

**BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, October 11, 2023 8:15 AM**

Berkley Public Safety - 2nd Floor Conference Room

MISSION: The Berkley Downtown Development Authority exists to spur economic vitality, improve the streetscape, enhance visitors' diverse experiences, and create connections to the community on Coolidge and Twelve Mile Road in downtown Berkley, Michigan.



AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
 - A. Regular Meeting Minutes of September 13, 2023
- V. **Treasurer's Report**
- VI. **Action Items**
 - A. Awarding of Contract for the Coolidge Crosswalk Improvement Project to the lowest qualified bidder, Rauhorn Electric, Inc. in the amount of \$126,905.14 and allocate an additional 10% construction contingency of \$12,690.51 and a not-to-exceed Construction Engineering amount of \$14,862.27 for a total not-to-exceed project cost of \$154,457.92. The costs of this project will be split with the City of Berkley, with the Downtown Development Authority covering up to \$103,486.32 of the cost and the City of Berkley covering up to \$50,971.60.
 - B. Law Office of Rachel Pinch Façade Grant Application
- VII. **Discussion Items**
 - A. Coolidge Complete Streets Implementation Next Steps
 - B. Downtown Landscaping and Tree Replacement Developments
 - C. BOOkley Season Roster of Activities
 - i. Downtown Skeletons Engagement, Decorating, Installations
 - ii. DIY Skeleton Decorating Party at Ullman's Health and Beauty (Oct. 1)
 - iii. Restaurant Weekend with Berkley Chamber (Oct. 6-7)
 - iv. Witches Night Out (Oct. 12)
 - v. Ghost Chase (Oct. 20)
 - vi. Trick or Treat Stroll (Oct. 28)
 - vii. Monster Mash Block Party (Oct. 28)
- VIII. **Liaison Reports**
 - A. City Council – Steve Baker
 - B. Community Development – Kristen Kapelanski
 - C. Planning Commission – Lisa Kempner
 - D. Public Works – Shawn Young and Ric Chalmers
 - E. Chamber of Commerce – Tim Murad
- IX. **Student Board Member Updates**
- X. **Board Committee Updates**
 - A. Art & Design
 - B. Business Development
 - C. Downtown Events
 - D. Marketing Strategies
 - E. Organization
 - F. West Twelve Mile
- XI. **Executive Director Updates**
 - A. Past Executive Director Vivian Carmody's Passing
 - B. Michigan Municipal League Conference Participation (Oct. 18-20)
 - C. Michigan Downtown Association Conference Downtown Berkley Tour (Nov. 1)
 - D. Michigan Downtown Association Annual Conference (Nov. 2-3)
- XII. **Board of Directors' Comments**
- XIII. **Public Comments**
- XIV. **Adjournment**