

- I. **CALL TO ORDER:** The meeting was called to order at 8:30 AM with Chair Rob Onesko presiding.
- II. **ROLL CALL:**
  - Present:* Matthew Baumgarten  
Donna Dirkse  
Petro Drakopoulos  
Lawrence Gallagher  
Andy Gilbert  
Alanda Knox  
Mitchell Moses  
Rob Onesko  
Matteo Passalacqua  
Dottie Popp  
Bryan Schnicker
  - Absent:* Maggie Gabel – *excused*  
Eli Hurwitz – *excused*  
Wayne Wudyka
  - Also present:* Rick Ax, Main Street Scholarship Recipient  
Vivian Carmody, Berkley DDA Director  
Ginger Burke-Miller, Berkley Finance Director  
Deb Kobayashi, Main Street Scholarship Recipient, Public Art Committee  
Tim McLean, Community Development Director  
Amber Weston, Chamber of Commerce Liaison  
Jennifer Finney, Board Candidate  
Razur Rahman, Board Candidate
- III. **APPROVAL OF AGENDA:** On motion by Gallagher and second by Baumgarten, the amended agenda was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES:**
  - A. **Regular meeting of May 9, 2018:** On motion by Gilbert and second by Passalacqua, the minutes were unanimously approved by the Board.
- V. **TREASURER’S REPORT:**

Burke-Miller, new Finance Director, reported that two budget amendments were needed to align the actual expenditures with the 2017/18 budget. The first amendment covers scholarships for the National Main Street Conference (Professional Development) and she is recommending that to be increased \$6,900.00 from \$1,500.00. The second amendment is the line item for Market Analysis (under Business Development) which is increased from zero to \$20,000.00. Other invoices for big ticket items would be coming in June, and Burke-Miller noted there is a 60-day window to pay invoices received for fiscal year 2017/18. The budget amendments Burke-Miller proposed are basically housekeeping items for audit and State reporting purposes.

Gallagher moved to approve the two budget amendments, Moses seconded, and the motion was unanimously approved by the Board.

**VI. DISCUSSION/ACTION ITEMS:**

**A. Budget Amendments – covered in V. Treasurer’s Report above.**

**B. Upcoming Board Vacancy Recommendations, Interviews, and Nominations**

1. Gallagher reported that the Organization Committee had interviewed the applicants for the open position on 12 Mile and was recommending Razur Rahman based on his interest, background, passion for the city, and involvement. Rahman introduced himself and said his family had owned the building on 12 Mile (where the Mazza restaurant is located) since the 1980s. Rahman is a pharmacist, licensed in real estate and insurance, and also owns the property next to Mazza.
2. The Organization Committee was recommending Jennifer Finney for the open at-large position. Finney is currently chair of the Marketing and Promotions Committee and the Ladies Night Out events. Her background is in marketing. She works for a marketing firm in Ferndale, has an independent consulting business, and has been a Berkley resident for about a year and a half. Her passion is to grow Berkley.

**C. Board Vote**

1. Gallagher moved to appoint Razur Rahman to the open 12 Mile Road position on the Board, Drakopoulos seconded, and the motion was unanimously approved by the Board.
2. Drakopoulos moved to appoint Jennifer Finney to the open at-large position on the Board, Baumgartner seconded, and the motion was unanimously approved by the Board.

**D. Chair and Vice Chair Recommendations and Nominations**

Gallagher reported that the Organization Committee was unanimously recommending the election of Andy Gilbert to be DDA Chair for the upcoming year. They are still interviewing for the Vice-Chair position and will make a recommendation at the next Board meeting.

**E. Board Vote**

Drakopoulos moved to elect Andy Gilbert to the position of DDA Chair, Gallagher seconded, and the motion was unanimously approved by the Board.

**F. Approve Design Guidelines**

Carmody reported that the Winter and Co. Design Guidelines presentation to a joint meeting of the DDA, City Council, and the Planning Commission was made via Go To Meeting on June 11. Noré Winter, principal of Winter and Co., Design Consultant, made the presentation. There was a lot of positive feedback. The next step is to have the guidelines adopted as part of the City ordinance. The DDA will be presenting language in support of that to the Planning Commission. Then a Design Review Board will use the guidelines to give direction on new developments and major rehab projects in the district going before the Planning Commission.

The June 11 group asked that the DDA officially approve the guidelines. The Design Guidelines Task Force is endorsing them.

Carmody asked for a motion that the Board approves the guidelines and the process of moving them forward to become a part of City codes and ordinances. Dirkse so moved, Baumgartner seconded, and the motion was unanimously approved by the Board.

**G. Façade Grant – Kopy Katz**

The new owners of the 12 Mile salon applied for a matching grant to cover replacement of the building's damaged awning. Their cost is \$1,487.00, and the Design Committee was recommending a maximum 50% match of @\$700. The awning will be fairly plain (black) and basic.

Moses moved to approve the façade grant to Kopy Katz for 50% of \$1,487.00, Schnicker seconded, and the motion was unanimously by the Board.

**H. E.D. Annual Review**

Onesko and Gallagher will meet with Carmody for her first annual review soon.

**VII. Committee Reports – see Board packet.**

Carmody noted that with three (soon to be four) committee chairs currently sitting on the Board, verbal reports could replace the reports each committee chair has been writing up as part of the Board packet.

Schnicker reported that the DDA is hosting a “meet and greet” for district business owners at Berkley Common on Tuesday, June 19, from 5:30 to 7:00 PM. The owners can bring their questions to the DDA and give feedback on what's working and what's not. One complementary drink and appetizers will be offered.

Passalacqua reported the Design Committee has wrapped up its review of the sign ordinance, is awaiting proposals for the parking plan and the downtown plan, and has identified some “low hanging fruit” while waiting for a formal parking plan. The committee is also planning the “first impressions” visits with the Clawson DDA in September. Carmody suggested Business Development and Design work together on the program.

Gallagher reported that the Organization Committee will continue interviews for the Board Vice Chair position, is working on the downtown plan update, creation of a 501c3, 12 Mile ownership, and is getting more acclimated with Main Street Oakland County.

**VIII. Staff & Community Reports:**

**A. Main Street Scholarship Recipients Conference Update**

**1. Debby Kobayaski – Design Committee/Public Art Chair**

She was privileged to attend the national conference, which reinforced for her the importance of inclusiveness, a gathering together of people from diverse backgrounds. Her main takeaways were that it takes a group with enthusiasm to put forth a plan and carry it through. You don't have to reinvent the wheel. So many resources were available. Communities can partner with educational institutions to find interns who want to study communities and use their skill sets. A web site called Eight to Eighty emphasizes making places livable for those two groups, which in turn covers everybody in between. One keynote speaker, Melody Warnick, impressed her with the conviction that people need to “belong” to their community. The conference allowed participants to dream big. As Chair of the Public Art Committee, she learned at the conference that art can be part of the gateway that gives visitors their first impression of a city, a common positive reference point that encourages foot traffic and that can turn an eyesore into an asset.

**2. Rick Ax – Business Development Committee**

One standout for him was entrepreneurship and how downtowns should embrace it. By 2020, 40% of the workforce will be independent contractors, and out of all entrepreneurs 75% are individual service, 22% main street businesses, and 1% tech. Communities (DDAs) can cultivate entrepreneurs by creating meet-ups of like-minded groups, networking, and social media engagement. The new work-share business opening soon on Coolidge is a great opportunity to partner with them, and he suggested speakers and events for the businesses that rent space

there. Some tips he learned for attracting new business are to identify optimal business mix, promote Berkley's niche (small shop retail), offer help with on-line retail presence, supporting events, retention visits, and focus on entrepreneurship and what they need.

Carmody noted that in addition to sitting on the Business Development Committee, Ax is a commercial leasing agent who has brought several businesses into the district and it's good to have someone actively recruiting the kinds of businesses that fit into the downtown's business mix.

**B. Executive Director**

**1. Downtown Master Plan and Parking Study RFP**

Proposals are due back Friday. She knows that Winter & Co. and the Lakota Group will submit proposals.

**2. Downtown Design Guidelines Next Steps**

Covered in VI.F. above.

**3. TIA Traffic Analysis Next Steps**

Carmody reported that the City needs to review and approve it. Public input sessions will be held in July. The analysis supports a road diet on Coolidge from 11 Mile to 12 Mile. The goal is to reduce the lanes to three sometime in the fourth quarter if the public input sessions support it. Moses asked if work could be done in the winter, and Carmody noted that it can because it will only involve restriping the lanes from four to three.

**C. City Council – Steve Baker - absent**

In Baker's absence, Baumgarten reported that July is state-wide Parks and Recreation month. The deadline to finalize ballot language for the three proposals to go on the November ballot is July 31. Dream Cruise planning continues. Council is also dealing with expired appointments and working to set up a technology advisory committee and emergency management committee. The one-year pilot program allowing backyard chickens is due for renewal, and there have been no issues with the one resident keeping chickens.

**D. Planning Commission – Tim McLean**

McLean reported that the LaSalette PUD is on the agenda for their next meeting to consider revised plans. Terms are expiring for a couple of Commissioners. Joe Tangari is not seeking reappointment, and he will be missed. They're looking at some ordinance amendments, including being less prohibitive on outdoor displays of vehicles on 11 Mile. They will also amend the ordinance to allow for administrative approval of accessory structures. Moses asked about having more retail on 11 Mile, and McLean noted that could be addressed in the upcoming Master Plan update.

**E. Chamber of Commerce – Amber Weston**

Weston reported that the numbers of vendors at the Art Bash was up (180) over the previous year (150). The next Chamber Chat will be held at Decypher on Coolidge. The Chamber is planning for the Art Fest in July and needs more chalk artists.

**IX. Board of Directors Comments:**

Onesko thanked the Board for their work as his term is expiring. He noted that the last year was the best ever since he joined the Board and since he's served as Chair.

Gilbert said that because the Art Fest really needs more chalk artists, Board members who know anybody who might like to take a square should encourage them to sign up on the web site. He volunteered to buy a square for anyone who signs up.

Carmody announced that Larry Gallagher has been recognized as Oakland County Business Administrator of the Year.

**X. Public Comments:**

Penelope Morris volunteered that she's sat in on a lot of DDA meetings over the years, and this Board, led by Carmody, and pushed by Carmody, has done an absolutely wonderful job, and she's sure Carmody will pass her upcoming annual review.

**XI. Adjournment:**

The meeting was adjourned at 9:34 AM on motion by Schnicker and second by Drakopoulos.