

**MEETING MINUTES  
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING OF THE BOARD OF TRUSTEES  
Wednesday, December 14, 2022, 8:30 AM  
Berkley Public Safety, 2<sup>nd</sup> Floor, Conference Room**



**I. CALL TO ORDER:** The meeting was called to order at 9:19 AM with Chair Andy Gilbert presiding.

**II. ROLL CALL:**

*Present:* Tim Barnes  
Desiree Dutcher  
Scott Francis  
Andy Gilbert  
Chris Gross  
Uli Laczkovich  
Matteo Passalacqua  
Garrett Wyatt

*Absent:* Matthew Baumgarten – *excused*  
Donna Dirkse – *excused*  
Jenna Hance – *excused*  
Ashley Poirier – *excused*  
Brian Zifkin – *excused*

*Also present:* Rebecca Aughton, Bravo, Royal Oak  
Ric Chalmers, DPW Liaison  
Kristen Kapelanski, Community Development Director  
Tim Murad, Chamber of Commerce Liaison

Prior to achieving a quorum, there was roundtable discussion of the feasibility, merits, and cost of offering sidewalk snow removal to downtown businesses. Gilbert noted that McGuinness has had discussions with other cities that have experience with offering it to their businesses. Chalmers noted the DPW would need to coordinate and communicate with whatever vendor is chosen to do the work, if the DDA decides to move forward in the winter of 2023.

**III. APPROVAL OF AGENDA:**

On motion by Francis and second by Barnes, the agenda was unanimously approved by the Board.

**IV. APPROVAL OF MINUTES**

**A. Regular Meeting of November 9, 2022**

On motion by Laczkovich and second by Barnes, the minutes of November 9, 2022 were unanimously approved by the Board.

**V. LIAISON REPORTS**

**A. City Council – Steve Baker**

Baker reported that at its December 5 meeting, the Tree Board gave a presentation about the inventory they had done of Berkley's tree canopy, which covers from @25% to @60+%, depending on location; their goal is a canopy of 40%. Council officially adopted and approved the Coolidge Complete Streets program (one lane in each direction from 12 Mile to 11 Mile). The Environmental Committee with Council agreed to approve a contract to spend \$48,000.00 to install free charging

stations for electric vehicles installed at the Library. Council heard presentations from the five finalists to fill the Council vacancy created when Price was elected to the State Legislature, and they will make their final decision on December 19. There were a total of 12 applicants for the position. The new Councilperson will be sworn in on January 9. That person will serve the remainder of Price's term, which has one year remaining.

**B. Community Development –Kristen Kapelanski**

Kapelanski reported that the consultant hired to do the City-wide parking study had its first meeting with City stakeholders. There will be a public information session in January or February 2023.

**C. Planning Commission – Matteo Passalacqua**

Passalacqua reported the Planning Commission did not meet.

**D. Public Works – Shawn Young and Ric Chalmers**

Chalmers had nothing further to report.

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

Murad reported the Chamber held its holiday party the previous night. RoseAnn Nicolai is leaving her coordinator post, and they're looking to find someone to take on her assignments, which mostly deal with planning events and social media. Monetarily, it was a good year for the Chamber and their events. Their discount cards are selling well in more locations and more Chamber members are signing up to accept the cards and offer the discounts.

He noted there are 52 kit homes in Berkley, second only to Pontiac in Oakland County. Partnering with the Historical Museum, they hope to have 8-10 homes on the tour they will be holding Mother's Day weekend in 2023. In partnership with the Berkley Days Committee, the Historical Committee is looking to raise funds, including sponsorships, for a fireworks display at the end of Berkley Days. The Hometown Art displays at ten area businesses are scheduled for February 2023.

**VI. TREASURER'S REPORT:**

**A. Financial Report for November 2022**

Gross reported allocated year-to-date revenues of @\$367,000, expenditures of @\$153,000, and a fund balance of @\$526,000. There was not much November activity.

Passalacqua moved to receive and accept the Treasurer's report for November 2022, Francis seconded, and the motion was unanimously approved by the Board.

**VII. ACTION ITEMS:**

**A. PEA Group Proposal for Landscape Architecture Services – 12 Mile and Robina North Streetscape Construction Drawings, Revised Quote for \$29,300**

Passalacqua reported that after Board discussions and discussions directly with PEA, their original quotation of @40,000 to do a bid package for the Robina North streetscape project had been reduced @\$16,000 to \$29,300.00. City administration had also assisted in finding efficiencies (such as permitting and site plan review) enabling PEA to reduce their quotation. The question before the Board was whether to approve that revised proposal or seek additional quotations/proposals from other companies.

Dutcher asked how long the bid package would be relevant to submit to a contractor, and Passalacqua responded the bid package has a fairly long shelf life, usually several years.

Asked about a potential social district, Kapelanski noted the resolution to extend potential closures of the City right of way was approved by Council but only lasts until April 2023. She, McGuinness, and Baumgarten are working together to help formulate a longer-term plan that would encompass a

more expansive stretch of 12 Mile Road, but the 12 Mile/Robina plaza is a logical area to be included as a permanent part of any future social district.

After further discussions about the PEA Group's proposal, including not having enough information about the overall construction cost of the project, there was consensus that the Board should seek one or two more quotations to put together a bid package for the 12 Mile/Robina North Streetscape project.

Passalacqua moved to seek additional quotations for the bid package on the project, Gross seconded, and the motion was unanimously approved by the Board.

## **VIII. DISCUSSION ITEMS**

### **A. Coolidge Crosswalks Activation, Enhancements Progress**

Kapelanski reported that the concept group has agreed on the finalized concept, including installing some bump-outs and adding bollards, and a final proposal for moving forward should be presented to the Board at their next meeting.

### **B. Coolidge Complete Streets Pilot Project Recommendations**

City Council has approved the current configuration.

### **C. Outdoor Dining and Downtown Side Street Closure Opportunities**

Kapelanski reported that current permitting of outdoor dining will continue until the end of April 2023, at which time a permanent ordinance may be put into effect. The Planning Commission is working on an outdoor seating ordinance that could be handled administratively.

### **D. Downtown Design Guidelines Progress**

Kapelanski noted this item can be removed from the agenda as the guidelines have been adopted.

### **E. Robina North Design Concepts Progress**

Covered in VII.A. above.

### **F. ArtSpace at Coolidge and Catalpa Progress**

Francis reported student art frames had to be sent back because they were the wrong size. He expects formal opening in spring 2023.

### **G. Small Business Saturday, MerriMonth Promotional Efforts**

Laczkovich reported also hearing from her business neighbors that customers seemed confused about how late and what days businesses would be open during MerriMonth.

## **IX. STUDENT BOARD MEMBER UPDATES**

Wyatt reported not much going on except for winter sports. Francis reported that a facilities study revealed that certain facilities and buildings are past their prime. Stakeholder meetings about upgrades are ongoing, and there is some sentiment in favor of building an indoor multi-purpose facility at the Catalpa practice field location. An August 2023 tax increase would be needed to fund it.

## **X. BOARD COMMITTEE UPDATES:**

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

No report.

### **B. Business Development Committee – Jenna Hance**

Absent – No report.

### **C. Downtown Events Committee**

No additional report.

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

Absent – No report.

**E. Organization Committee – Scott Francis**

No report.

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

Barnes reported about 80 people attended the recent band concert at his store, and he wants to have more regular concerts using local bands.

**EXECUTIVE DIRECTOR UPDATES**

Absent – no report.

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

Rebecca Aughton, Berkley resident and Royal Oak business owner, would like to move her business from Royal Oak to Berkley and has been looking at different locations for her store. She was also on the Royal Oak DDA and said she was very impressed with how Berkley's DDA Board works together after attending their meeting.

**XII. PUBLIC COMMENTS:** The opportunity for public comment was offered, and there were no in-person requests to address the body. Gilbert asked that anyone with comments or questions e-mail them to the DDA to be answered within five business days.

**XIII. Adjournment:**

The meeting lost quorum, and no motion was needed to adjourn.