

**BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
Wednesday, July 12, 2023  
8:15 AM – 9:45 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 of June 14, 2023
- V. **Treasurer's Report**
- VI. **Action Items**
  - A. Annual Election of Board Officers
    - i. Board Chair    ii. Board Vice Chair    iii. Board Treasurer    iv. Board Secretary
  - B. Be Well LifeStyle Center Façade Grant Request
  - C. Bombshell Treat Bar Façade Grant Request
  - D. Wayne Wudyka Special Presentation on Development Proposal at Coolidge and Columbia
  - E. Consideration of Resolution in Support of Coolidge and Columbia Development Proposal
- VII. **Discussion Items**
  - A. Board Meeting Start Time, Agenda Order, and Venue Location
  - B. Coolidge Complete Streets Implementation Next Steps
  - C. Revitalization and Placemaking (RAP) 2.0 Grant Funding Applications for Berkley Submitted
  - D. ArtSpace Grand Opening this Saturday, July 15, 2023 at 10:00 a.m. (Coolidge, near Catalpa)
- 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
    - i. Berkley Pride Block Party Success (June 26)
    - ii. Berkley Street Art Fest Sponsorship (July 15)
    - iii. Next Ladies Night Out (August 3)
    - iv. CruiseFest in Downtown Berkley (August 18)
    - v. Downtown Farmers Market Series (Ongoing)
    - vi. BOOKley Season (This Fall)
  - D. Marketing Strategies
  - E. Organization
  - F. West Twelve Mile
- XI. **Executive Director Updates**
- XII. **Board of Directors' Comments**
- XIII. **Public Comments**
- XIV. **Adjournment**

## APPROVAL OF MINUTES

### REGULAR MEETING OF THE BOARD OF DIRECTORS FOR JUNE 14, 2023



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### **RECOMMENDATION:**

### MOTION TO APPROVE THE MINUTES FOR THE REGULAR MEETING OF JUNE 14, 2023

### **BACKGROUND:**

Penelope Morris has ably prepared a thorough account of the most recent meeting of the Berkley Downtown Development Authority Board of Directors, which took place on Wednesday, June 14, 2023. She shared an initial draft of minutes with me to review for corrections, and then circulated the draft minutes to the entire Board of Directors ahead of this Board Meeting. The draft minutes are also posted and available on our Downtown Berkley website for public viewing.

Please advise if there are any corrections needed. Once all corrections have been made, and upon an affirmative vote by the Board of Directors approving the June 14, 2023 meeting minutes, I shall post the adopted minutes to the Downtown Development Authority's website in order for the public, as well as members of this body, to access as needed in the future. A copy of the adopted minutes is also provided to the City of Berkley for their records.

- Mike McGuinness, Executive Director. July 9, 2023.

**MEETING MINUTES  
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING OF THE BOARD OF TRUSTEES  
Wednesday, June 14, 2023, 8:30 AM  
Berkley Public Safety, 2<sup>nd</sup> Floor, Conference Room**



I. **CALL TO ORDER:** The meeting was called to order at 8:29 AM with Chair Andy Gilbert presiding.

II. **ROLL CALL:**

**A. Attendance Taken and Quorum Determined**

*Present:* Matthew Baumgarten  
Desiree Dutcher  
Katie Forte  
Andy Gilbert  
Chris Gross  
Uli Laczkovich  
Matteo Passalacqua  
Ashley Poirier  
Brian Zifkin

*Absent:* Tim Barnes – *excused*  
Donna Dirkse – *excused*  
Justin Findling  
Scott Francis – *excused*  
Talia Wittenberg  
Garrett Wyatt – *excused (graduated)*

*Also present:* Steve Baker, City Council Liaison  
Kristen Kapelanski, Community Development Director  
Lisa Kempner, Planning Commission Liaison  
Mike McGuinness, DDA Executive Director

III. **APPROVAL OF AGENDA:**

Passalacqua moved to add to the Discussion agenda meeting start time, location, and position of Liaison Reports on the agenda, Poirier seconded. On motion by Laczkovich and second by Baumgarten, the amended agenda was unanimously approved by the Board.

IV. **APPROVAL OF MINUTES**

**A. Regular Meeting of May 10, 2023**

On motion by Passalacqua and second by Laczkovich, the minutes of the regular meeting of May 10, 2023 were unanimously approved by the Board.

V. **LIAISON REPORTS**

**A. City Council – Steve Baker**

Baker reported Council met on June 5 and proclaimed June 19 as a Juneteenth celebration day. They also approved several municipal cooperative agreements such as animal control services with Royal Oak and lock-up services. The September County Oakland Irish Fest and weekly Berkley Farmers Market were also approved. He also reported that the Historical Commission would have a tent at the Pride Block Party.

**B. Community Development – Kristen Kapelanski**

Kapelanski reported on:

1. Parking Study Progress

The consultant has made their draft recommendations and will present them to the steering committee on June 26 and then to the DDA Board.

2. Cummings Parking Lot

Kapelanski will be asking for letters of support from businesses in the vicinity of the proposed Cummings/12 Mile parking lot. As part of a joint Oakland County effort, Berkley will be applying for a RAP (Revitalization and Placemaking) grant from the MEDC that would cover 50% of the parking lot cost.

3. Comprehensive Zoning Updates

The steering committee working on the updates met twice and is slowly moving forward on the year and half process, working to align zoning with the Master Plan. Opportunities for public engagement will begin with a video explaining the process that will be posted soon.

4. Zen Den Zoning Board of Appeals Approval

The Zen Den is seeking approval to open an office near the Coolidge auto repair in an area zoned for office/medical/allied professions and asked for interpretation of "Office District, Principal Use" from the Zoning Board and if that would allow their proposed business offering massage/esthetics to be included under allied professions. The ZBA granted their request.

**C. Planning Commission – Lisa Kempner**

Kempner reported reviewing a sketch plan for a Coolidge apartment building that would have multi-family spaces on the ground floor and less than the currently required parking spaces.

**D. Public Works – Ric Chalmers**

Absent. Baumgarten reported that one of DPW's long-time employees is retiring after 25 years and will be recognized the coming Friday. The alternating DPW Coolidge/12 Mile sidewalk and street cleaning is underway.

**E. Chamber of Commerce – Tim Murad**

Absent. In his place, Laczkovich reported the Chamber is starting "The Berkley Bullhorn" with news about Chamber businesses and what's going on in town... They are looking for additional Cruise Fest sponsors. The next Chamber Chat is June 16 at Nada & Co.

**VI. TREASURER'S REPORT:**

**A. Financial Report for May 2023**

Gross reported she did not receive a May Financial Report but would email it to the Board when she does.

**VII. ACTION ITEMS:**

**A. DDA Board of Directors Reappointments**

McGuinness reported three Directors' terms are expiring: Francis, Gross, and Zifkin. All have indicated their desire to continue on the Board, if it continues to work with their schedules.

Passalacqua moved to reappoint all three and recommend same to City Council for formal appointment, Laczkovich seconded, and the motion was unanimously approved by the Board.

Long-time Board member Larry Gallagher of the Berkley School District will be retiring from the District, and Gross moved that the DDA formally express its thanks and good wishes to him, Passalacqua seconded, and the motion was unanimously approved by the Board.

**B. Robina Public Space Improvements RAP Grant Funding Pursuit, Letter of Support**

McGuinness reported that Oakland County is applying as a unit for the grant with individual cities with approved shovel ready projects splitting the funds. The DDA would prioritize the Cummings parking lot project and Robina North upgrades and is seeking Letters of Support to include with the application and details of other sources of funds. There is a deadline of 2027 for completion of funded projects. Fifty percent (50%) of the grant funding would come from the state, 25% from the County, and 25% from the DDA/City.

Dutcher moved to approve submission of letter of support for Berkley RAP program grant application for Robina public space improvements and affirm future intent to contribute funds in concert with State, County, and City, Passalacqua seconded, and the motion was unanimously approved by the Board.

**C. Coolidge Complete Streets Implementation**

McGuinness reported that only one bid was received for restriping and improvements to the Coolidge crosswalks, and that bid was for \$258,000.00, @\$60,000 over the City engineers' estimate. Berkley had approved \$135,000.00 to contribute to the work, with the City contributing the remainder.

He asked the Board to choose between these options: Should the contract be awarded to the sole bidder at their submitted quotation and the Board reassess their contribution? Should it be re-bid? Should the DDA do less, or not at all? Can DPW reassess and see if some of the work can be done ala-carte, since the crosswalk work, rather than the restriping, was the portion that pushed the bid higher than expected? The received bid is itemized.

Baumgarten noted that the concrete contractor that works with the City can give them an estimate on the cost of splitting out the concrete work. McGuinness suggested having DPW assess their options and then coming back to the Board next month for decision on how to move forward, since this project is one of the DDA's highest priorities.

Passalacqua asked if the DDA's approach to bidders could be, this is our budget and our priorities, what can we get for it? There was question about whether the sole bidder would be willing to split the work. Gilbert suggested re-examining the budget to see if, in the worst case and the DDA ends up having to go with the sole bid as is, there are sufficient funds to cover the increased cost.

There was general consensus to try to get at least one more bid to consider at the July meeting and if that's not possible, to evaluate the current bid again after available funds are closely evaluated.

**D. Be Well LifeStyle Center Façade Grant Request (Initial Reading)**

McGuinness noted that no vote was expected at the meeting and that this was an initial reading of the grant request so that the Art and Design Committee and Board could review the project before the next meeting.

The Be Well LifeStyle Center is moving into the space formerly occupied by Coco Fairfield's on 12 Mile near Wakefield and would like to make significant exterior changes to the building. Renderings were included with their application and sent to the Board along with their meeting packet.

**VIII. DISCUSSION ITEMS**

**A. Meeting Start Time, Agenda Order, and Location**

Gilbert asked if any Board members had an objection to moving Board meetings to the Berkley Library, where they were held prior to COVID restrictions there. No one objected, the only issue was whether the Director, Matt Church, would be willing to come in early to open the building just for the DDA (Library hours have been cut in the interim). Someone needs to double check with Church.

Passalacqua suggested moving the meeting time up to 8:15 AM in order to have a little more time to conduct business, as meetings have been running later and some Board members need to leave. There were no objections from Board members present.

Regarding changing Liaison reports back to being given after other DDA business at the Board meetings, Passalacqua noted it makes it easier to cover at least "Action Items" before the meetings lose quorum. None of the liaisons present had any objections.

These changes could begin with the August 2023 meeting.

Passalacqua moved to change Board meetings' start time to 8:15 AM and place Liaison Reports after Discussion Items on the monthly agenda, Zifkin seconded, and the motion was unanimously approved by the Board.

Gilbert asked McGuinness to email absent Board members (Barnes, Dirkse, and Francis) to see if they had any negative feedback/objections.

**B. Successful \$2,300 Grant Funding for Mural, Seating, Cement at Chazzano Coffee Roasters**

McGuinness applied to Oakland County for a placemaking grant to cover these items, including expanding their bike rack concrete pad allowing more seating and bistro tables. The DDA approved mural is currently being painted.

As a side note, McGuinness reported that Chet's Rental on Coolidge has closed.

**C. Downtown Berkley Mural Program Application Updates**

**D. Downtown Berkley Façade and Parking Lot Improvement Grant Application Updates**

McGuinness reported that the application drafts, including the input he received from Board members, are being given a final review by an attorney.

**E. ArtSpace Plaza (on Coolidge near Berkley High) Finishing Touches Update**

McGuinness reported a tentative formal opening is scheduled for July 15, the date of the Street Art Fest.

**F. Berkley Outdoor Social Scene (B.O.S.S.) Social District Approval Status**

Kapelanski reported the MLCC approved Berkley's application for the Social District. Individual businesses that want to join are being recruited. She noted they've discussed opening for the Cruise Fest. Next, establishments that want to take part need MLCC approval. Boundaries have to be set and marked with signage.

**IX. STUDENT BOARD MEMBER UPDATES**

Absent – no report. McGuinness reported that Garrett Wyatt has graduated and was one of Oakland County's top scholars. As he spent several years as a DDA Student Board Member, Dutcher moved to acknowledge his service, Poirier seconded, and the motion was unanimously approved by the Board.

**X. BOARD COMMITTEE UPDATES:**

**A. Art & Design Committee – Matteo Passalacqua**

**1. Downtown Murals Walking Map**

Forte is taking the lead on this effort in concert with Dutcher and Deb Kobayashi to create this self-guided walking tour of the downtown murals.

**2. MHG Jewelry Studio Mural Complete**

McGuinness announced that the final mural cost \$700.00 under budget.

**3. Chazzano and Alice's Murals Underway**

**B. Business Development Committee**

No report.

**C. Downtown Events Committee**

1. Successful Berkley Art Bash (held June 10)

2. Downtown Berkley Farmers Market Series (Thursdays through October)

Robina south was closed for market day the previous week. The market has more vendors and is generating a lot of good will, interest, and vitality. Kempner noted that parking was an issue if vendors used nearby spaces after they unloaded their displays, so it would be good to encourage them to park further away once they've set up.

3. Berkley Pride Block Party (June 25)

Poirier reported this year's footprint is larger, the number of vendor tents more than double, and a teen "lounge" has been added. Sponsorship is good.

4. Berkley Street Art Fest (July 15)

McGuinness noted the DDA doubled their sponsorship from \$1,000.00 to \$2,000.00.

**D. Marketing Strategies Committee – Ashley Poirier**

Poirier reported they're getting a ton of positive feedback on social media. Instagram and Facebook are the two platforms they use most. Murals and new businesses generate the most feedback.

**E. Organization Committee – Scott Francis**

Absent. Gilbert and McGuinness suggested new members be encouraged to choose the committee(s) they want to join.

**F. West 12-Mile Committee – Brian Zifkin**

Zifkin asked about West 12 Mile flowers, and McGuinness noted the vendor has been informed about the funds available. Frank's has installed more hanging baskets on south Coolidge and is working on options for the 12 Mile area closest to Greenfield. Zifkin also asked about garbage cans for West 12 Mile, and McGuinness said the vendor he talked to "ghosted" him. Bench placement can be reconfigured. Zifkin finally asked about the status of the contract and feedback from MOGO regarding usage. McGuinness noted the MOGO Director approached him about moving the Coolidge station closer to Catalpa. Zifkin has been talking to the operator of a kosher food truck trying to entice him to set up in his parking lot.

**XI. EXECUTIVE DIRECTOR UPDATES**

None.

**XII. BOARD OF DIRECTORS' COMMENTS:**

None.

**XIII. PUBLIC COMMENTS:** The opportunity for public comment was offered. Gilbert asked that anyone with comments or questions e-mail them to the DDA to be answered within five business days.

**XIV. Adjournment:**

The meeting was adjourned at 9:59 AM on motion by Zifkin and second by Dutcher.

## TREASURER'S REPORT

MAY 2023, JUNE 2023 BALANCE SHEETS,  
REVENUE AND EXPENDITURE REPORTS  
FOR DDA



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## **RECOMMENDATION:**

**MOTION TO ACCEPT THE TREASURER'S REPORT**

## **BACKGROUND:**

The City of Berkley Finance Department has provided the Berkley Downtown Development Authority the Balance Sheet and Revenue and Expenditure Report for the months of both June 2023 and May 2023, since that report was unable to be generated ahead of last month's Board of Directors meeting.

These past two months' reports have been received and analyzed by DDA Board Treasurer Chris Gross, as well as by Executive Director Mike McGuinness. They are included with the meeting materials for the Board of Directors and the public at large for further review.

All questions are welcomed and encouraged.

- Mike McGuinness, Executive Director. July 11, 2023.



Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 05/31/2022	PERIOD ENDED 05/31/2023
*** Assets ***			
248-000-001-000	CASH IN BANK	322,026.76	364,592.61
248-000-004-000	CASH - IMPREST PAYROLL	0.00	(6,630.04)
248-000-005-000	PETTY CASH	300.00	300.00
248-000-026-000	DELINQUENT PPT RECEIVABLE	2,488.62	2,912.26
Total Assets		324,815.38	361,174.83
*** Liabilities ***			
248-000-202-001	ACCOUNTS PAYABLE - MANUAL	0.00	8,244.53
248-000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB	1,482.50	2,668.87
248-000-241-000	FICA TAXES	89.32	171.64
248-000-257-000	ACCRUED PAYROLL	1,167.61	2,266.47
248-000-259-000	ACCRUED HEALTH CARE	593.99	606.95
248-000-285-000	UNEARNED REVENUE	(1,586.87)	1,264.16
Total Liabilities		1,746.55	15,222.62
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	386,500.75	314,861.00
Total Fund Balance		386,500.75	314,861.00
Beginning Fund Balance		386,500.75	314,861.13
Net of Revenues VS Expenditures		(63,431.92)	31,091.21
Fund Balance Adjustments		0.00	(0.13)
Ending Fund Balance		323,068.83	345,952.21
Total Liabilities And Fund Balance		324,815.38	361,174.83

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	05/31/2023	(ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Dept 001 - REVENUES										
248-001-402-000	PROPERTY TAXES	37,000.00	36,563.79	0.00	436.21	0.00	98.82	21,141.74	94.14	
248-001-402-001	PROPERTY TAX CAPTURE - DDA	361,000.00	339,858.26	0.00	10,000.00	0.00	0.00	14,000.00	0.00	
248-001-539-010	STATE GRANTS	10,000.00	0.00	0.00	14,000.00	0.00	0.00	(5,512.86)	283.76	
248-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	14,000.00	0.00	0.00	1,728.49	0.00	0.00	(1,228.49)	345.70	
248-001-665-000	INVESTMENT EARNINGS (LOSSES)	3,000.00	8,512.86	0.00	1,728.49	0.00	0.00	4,500.00	10.00	
248-001-674-005	MERCHANDISE REVENUE	500.00	500.00	0.00	12,278.60	1,000.00	491.14	(9,778.60)		
248-001-675-005	CORPORATE DONATIONS	5,000.00								
248-001-675-814	EVENT SPONSORSHIPS	2,500.00								
Net - Dept 001 - REVENUES		433,000.00	399,442.00	1,000.00	33,558.00					
Dept 252 - ACTIVE EMPLOYEE BENEFITS										
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,000.00	3,148.29	387.38	(148.29)		104.94			
248-252-716-500	HEALTH CARE COSTS - BC/BS	12,800.00	10,023.48	442.87	2,776.52		78.31			
248-252-718-000	RETIREMENT-DB MERS	27,000.00	23,541.10	2,140.10	3,458.90		87.19			
Net - Dept 252 - ACTIVE EMPLOYEE BENEFITS		(42,800.00)	(36,712.87)	(2,970.35)	(6,087.13)					
Dept 265 - CITY HALL										
248-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00	0.00			
Net - Dept 265 - CITY HALL		(2,000.00)	0.00	0.00	(2,000.00)					
Dept 722 - DDA OPERATIONS										
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	10,000.00	0.00	10,000.00	0.00	50.00			
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	520.00	0.00	(220.00)		173.33			
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	725.00	0.00	375.00		65.91			
248-722-807-000	AUDIT SERVICES	1,800.00	900.00	0.00	900.00	0.00	50.00			
248-722-818-205	SECRETARIAL SERVICES	2,000.00	1,350.00	150.00	650.00		67.50			
248-722-824-000	LEGAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00	0.00			
248-722-853-000	TELEPHONE	600.00	403.72	80.66	196.28		67.29			
248-722-865-000	DOWNTOWN BERKELEY PARTNERS NON PROFIT	100.00	0.00	0.00	100.00	0.00	0.00			
248-722-866-000	SUBSCRIPTION SERVICES	300.00	169.00	169.00	131.00		56.33			
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00	0.00			
Net - Dept 722 - DDA OPERATIONS		(29,000.00)	(14,067.72)	(399.66)	(14,932.28)					
Dept 724 - SPECIAL EVENTS										
248-724-817-004	DDA - EVENTS	24,000.00	43,124.99	3,231.72	(19,124.99)		179.69			
248-724-817-015	HOLIDAY LIGHTS	40,000.00	37,615.15	0.00	2,384.85		94.04			
248-724-901-000	ADVERTISING	0.00	136.25	0.00	(136.25)		100.00			
Net - Dept 724 - SPECIAL EVENTS		(64,000.00)	(80,876.39)	(3,231.72)	16,876.39					
Dept 726 - MARKETING AND ADVERTISING										
248-726-814-000	WEBSITE	500.00	352.34	0.00	147.66		70.47			
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	3,000.00	205.02	0.00	2,794.98		6.83			
248-726-818-000	CONTRACTUAL SERVICES	7,200.00	13,484.91	0.00	(6,284.91)		187.29			
248-726-901-000	ADVERTISING/MARKETING	37,800.00	27,794.07	4,514.00	10,005.93		73.53			
248-726-901-001	MAP UPDATE & REPRINT	1,500.00	0.00	0.00	1,500.00	0.00	0.00			

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023	AVAILABLE BALANCE	% BDT USED
				INCREASE (DECREASE)	(ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Net - Dept 726 - MARKETING AND ADVERTISING						
		(50,000.00)	(41,836.34)	(4,514.00)	(8,163.66)	
Dept 729 - STREETScape & DESIGN						
248-729-818-200	FLOWER BASKET PROGRAM	28,000.00	29,236.68	18,900.00	(1,236.68)	104.42
248-729-818-201	PUBLIC ART/PLACEMAKING	40,000.00	27,680.86	0.00	12,319.14	69.20
248-729-818-207	PEST CONTROL	500.00	570.00	250.00	(70.00)	114.00
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00	5,000.00	0.00	10,000.00	33.33
Net - Dept 729 - STREETScape & DESIGN						
		(83,500.00)	(62,487.54)	(19,150.00)	(21,012.46)	
Dept 740 - DDA ADMINISTRATION						
248-740-704-000	FULL TIME EMPLOYEES	77,250.00	71,221.05	5,942.30	6,028.95	92.20
248-740-715-000	FICA	5,909.00	5,393.91	450.04	515.09	91.28
248-740-725-000	WORKERS COMPENSATION	255.00	0.00	0.00	255.00	0.00
248-740-728-000	OFFICE SUPPLIES	500.00	23.79	23.79	476.21	4.76
248-740-817-008	BOARD TRAININGS	2,000.00	0.00	0.00	2,000.00	0.00
248-740-818-000	CONTRACTUAL	0.00	150.00	0.00	(150.00)	100.00
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,000.00	2,470.29	1,068.15	529.71	82.34
Net - Dept 740 - DDA ADMINISTRATION						
		(88,914.00)	(79,259.04)	(7,484.28)	(9,654.96)	
Dept 902 - PUBLIC IMPROVEMENT						
248-902-972-200	STREETScape IMPROVEMENTS	60,000.00	38,195.89	13,144.11	21,804.11	63.66
248-902-972-500	WAYFINDING	7,000.00	0.00	0.00	7,000.00	0.00
248-902-972-700	BERKLEY PLAZA PROJECT	5,500.00	14,915.00	0.00	(9,415.00)	271.18
Net - Dept 902 - PUBLIC IMPROVEMENT						
		(72,500.00)	(53,110.89)	(13,144.11)	(19,389.11)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		433,000.00	399,442.00	1,000.00	33,558.00	92.25
TOTAL EXPENDITURES		432,714.00	368,350.79	50,894.12	64,363.21	85.13
NET OF REVENUES & EXPENDITURES		286.00	31,091.21	(49,894.12)	(30,805.21)	10,871.0

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 06/30/2022	PERIOD ENDED 06/30/2023
*** Assets ***			
248-000-001-000	CASH IN BANK	324,277.28	355,000.91
248-000-004-000	CASH - IMPREST PAYROLL	0.00	(13,260.08)
248-000-005-000	PETTY CASH	300.00	300.00
248-000-026-000	DELINQUENT PPT RECEIVABLE	5,314.21	(6,563.80)
248-000-123-000	PREPAID EXPENSES	0.00	336.00
Total Assets		329,891.49	335,813.03
*** Liabilities ***			
248-000-202-000	ACCOUNTS PAYABLE	843.00	5,348.35
248-000-202-001	ACCOUNTS PAYABLE - MANUAL	8,244.53	8,244.53
248-000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB	1,482.50	2,668.87
248-000-241-000	FICA TAXES	171.64	171.64
248-000-257-000	ACCRUED PAYROLL	2,266.47	2,266.47
248-000-259-000	ACCRUED HEALTH CARE	758.06	164.08
248-000-285-000	UNEARNED REVENUE	1,264.16	(7,847.15)
Total Liabilities		15,030.36	11,016.79
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	386,500.75	314,861.00
Total Fund Balance		386,500.75	314,861.00
Beginning Fund Balance		386,500.75	314,861.13
Net of Revenues VS Expenditures		(71,639.62)	9,935.24
Fund Balance Adjustments		0.00	(0.13)
Ending Fund Balance		314,861.13	324,796.24
Total Liabilities And Fund Balance		329,891.49	335,813.03

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2023	NORMAL (ABNORMAL)	MONTH 06/30/2023	INCREASE (DECREASE)	BALANCE	ABNORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Dept 001 - REVENUES										
248-001-402-000	PROPERTY TAXES	37,000.00	37,591.34	1,027.55	(591.34)	101.60				
248-001-402-001	PROPERTY TAX CAPTURE - DDA	361,000.00	356,773.23	16,914.97	4,226.77	98.83				
248-001-539-010	STATE GRANTS	10,000.00	0.00	0.00	10,000.00	0.00				
248-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	14,000.00	0.00	0.00	14,000.00	0.00				
248-001-665-000	INVESTMENT EARNINGS (LOSSES)	8,000.00	8,512.86	0.00	(512.86)	106.41				
248-001-674-005	MERCHANDISE REVENUE	5,000.00	5,913.49	4,185.00	(913.49)	118.27				
248-001-675-005	CORPORATE DONATIONS	5,000.00	500.00	0.00	4,500.00	10.00				
248-001-675-814	EVENT SPONSORSHIPS	20,000.00	12,278.60	0.00	7,721.40	61.39				
Net - Dept 001 - REVENUES										
		460,000.00	421,569.52	22,127.52	38,430.48					
Dept 252 - ACTIVE EMPLOYEE BENEFITS										
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,000.00	3,385.99	237.70	(385.99)	112.87				
248-252-716-500	HEALTH CARE COSTS - BC/BS	12,800.00	10,023.48	0.00	2,776.52	78.31				
248-252-718-000	RETIREMENT-DB MERS	27,000.00	25,681.20	2,140.10	1,318.80	95.12				
Net - Dept 252 - ACTIVE EMPLOYEE BENEFITS										
		(42,800.00)	(39,090.67)	(2,377.80)	(3,709.33)					
Dept 265 - CITY HALL										
248-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00				
Net - Dept 265 - CITY HALL										
		(2,000.00)	0.00	0.00	(2,000.00)					
Dept 722 - DDA OPERATIONS										
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	10,000.00	0.00	10,000.00	50.00				
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	520.00	0.00	(220.00)	173.33				
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	725.00	0.00	375.00	65.91				
248-722-807-000	AUDIT SERVICES	1,800.00	900.00	0.00	900.00	50.00				
248-722-818-205	SECRETARIAL SERVICES	2,000.00	1,500.00	150.00	500.00	75.00				
248-722-824-000	LEGAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00				
248-722-853-000	TELEPHONE	600.00	444.05	40.33	155.95	74.01				
248-722-865-000	DOWNTOWN BERKELEY PARTNERS NON PROFIT	100.00	0.00	0.00	100.00	0.00				
248-722-866-000	SUBSCRIPTION SERVICES	300.00	169.00	0.00	131.00	56.33				
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00				
Net - Dept 722 - DDA OPERATIONS										
		(29,000.00)	(14,258.05)	(190.33)	(14,741.95)					
Dept 724 - SPECIAL EVENTS										
248-724-817-004	DDA - EVENTS	44,000.00	50,270.26	7,145.27	(6,270.26)	114.25				
248-724-817-015	HOLIDAY LIGHTS	40,000.00	37,615.15	0.00	2,384.85	94.04				
248-724-901-000	ADVERTISING	0.00	136.25	0.00	(136.25)	100.00				
Net - Dept 724 - SPECIAL EVENTS										
		(84,000.00)	(88,021.66)	(7,145.27)	4,021.66					
Dept 726 - MARKETING AND ADVERTISING										
248-726-814-000	WEBSITE	500.00	400.34	48.00	99.66	80.07				
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	3,000.00	205.02	0.00	2,794.98	6.83				
248-726-818-000	CONTRACTUAL SERVICES	28,200.00	13,484.91	0.00	14,715.09	47.82				
248-726-901-000	ADVERTISING/MARKETING	27,800.00	31,994.07	4,200.00	(4,194.07)	115.09				
248-726-901-001	MAP UPDATE & REPRINT	1,500.00	0.00	0.00	1,500.00	0.00				

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	06/30/2023	NORMAL (ABNORMAL)	MONTH 06/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Net - Dept 726 - MARKETING AND ADVERTISING										
		(61,000.00)		(46,084.34)		(4,248.00)		(14,915.66)		
Dept 729 - STREETScape & DESIGN										
248-729-818-200	FLOWER BASKET PROGRAM	28,000.00		45,605.02		16,368.34		(17,605.02)		162.88
248-729-818-201	PUBLIC ART/PLACEMAKING	48,000.00		30,580.86		2,900.00		17,419.14		63.71
248-729-818-207	PEST CONTROL	500.00		610.00		40.00		(110.00)		122.00
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00		6,307.19		1,307.19		8,692.81		42.05
Net - Dept 729 - STREETScape & DESIGN										
		(91,500.00)		(83,103.07)		(20,615.53)		(8,396.93)		
Dept 740 - DDA ADMINISTRATION										
248-740-704-000	FULL TIME EMPLOYEES	77,250.00		77,163.35		5,942.30		86.65		99.89
248-740-715-000	FICA	5,909.00		5,843.95		450.04		65.05		98.90
248-740-725-000	WORKERS COMPENSATION	255.00		0.00		0.00		255.00		0.00
248-740-728-000	OFFICE SUPPLIES	500.00		41.80		18.01		458.20		8.36
248-740-817-008	BOARD TRAININGS	2,000.00		0.00		0.00		2,000.00		0.00
248-740-818-000	CONTRACTUAL	0.00		150.00		0.00		(150.00)		100.00
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,000.00		2,470.29		0.00		529.71		82.34
Net - Dept 740 - DDA ADMINISTRATION										
		(88,914.00)		(85,669.39)		(6,410.35)		(3,244.61)		
Dept 902 - PUBLIC IMPROVEMENT										
248-902-972-200	STREETScape IMPROVEMENTS	76,000.00		40,492.10		2,296.21		35,507.90		53.28
248-902-972-500	WAYFINDING	7,000.00		0.00		0.00		7,000.00		0.00
248-902-972-700	BERKLEY PLAZA PROJECT	8,500.00		14,915.00		0.00		(6,415.00)		175.47
Net - Dept 902 - PUBLIC IMPROVEMENT										
		(91,500.00)		(55,407.10)		(2,296.21)		(36,092.90)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:										
TOTAL REVENUES										
		460,000.00		421,569.52		22,127.52		38,430.48		91.65
TOTAL EXPENDITURES										
		490,714.00		411,634.28		43,283.49		79,079.72		83.88
NET OF REVENUES & EXPENDITURES										
		(30,714.00)		9,935.24		(21,155.97)		(40,649.24)		32.35

## ACTION ITEM A

### ANNUAL ELECTION OF BOARD OFFICERS



retro feel. metro appeal.

### RECOMMENDATION:

RECEIVE NOMINATIONS FOR BOARD CHAIR, EACH OF WHICH NEED TO BE SECONDED AND ACCEPTED, HOLD A VOTE ON THAT POSITION, THEN REPEAT THE PROCESS FOR VICE CHAIR, SECRETARY, TREASURER

### BACKGROUND:

The Board Officers are:

Chairperson  
Vice Chairperson  
Secretary  
Treasurer

From Article IV, Section 2, of the Berkley Downtown Development Authority Bylaws: "Officers of the Board shall be elected annually by the Board at a regular meeting of the Board. If the election of officers shall not be held at the first meeting of the Fiscal year, such election shall be held within 60 days of such meeting..."

"...No Director shall hold more than one office at a time. An officer must be a current Board Director."

- **Mike McGuinness, Executive Director. July 6, 2023.**

## ACTION ITEM – B

### BE WELL LIFESTYLE CENTER FAÇADE GRANT REQUEST APPROVAL



retro feel. metro appeal.

## RECOMMENDATION:

### MOTION TO APPROVE THE BE WELL LIFESTYLE CENTER DOWNTOWN COMMERCIAL FAÇADE GRANT PROGRAM REQUEST FOR \$10,000 AT 2959 TWELVE MILE ROAD

## BACKGROUND:

Existing downtown Birmingham business Be Well LifeStyle Center has acquired a downtown building with substantial renovation plans for the property, located at 2959 Twelve Mile Road at the former Coco Fairfield's spot. Renderings and schematics have been provided to us for consideration; they are included with this packet. They were also provided to the Board of Directors for an initial reading at the June 14, 2023 Board of Directors meeting.

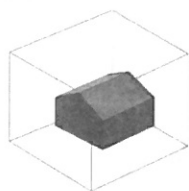
The property's current façade challenges have been identified by the Art and Design Committee in the past as a target for much-needed enhancements, and does not align well with our Downtown Design Guidelines. Thankfully, Be Well LifeStyle Center is pursuing these substantial façade improvements; these improvements will substantially move that storefront closer to the Downtown Design Guidelines target aesthetics.

- **Mike McGuinness, Executive Director. July 11, 2023.**



468 Webster  
Birmingham, AL  
35209  
Ph: 248.220.1919  
Fr: 248.220.1917  
groun@grcousins.com

**Garnet R. Cousins & Associates**



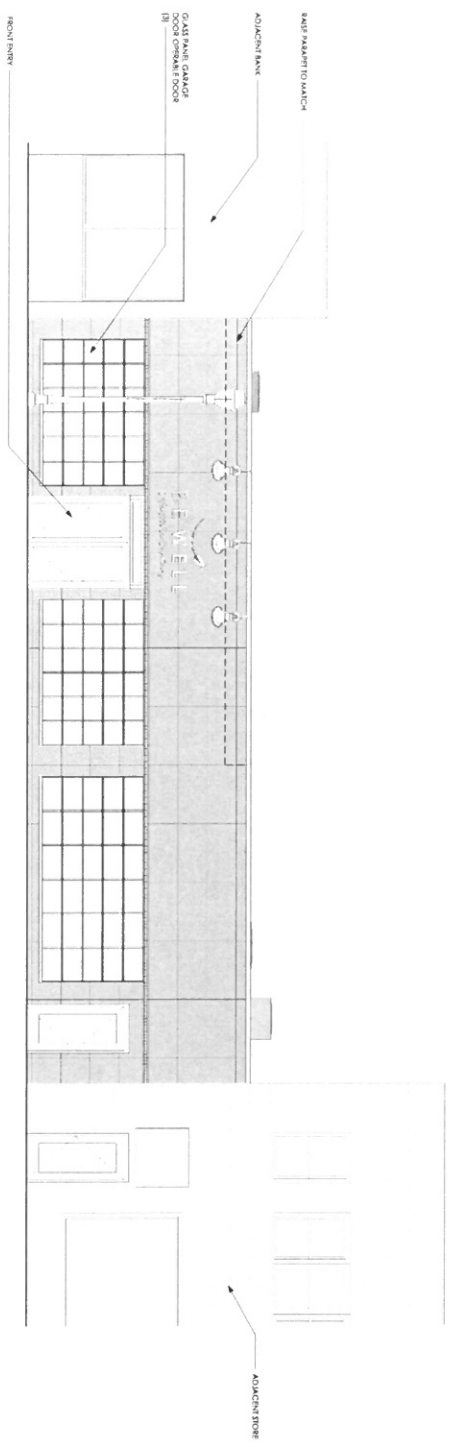
PROJECT OWNER:  
SPACINCIAL CENTER  
110  
248.722.2005

PROJECT LOCATION:  
ROAD NINEVE MILE  
BERKELEY, MI

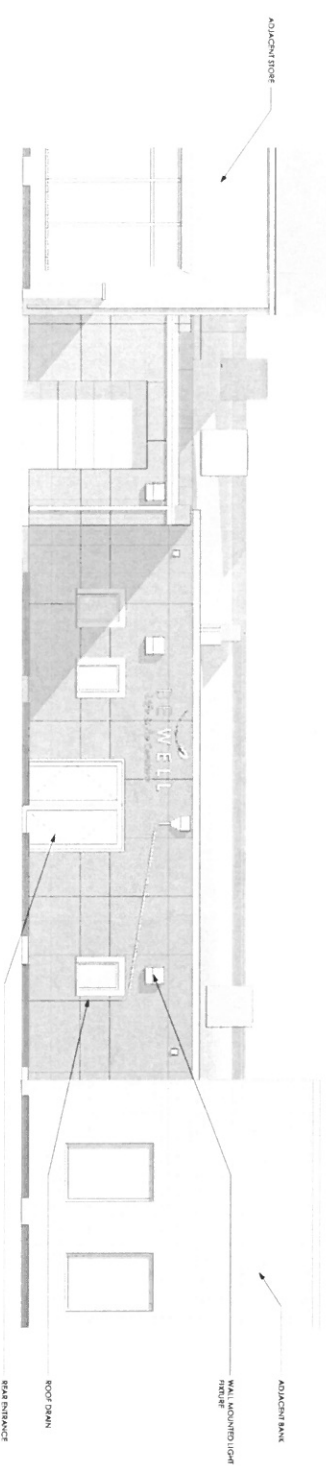
PROJECT: REMODEL EXISTING  
BUILDING TO SPACINCIAL CTR.

Revisions	No.	Description	Date

Checked By: G  
Drawn By: N  
Description:  
**Elevations For  
Grant Application**  
Job Number: 000-18-25-1  
Sheet #  
MA-100 OF TBD  
Scale: 1/4" = 1'-0"



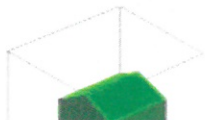
1 NORTH ELEVATION-12 MILE RD  
1/4" = 1'-0"



2 SOUTH ELEVATION  
1/4" = 1'-0"



11.11.2011  
 11.11.2011  
 11.11.2011  
 11.11.2011



**PROJECT OWNER**  
 DEWELL  
 2000 WILSON BLVD  
 ANN ARBOR MI

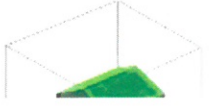
**ARCHITECT**  
 DEWELL  
 2000 WILSON BLVD  
 ANN ARBOR MI

**PROJECT NUMBER:**  
 BUILDING TO BE REND  
 MA-1001


**PROJECT NAME**  
 DEWELL  
 BUILDING TO BE REND  
 MA-1001

MA-1001

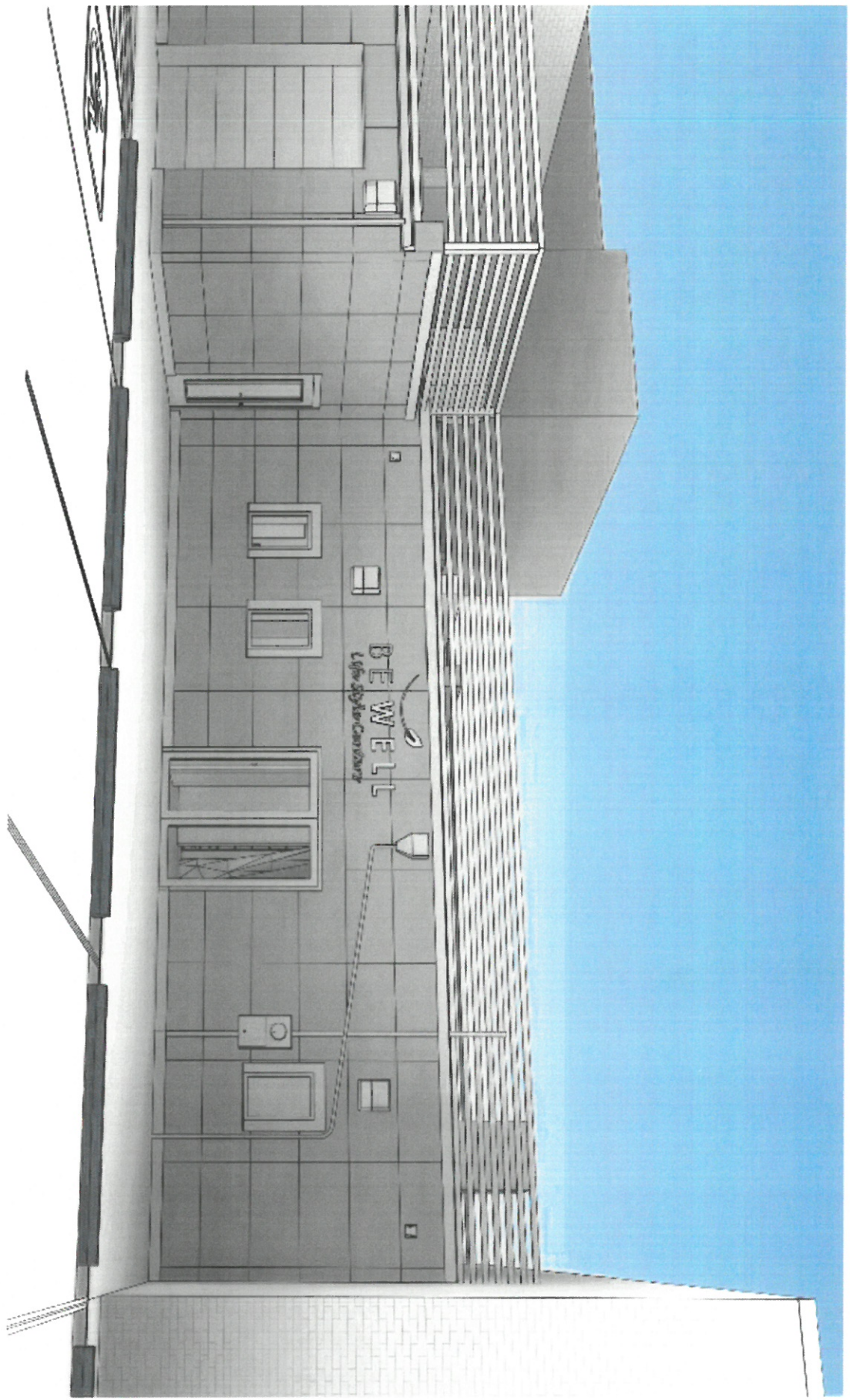
11/15/2017  
 11/15/2017  
 11/15/2017  
 11/15/2017



**PROJECT OWNER**  
 SALVO CONCRETO  
 2810 79th AVE S  
 MINNEAPOLIS, MN 55425

**ARCHITECT**  
 RENDENNG  
 2200 TWENTY-NINE  
 AVENUE S.E.  
 EMERYVILLE, OH 44024

NO.	DESCRIPTION	DATE



**PROJECT**  
 REAR PERK  
 RENDENNG  
 MA-1002

## ACTION ITEM – C

### **BOMBSHELL TREAT BAR FAÇADE GRANT REQUEST APPROVAL**



retro feel. metro appeal.

## **RECOMMENDATION:**

### **MOTION TO APPROVE THE BOMBSHELL TREAT BAR 2688 COOLIDGE DOWNTOWN COMMERCIAL FAÇADE GRANT PROGRAM REQUEST FOR \$10,000**

## **BACKGROUND:**

New business Bombshell Treat Bar has acquired a downtown building and is investing \$600,000 into renovating the property, located at 2688 Coolidge at Dorothea. Of the \$600,000 budget, approximately \$150,000 is targeted for exterior improvements. A rendering has been provided. Improvements include:

- New Storefront Windows (north and west façade)
- New Glazed entry doors, frames, and hardware
- Increasing Storefront Window Heights, to include transom windows discovered during demolition that were previously concealed New Commercial Grade Awnings
- Clean up the façade with a mix of Azek siding, freshly painted limestone, and paint the existing EFIS
- Join 2684 Coolidge and 2688 Coolidge seamlessly into one cohesive building façade
- Exterior Gooseneck lighting and illuminated signage

This high-visibility property has been vacant for nearly two years, has not seen façade improvements in recent years, and does not align well with our Downtown Design Guidelines. Thankfully, Bombshell is pursuing these substantial façade improvements; these improvements will substantially move that storefront closer to the Downtown Design Guidelines target aesthetics.

- **Mike McGuinness, Executive Director. July 11, 2023.**



## ACTION ITEM – E

### CONSIDERATION OF RESOLUTION IN SUPPORT OF COOLIDGE AND COLUMBIA DEVELOPMENT PROPOSAL



retro feel. metro appeal.

### RECOMMENDATION:

### MOTION TO APPROVE THE RESOLUTION IN SUPPORT OF THE COOLIDGE AND COLUMBIA DEVELOPMENT PROPOSAL AS PRESENTED BY WAYNE WUDYKA

### BACKGROUND:

Mr. Wayne Wudyka, a past member of this DDA Board of Directors, is scheduled to present to this Board at the July 2023 Board of Directors meeting regarding his development proposal. He requested an audience with the Board and is seeking a statement of support from the DDA, as a reflection of the sentiment of downtown businesses in seeing his residential development come to fruition.

His proposal in question is for a multi-story residential new construction Planned Unit Development (PUD) on Coolidge, at Columbia and Cambridge. It has gone for an initial review by the Berkley Planning Commission, but no formal action or hearings have yet been held for the proposal.

If the Board is receptive to the proposal and supports the downtown residential concept he is pursuing, following his team's presentation, here is possible resolution language:

*Whereas, the Board of the Berkley Downtown Development Authority has hereby reviewed the proposal of Mr. Wayne Wudyka and team for a Planned Unit Development on Coolidge in Downtown Berkley; now,*

*Therefore, Be It Resolved, the Berkley Downtown Development Authority Board of Directors hereby supports the concept and initial proposal of Mr. Wudyka for the residential new construction Planned Unit Development on Coolidge.*

- **Mike McGuinness, Executive Director. July 10, 2023.**

FOR IMMEDIATE RELEASE

## **Berkley School District**

Contact: Jessica Stilger, Communications Director  
jessica.stilger@berkleyschools.org, 248.837.8095

# City, School District and DDA Collaborate on New Community Art Plaza

Plaza features bronze sculpture from renowned Detroit artist, community invited to grand opening

**July 10, 2023**

*Berkley, MI* | The Berkley, Oak Park, Huntington Woods and Metro Detroit communities are invited to attend the grand opening of ArtSpace, a new community plaza in Berkley, at 10 a.m. Saturday, July 15.

This collaborative space, a joint effort of the City of Berkley, Berkley School District and Berkley Downtown Development Authority is in the heart of Berkley on Coolidge Highway, just south of Catalpa and adjacent to Berkley High School. The three entities worked together to design, execute and maintain the space to create a new common space for the community to use.

ArtSpace features a bronze sculpture, "Walking Together," created by Berkley High School alum and renowned Detroit sculptor Austen Brantley. Mr. Brantley was recently named a [2023 Kresge Visual Arts Fellow](#) and has created statues for the City of Detroit as well as around the country.

ArtSpace also features six large-format pieces of art from Berkley High School students and alumni, seating for the community to gather, landscaping and a reinforced space for food trucks.

All are invited to come to the grand opening, meet the artists and enjoy the new space open to the public.

The grand opening will feature speeches from City of Berkley leaders, Berkley Schools Superintendent Scott Francis, DDA Director Mike McGuinness and sculptor Austen Brantley.

### **Austen Brantley's Artist's Statement on "Walking Together"**

"Walking Together" is a piece that embodies the beauty and innocence of youth. The sculpture is crafted to showcase the bright, confident spirit of a young student. The sculpture captures the essence of a teenager's journey toward self-discovery and evokes feelings of nostalgia for our own memories of adolescence. From the intricate details of the sculpture's clothing to the

posture and demeanor of the young student, every aspect of the piece is carefully crafted to evoke a sense of admiration and respect for the journey that every teenager goes through. The use of bronze as a medium for the sculpture lends a sense of timelessness to the piece, as if it could exist in any era and continue to inspire awe and admiration. The “Walking Together” sculpture is more than just a work of art – it’s a celebration of the beauty and promise of youth. Through this sculpture, we can inspire our teenage students to see themselves reflected as valuable members of society with limitless potential for growth and personal development.

## **Synopsis**

**Who:** The greater Berkley community is invited to a grand opening of the new ArtSpace community gathering place

**What:** Grand opening of ArtSpace – a joint project of the City of Berkley, Berkley School District and Berkley Downtown Development Authority

**Where:** ArtSpace plaza in Berkley, just south of the corner of Coolidge Highway and Catalpa.  
[Exact location Google link](#)

**When:** 10 a.m. Saturday, July 15, before the start of Berkley Street Art Fest

**Featuring:** Speeches from City of Berkley leaders, Berkley Schools Superintendent Scott Francis, DDA Director Mike McGuinness and Sculptor Austen Brantley

###