY**

Monday, June 8, 2020

4 p.m.

MINUTES



G. Authority Member Comments – There were none.

H. Public Comments – There were none.

I. Adjournment

Moved by P. Fessler and supported by G. Lytle to adjourn the meeting at 4:19 p.m. Ayes all.

The next meeting is to be held October 12.

Ryan Kolb, Secretary

Charter Township of Plymouth
AP Invoice Listing - Board Report

DDA 10/9/2020

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY

DDA - SERVICE @ 44644 ANN ARBOR ROADW B
248-248-776.000

DDA Service - 9100-055-5424-1

Invoice Amount:

\$15.56

Check Date:

10/09/2020
15.56

Total Amount to be Disbursed:

\$15.56

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Charter Township of Plymouth AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	DDA SERVICE - 9100-055-5381-3	Invoice Amount: Check Date:	\$15.56 10/02/2020 15.56
DTE ENERGY DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD 248-248-776.000	DDA Service - 9100-055-5393-8	Invoice Amount: Check Date:	\$15.69 10/02/2020 15.69
DTE ENERGY DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD 248-248-776.000	DDA Service - 9100-055-5367-2	Invoice Amount: Check Date:	\$15.43 10/02/2020 15.43
DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	DDA SERVICE - 9100-055-5410-0	Invoice Amount: Check Date:	\$15.56 10/02/2020 15.56
HIGHLAND LANDSCAPE & SNOW PLOWING REPAIRED 3 PILLARS, FENCE AND SOD BY CVS 248-248-776.000	INVOICE 10222	Invoice Amount: Check Date:	\$2,250.00 10/02/2020 2,250.00
CHARTER TWSP OF PLYMOUTH DDA WATER BILLING - SEPTEMBER 2020 USAGE 248-248-776.000	09710 - ZONE 5	Invoice Amount: Check Date:	\$2,486.40 10/02/2020 37.60
248-248-776.000	09709 - ZONE 5		60.00
248-248-776.000	09939- ZONE 5		463.20
248-248-776.000	09938 - ZONE 5		188.80
248-248-776.000	09937 - ZONE 5		614.40
248-248-776.000	09940 - ZONE 5		961.60
248-248-776.000	09936-ZONE 5		160.80
SPALDING DEDECKER ASSOCIATES, INC. SPALDING DEDECKER - SEPTEMBER 2020 INVOI 248-248-970.000	#84296 AA RD CSX RR BRIDG SIDEWALK - DD	Invoice Amount: Check Date:	\$6,285.00 10/02/2020 6,285.00
Total Amount to be Disbursed:			\$11,083.64

Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

MICH MUN RISK MGT AUTHORITY ECP

MMRMA-D20071015-- AUGUST 2020

248-248-921.000

ELECTRIC CHOICE AUGUST 2020 DDA

Invoice Amount:

\$450.05

Check Date:

09/25/2020

450.05

VITAL SIGNS

INSTALLATION OF HISTORICAL MARKER

248-248-776.000

INVOICE 53748

Invoice Amount:

\$600.00

Check Date:

09/25/2020

600.00

Total Amount to be Disbursed:

\$1,050.05

DIA 9/18/20 1/1

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

VENDOR INFORMATION

INVOICE INFORMATION

MCKENNA ASSOCIATES INC		Invoice Amount:	\$2,493.00
DDA - PROFESSIONAL SERVICES AUGUST 2020 -		Check Date:	09/18/2020
248-248-818.000	ON SITE - 1/2 DAY (5.40)		2,052.00
248-248-818.000	ON SITE - FULL DAY - (.6)		441.00
RELIABLE LANDSCAPING INC.		Invoice Amount:	\$1,280.00
AUGUST GRASS CUTTING		Check Date:	09/18/2020
248-248-776.000	INVOICE 91847		1,280.00
SERENE LANDSCAPE GROUP		Invoice Amount:	\$200.00
GARDING AND WEEDING TOWNSHIP HALL		Check Date:	09/18/2020
248-248-776.000	INVOICE 54590		200.00
SERENE SURROUNDINGS, INC.		Invoice Amount:	\$2,150.00
DDA - WEST PHASE SERVICES- AUGUST 2020 - I		Check Date:	09/18/2020
248-248-776.000	DDA-WEST PHASE INV. # 54583- AUG 2020		2,150.00
SERENE SURROUNDINGS, INC.		Invoice Amount:	\$2,380.00
DDA - BANK OF ANN ARBOR LANDSCAPE RESTO		Check Date:	09/18/2020
248-248-776.000	DDA-BOAA RESTORATION #54538		2,380.00
SERENE SURROUNDINGS, INC.		Invoice Amount:	\$2,440.00
DDA - EAST PHASE SERVICES - AUGUST 2020 - I		Check Date:	09/18/2020
248-248-776.000	DDA-EAST PHASE - AU 2020 - INV. # 54636		2,440.00
Total Amount to be Disbursed:			\$10,943.00

**Charter Township of Plymouth
AP Invoice Listing - Board Report**

DDA

7/14/20/1

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY DDA - SERVICE @ 44644 ANN ARBOR ROADW B 248-248-776.000	DDA Service - 9100-055-5424-1	Invoice Amount: Check Date:	\$15.41 09/04/2020 15.41
DIAMOND PROCLEAN, LLC TAKEDOWN PATRIOTIC AND HANGING FALL BAN 248-248-776.000	INVOICE 22924	Invoice Amount: Check Date:	\$800.00 09/04/2020 800.00
CHARTER TWSP OF PLYMOUTH DDA WATER BILLING - AUGUST 2020 248-248-776.000	09710 - ZONE 5	Invoice Amount: Check Date:	\$7,476.20 09/04/2020
248-248-776.000	09709 - ZONE 5		4,120.00
248-248-776.000	09939- ZONE 5		849.60
248-248-776.000	09938 - ZONE 5		418.40
248-248-776.000	09937 - ZONE 5		340.00
248-248-776.000	09940 - ZONE 5		894.40
248-248-776.000	09936-ZONE 5		586.40
			267.40
RELIABLE LANDSCAPING INC. GRASS CUTTING JULY 248-248-776.000	INVOICE 91494 TWPBALL	Invoice Amount: Check Date:	\$1,600.00 09/04/2020 1,600.00
RELIABLE LANDSCAPING INC. GRASS CUTTING 248-248-776.000	INVOICE 91298 TWPBALL	Invoice Amount: Check Date:	\$1,600.00 09/04/2020 1,600.00
RELIABLE LANDSCAPING INC. GRASS CUTTING 248-248-776.000	INVOICE 91235 TWPBALL	Invoice Amount: Check Date:	\$1,280.00 09/04/2020 1,280.00
SPALDING DEDECKER ASSOCIATES, INC. SPALDING DEDECKER - AUGUST 2020 INVOICE F 248-248-970.000	AA RD CSX RR BRIDGE SIDEWALK - DDA	Invoice Amount: Check Date:	\$3,981.25 09/04/2020 3,981.25
Total Amount to be Disbursed:			\$16,752.86

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VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD 248-248-776.000	<i>DDA Service - 9100-055-5393-8</i>	Invoice Amount: Check Date:	\$15.80 08/28/2020 15.80
DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	<i>DDA SERVICE - 9100-055-5410-0</i>	Invoice Amount: Check Date:	\$15.54 08/28/2020 15.54
DTE ENERGY DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD 248-248-776.000	<i>DDA Service - 9100-055-5367-2</i>	Invoice Amount: Check Date:	\$15.41 08/28/2020 15.41
DTE ENERGY DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG. 248-248-776.000	<i>DDA SERVICE - 9100-055-5381-3</i>	Invoice Amount: Check Date:	\$15.54 08/28/2020 15.54
SERENE SURROUNDINGS, INC. DDA - EAST PHASE - PLANT REPLACEMENT - INV 248-248-776.000	<i>DDA-EAST PHASE PLANTS - INV. # 54175</i>	Invoice Amount: Check Date:	\$1,231.00 08/28/2020 1,231.00
Total Amount to be Disbursed:			\$1,293.29

Charter Township of Plymouth
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DDA

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VENDOR INFORMATION

INVOICE INFORMATION

MICH MUN RISK MGT AUTHORITY ECP		Invoice Amount:	\$386.57
MMRMA-D20071015-- JULY 2020		Check Date:	08/21/2020
<i>248-248-921.000</i>	<i>ELECTRIC CHOICE JULY 2020 DDA</i>		<i>386.57</i>
<hr/>			
MCKENNA ASSOCIATES INC		Invoice Amount:	\$2,265.00
DDA - PROFESSIONAL SERVICES JULY 2020 - #2		Check Date:	08/21/2020
<i>248-248-818.000</i>	<i>ON SITE - 1/2 DAY (4.80)</i>		<i>1,824.00</i>
<i>248-248-818.000</i>	<i>ON SITE - FULL DAY - (.6)</i>		<i>441.00</i>
<hr/>			
SERENE SURROUNDINGS, INC.		Invoice Amount:	\$7,587.00
DDA - WEST PHASE - PLANT REPLACEMENT - IN		Check Date:	08/21/2020
<i>248-248-776.000</i>	<i>DDA-WEST PHASE PLANTS - INV. # 54097</i>		<i>7,587.00</i>
Total Amount to be Disbursed:			\$10,238.57

Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

CHARTER TWSP OF PLYMOUTH

DDA WATER BILLING - AUGUST 2020 (ZONE 5-0
248-248-776.000 09936- ZONE 5

Invoice Amount: \$448.40
Check Date: 08/14/2020
448.40

SERENE SURROUNDINGS, INC.

DDA - EAST PHASE SERVICES - JULY 2020 - INV.
248-248-776.000 DDA-EAST PHASE - JULY 2020 -INV. #53991

Invoice Amount: \$4,078.83
Check Date: 08/14/2020
4,078.83

SERENE SURROUNDINGS, INC.

DDA - WEST PHASE SERVICES- JULY 2020 - INV
248-248-776.000 DDA-WEST PHASE INV. # 53990 - JULY 2020

Invoice Amount: \$3,250.83
Check Date: 08/14/2020
3,250.83

Total Amount to be Disbursed: \$7,778.06

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Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY

DDA - SERVICE @ 44644 ANN ARBOR ROADW B
 248-248-776.000

DDA Service - 9100-055-5424-1

Invoice Amount: \$15.54
Check Date: 08/07/2020
 15.54

CHARTER TWSP OF PLYMOUTH

DDA WATER BILLING - AUGUST 2020

248-248-776.000 09710 - ZONE 5
 248-248-776.000 09709 - ZONE 5
 248-248-776.000 09939- ZONE 5
 248-248-776.000 09938 - ZONE 5
 248-248-776.000 09937 - ZONE 5
 248-248-776.000 09940 - ZONE 5

Invoice Amount: \$6,298.00
Check Date: 08/07/2020

3,433.40
 347.80
 605.40
 112.60
 1,092.60
 706.20

Total Amount to be Disbursed: \$6,313.54

Charter Township of Plymouth
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7/28/2020

VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY

DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD
248-248-776.000

DDA Service - 9100-055-5393-8

Invoice Amount: \$15.66

Check Date: 07/28/2020
15.66

DTE ENERGY

DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG.
248-248-776.000

DDA SERVICE - 9100-055-5381-3

Invoice Amount: \$15.66

Check Date: 07/28/2020
15.66

DTE ENERGY

DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD
248-248-776.000

DDA Service - 9100-055-5367-2

Invoice Amount: \$15.54

Check Date: 07/28/2020
15.54

DTE ENERGY

DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG.
248-248-776.000

DDA SERVICE - 9100-055-5410-0

Invoice Amount: \$15.54

Check Date: 07/28/2020
15.54

Total Amount to be Disbursed: \$62.40

Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

MICH MUN RISK MGT AUTHORITY ECP		Invoice Amount:	\$336.89
EL,ECTRIC CHOICE DDA -- JUNE 2020		Check Date:	07/24/2020
	248-248-921.000	ELECTRIC CHOICE 2020 DDA	336.89

MCKENNA ASSOCIATES INC		Invoice Amount:	\$2,721.00
DDA - PROFESSIONAL SERVICES JUNE 2020 - #2		Check Date:	07/24/2020
	248-248-818.000	ON SITE - 1/2 DAY (6.00)	2,280.00
	248-248-818.000	ON SITE - FULL DAY - (.6)	441.00

SERENE SURROUNDINGS, INC.		Invoice Amount:	\$12,585.18
DDA - WEST PHASE SERVICES- JUNE 2020 - INV		Check Date:	07/24/2020
	248-248-776.000	DDA-WEST PHASE INV. # 53007 - JUNE 2020	12,585.18

SERENE SURROUNDINGS, INC.		Invoice Amount:	\$9,460.69
DDA - EAST PHASE SERVICES - JUNE 2020 - INV.		Check Date:	07/24/2020
	248-248-776.000	DDA-EAST PHASE - JUNE 2020 -INV. #53006	9,460.69

Total Amount to be Disbursed:	\$25,103.76
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Charter Township of Plymouth
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DDA ²⁰¹⁹ 8/15/20

VENDOR INFORMATION

INVOICE INFORMATION

DIAMOND PROCLEAN, LLC
HANGING OF PATRIOTIC BANNERS

248-248-776.000 INVOICE 22898

Invoice Amount: **\$800.00**
Check Date: **07/17/2020**
800.00

Total Amount to be Disbursed: \$800.00

Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

DTE ENERGY

DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG.
248-248-776.000

DDA SERVICE - 9100-055-5410-0

Invoice Amount: \$15.54
Check Date: 07/04/2020
15.54

DTE ENERGY

DDA - SERVICE @ 1425 ANN ARBOR ROAD BLD
248-248-776.000

DDA Service - 9100-055-5393-8

Invoice Amount: \$15.66
Check Date: 07/04/2020
15.66

DTE ENERGY

DDA - SERVICE @ 4 2171 ANN ARBOR ROAD BLD
248-248-776.000

DDA Service - 9100-055-5367-2

Invoice Amount: \$15.41
Check Date: 07/04/2020
15.41

DTE ENERGY

DDA - SERVICE @ 575 ANN ARBOR ROAD BLDG.
248-248-776.000

DDA SERVICE - 9100-055-5381-3

Invoice Amount: \$15.54
Check Date: 07/04/2020
15.54

DTE ENERGY

DDA - SERVICE @ 44644 ANN ARBOR ROADW B
248-248-776.000

DDA Service - 9100-055-5424-1

Invoice Amount: \$15.28
Check Date: 07/04/2020
15.28

Total Amount to be Disbursed: \$77.43

Charter Township of Plymouth
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VENDOR INFORMATION

INVOICE INFORMATION

MICH MUN RISK MGT AUTHORITY ECP

ELECTRIC CHOICE DDA -- MAY 2020

248-248-921.000

ELECTRIC CHOICE 2020 DDA

Invoice Amount:

\$393.43

Check Date:

06/27/2020

393.43

MCKENNA ASSOCIATES INC

DDA - PROFESSIONAL SERVICES MAY 2020 - #21

248-248-818.000

ON SITE - 1/2 DAY (6.71)

Invoice Amount:

\$2,550.75

Check Date:

06/27/2020

2,550.75

Total Amount to be Disbursed:

\$2,944.18

Charter Township of Plymouth
AP Invoice Listing - Board Report

VENDOR INFORMATION

INVOICE INFORMATION

SERENE LANDSCAPE GROUP		Invoice Amount:	\$4,740.00
POND REMEDIATION AND LANDSCAPE ENHANCE		Check Date:	06/19/2020
248-248-776.000	INVOICE 51971		4,740.00
SERENE SURROUNDINGS, INC.		Invoice Amount:	\$3,275.00
DDA - EAST PHASE SERVICES - MAY 2020 - INV.		Check Date:	06/19/2020
248-248-776.000	DDA-EAST PHASE - MAY 2020 -INV. #52070		3,275.00
SERENE SURROUNDINGS, INC.		Invoice Amount:	\$2,675.00
DDA - WEST PHASE SERVICE- MAY 2020 - INV#		Check Date:	06/19/2020
248-248-776.000	DDA-WEST PHASE INV. # 51975 - MAY 2020		2,675.00
Total Amount to be Disbursed:			\$10,690.00



CHARTER TOWNSHIP OF PLYMOUTH REQUEST FOR BOARD CONSIDERATION

MEETING DATE: October 12, 2020

ITEM: 2021 Budget for Plymouth Township Downtown Development Authority

PRESENTER: Ginger Moriarty, Finance Director

BACKGROUND:

Attached is the proposed 2021 Budget for the Downtown Development Authority for the DDA Board's consideration and approval. FY2021 includes several general ledger account reclassifications within the expenditure accounts to correct activity in accordance with the State of Michigan's Chart of Accounts.

- FY2021 Budget Proposed Revenue of \$419,300
- FY2021 Budget Proposed Expenditures of \$ 257,000
- FY2021 Budget Proposed Surplus of \$162,300

ATTACHMENTS:

Proposed Fiscal Year 2021 Budget

RESOLUTION:

I move that the Plymouth Township Downtown Development Authority hereby approves and authorizes the Fiscal Year 2021 Downtown Development Budget for consideration and adoption by the Plymouth Charter Township Board of Trustees.

BUDGET REPORT FOR CHARTER TOWNSHIP OF PLYMOUTH
 Fund: 248 Downtown Development Authority

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 PROJECTED ACTIVITY	2020 AMENDED BUDGET	2021 REQUESTED BUDGET	2022 FORECASTED BUDGET
ESTIMATED REVENUES							
248-248-404.000	Tax Capture Revenue	304,700	310,500	313,400	316,300	310,100	316,300
248-248-441.000	LOCAL COMMUNITY STABILIZATION SHAI	99,900	100,000	100,000	100,000	100,000	101,000
248-248-664.000	INTEREST INCOME	8,400	13,700	8,000	14,000	8,200	8,200
248-248-698.000	MISCELLANEOUS INCOME	400	1,900	5,000	1,000	1,000	1,000
TOTAL ESTIMATED REVENUES		<u>413,400</u>	<u>426,100</u>	<u>426,400</u>	<u>431,300</u>	<u>419,300</u>	<u>426,500</u>

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ACTIVITY	2020 PROJECTED ACTIVITY	2020 AMENDED BUDGET	2021 REQUESTED BUDGET	2022 FORECASTED BUDGET
APPROPRIATIONS							
248-248-970.000	Capital Outlay (2021) Downtown Development Signage Project	151,300	216,600	159,900	309,600	257,000	259,600
TOTAL APPROPRIATIONS		151,300	216,600	159,900	309,600	257,000	259,600
NET OF REVENUES/APPROPRIATIONS - FUND 248		262,100	209,500	266,500	121,700	162,300	166,900