



**BERKLEY
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING**
Wednesday, August 9, 2017
8:30 AM – 9:30 AM
Berkley Public Safety Building, 2nd Floor Conference Room

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes:
 - A. Regular meeting of July 5, 2017
- V. Treasurer's Report
 - A. Budget Amendments
 - a. Design Guidelines
 - b. Art & About event
- VI. Discussion/Action Items
 - A. Slate of Recommended Board Directors
 - a. Mitchell Moses – West end 12 Mile (Replaces Kathy A. – term up 2017)
 - b. Donna Dirkse – East end 12 Mile (Replace Alan S. – term up 2020)
 - c. Andy Gilbert – Coolidge Retail District (Replaces Marjorie S. – term up 2019)
 - d. Petro Drakopoulos – South Coolidge (Replaces Karen K. – term up 2017)
 - e. Wayne Wudyka – South Coolidge (Replaces Michael L. – term up 2017)
 - B. Pocket Park MOU
 - C. Coolidge Crosswalk plan/budget
- VII. Committee Reports:
 - A. Promotions – Alanda
 - B. Design – Bridget
 - C. Business Development - Matt
 - D. Organization - Ross
- VIII. Staff & Community Reports:
 - A. Executive Director – Vivian Carmody
 - B. City Council – Steve Baker
 - C. Planning Commission – Welcome Joe Tangari
 - D. Chamber of Commerce – Open
- IX. Board of Directors Comments
- X. Public Comments
- XI. Adjournment



MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
Wednesday, August 9, 2017
8:30 AM
Berkley City Hall Council Chambers

- I. **CALL TO ORDER:** The meeting was called to order at 8:31 AM with Chair Rob Onesko presiding.
- II. **ROLL CALL:**
Present: Kathy Abrahamian
Matthew Baumgarten
Bridget Dean
Karen Koerber
Alanda Knox
Rob Onesko
Matteo Passalacqua
Dottie Popp

Absent: Lawrence Gallagher – *excused*
Ross Gavin – *excused*

Also present: Vivian Carmody, Berkley DDA Director
Doug Penney, Resident
Joe Tangari, Planning Commission Liaison
- III. **APPROVAL OF AGENDA:** On motion by Baumgarten and second by Passalacqua, the agenda was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES:**
A. Regular Meeting of July 5, 2017: On motion by Popp and second by Knox, the minutes were unanimously approved by the Board.
- V. **TREASURER’S REPORT:**
A. Budget Amendments
In Gavin’s absence, Carmody reported that funds for Design Guidelines (approved at the July meeting) and Art and About are being designated in the accompanying spreadsheet of the DDA budget. Additionally, the DDA spent @\$5,300.00 for the two murals it sponsored.
a. Design Guidelines
Carmody reported that \$23,000.00 in the 2016/17 budget for replacement banner poles on 12 Mile that was rolled over into the fund balance had been re-appropriated to cover the unbudgeted additional cost of hiring Winter & Company to develop the DDA Design Guidelines at a cost of \$71,820.00 (\$50,000 had been budgeted previously).
b. Art & About event
A new line item in the budget was created to cover the cost of the Art & About Event, five second Fridays from June through October at a cost of \$750.00 per event. Those funds come partially from decreasing the funding for Ladies Night Out and the Hometown Holidays budget.

Knox moved to approve both amendments to the budget, Dean seconded, and the motion was unanimously approved by the Board.

VI. DISCUSSION/ACTION ITEMS:

A. Slate of Recommended Board Directors:

- a. Mitchell Moses (Aero Pacific)
- b. Donna Dirkse (Neighbor's Shoppe)
- c. Andy Gilbert (Berkley Eyewear)
- d. Petro Drakopoulos (Republica)
- e. Wayne Wudyka (Huntington Company)

Dean moved to approve the proposed slate of Board of Directors as presented, and Passalacqua seconded the motion.

Carmody explained the process the Organization Committee had used to come up with the slate of new Board members they were recommending to the Board. They looked strategically at the different sub-districts in the authority to assure representation of all the areas and categories of business. Three Board members will be rolling off each year.

After identifying suitable candidates, the Organization Committee interviewed each candidate for @two hours to make sure they understood the Board member duties and objectives of the DDA.

Board members discussed the credentials, locations, and business categories represented by the slate.

Abrahamian moved to recommend to City Council that Mitchell Moses be appointed to the DDA Board, Dean seconded, and the motion was unanimously approved by the Board.

Passalacqua moved to recommend to City Council that Donna Dirkse be appointed to the DDA Board, Koerber seconded, and the motion was unanimously approved by the Board.

Abrahamian moved to recommend to City Council that Andy Gilbert be appointed to the DDA Board, Knox seconded, and the motion was unanimously approved by the Board.

Dean moved to recommend to City Council that Petro Drakopoulos be appointed to the DDA Board, Koerber seconded, and the motion was unanimously approved by the Board.

Baumgartner moved to table the nomination of Wayne Wudyka and to invite him to attend the next monthly Board meeting, Passalacqua seconded. Abrahamian, Baumgarten, Dean, Koerber, Onesko, Passalacqua, voted in favor, and Popp and Knox voted against. Motion carried, 6 to 2.

B. Pocket Park MOU: Carmody noted no action needed to be taken on this agenda item as the agreement had not been finalized but had been approved by the Berkley City Attorney. The Oddfellows owner, Donald Vensel, was not ready to enter into a final agreement, which would have the DDA partner with Vensel to turn the space next to Oddfellows into a pocket park.

C. Coolidge Crosswalk plan/budget: Carmody included a graphic of the crosswalk concept in the Board packet. Plans are to install crosswalks at Coolidge and Dorothea and possibly Coolidge and Earlmont. City Engineers HRC and consultant Gregory contributed to

the preliminary plans that would include safety ballards curbside as well as public art. Cost of each crosswalk has been estimated at \$30,000-\$40,000, but that hasn't been finalized. There is approximately \$60,000 in the Coolidge and Sidewalk Fund. City mini-plows would be able to clear the curbs at the edge of the crosswalks. Crosswalks would be installed after the road is resurfaced, and Carmody would like to hold a celebration on the installation day by shutting Coolidge for half a day. She would like to get press coverage as well.

VII. Committee Reports:

A. Promotions: Knox reported that the last Art & About and Ladies Night Out were big hits with the visitors. One of the members of the committee made new streamers for participating businesses, and Popp donated fabric for them. Knox said that more businesses see the enthusiasm and want to get involved. The people who are attending come from all over, not just Berkley and cities close by.

B. Design: Carmody met with personnel from Winter & Company who were hired to develop the design guidelines. They will be holding a public meeting to get public input, probably the second or third week of September.

Baumgarten reported that Berkley was named as one of the "Five Hidden Gem Downtowns" in the area in one of the regional publications. Abrahamian said that the downtown was on Fox News (Channel 2) that day, August 9, and will have live interviews from Downtown Berkley on the morning of CruiseFest Friday, 8/18.

C. Business Development: Baumgarten reported the committee is working through the market analysis and that John Bry, of Main Street Oakland County, met with the Committee to share resources available at the County level.

D. Organization: Onesko commended committee members on their hard work on the Board slate.

VIII. Staff and Community Reports

A. Executive Director: Carmody reported that she met with Huntington Woods and Oak Park personnel about the three communities coordinating to incorporate the Complete Streets agenda on Coolidge from I-696 to 12 Mile Road. They're working on extending the Hometown Holidays concept in some way through the whole month of December. She also reported on the Berkley social media and web site activity (about 3600 visitors since it launched). She will be sending the Board information about the upcoming Main Street training session.

B. City Council: Baker e-mailed his report to the Board, which Chair Onesko read:

"Greetings again!

My apologies for missing the DDA meeting on Wednesday morning; a work responsibility keeps me away physically but I am with you in spirit! I offer a hearty welcome and appreciation to the new board members! And my thanks to the new DDA alumni who have served us all so well. Thanks also for the terrific work with the recent art-themed events, and here's to even more great events coming soon, including CruiseFest! Also, thanks for your diligence and focus on the pocket park and Coolidge crosswalk initiatives; these illustrate just how important our DDA is.

Council meets in a few weeks, on Monday, August 21st. While the agenda is still being formed, I'm confident it will be a productive and valuable meeting.

Yours in service,
Steve

C. Planning Commission: Tangari attended as the new Planning Commission liaison. He also sits on the DDA Design Committee and Public Art Committee.

D. Chamber of Commerce: Carmody reported that Nicolai may be coming back as a liaison for the Chamber.

IX. Board of Directors Comments: Carmody thanked Koerber and Abrahamian for their service as their terms have ended. Abrahamian will continue on the Design Committee and Koerber on the Promotions Committee.

X. Public Comments: None.

XI. Adjournment:
The meeting was adjourned at 9:41 AM on motion by Koerber and second by Dean.