



**MEETING MINUTES  
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING OF THE BOARD OF TRUSTEES  
Wednesday, June 14, 2017  
8:30 AM  
Berkley City Hall Council Chambers**

- I. **CALL TO ORDER:** The meeting was called to order at 8:31 AM with Treasurer Ross Gavin presiding.
- II. **ROLL CALL:**  
*Present:* Kathy Abrahamian  
Matthew Baumgarten  
Bridget Dean  
Lawrence Gallagher  
Ross Gavin  
Alanda Knox  
Karen Koerber  
Dottie Popp  
  
*Absent:* Rob Onesko – *excused*  
Matteo Passalacqua – *excused*  
  
*Also present:* Steve Baker, City Council Liaison  
Vivian Carmody, Berkley DDA Director
- III. **APPROVAL OF AGENDA:** Baumgarten moved to amend the Agenda to move Item VI.A.1. and 2. up to the next item on the agenda, and Dean seconded. On motion by Baumgarten and second by Koerber, the amended agenda was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES:**  
**A. Regular Meeting of April 12, 2017:** On motion by Koerber and second by Knox, the minutes were unanimously approved by the Board.
- V. **TREASURER'S REPORT:**  
Gavin reported that City Council had approved combining the two DDA funds, 814 and 815, into one, effective 7/1/17. Copies of the amended 2016/17 fiscal year budget were included in the Board packet Carmody prepared. The fund balance as of 5/31/17 was \$323,011.  
  
Knox moved to accept and approve the Treasurer's report as submitted, Gallagher seconded, and the motion was unanimously approved by the Board.
- VI. **DISCUSSION/ACTION ITEMS:**  
**A. Vote on New Board Officers**  
1. Rob Onesko – Chair  
2. Bridget Dean – Vice-Chair

Knox suggested that going forward, the process of opening discussion with the full Board present so that other members could express interest in the officer positions would be preferable, and Koerber agreed. Following was a discussion regarding the correct process for nominations. Carmody explained that the Executive Committee nominations are put on the agenda initially as a discussion item which allows for additional nominations to be made by the Board as a whole at that time.

Knox moved to close nominations for Board officers, Baumgarten seconded, and the slate of Rob Onesko as Chair and Bridget Dean as Vice-Chair was unanimously approved by the Board. Dean then took the gavel as acting Chair in Onesko's absence.

**B. Approve revised current fiscal year budget:**  
See Item **V., Treasurer's Report**, above.

**C. Approve Amended By-Laws**

Prior to presentation to the Board, the City Attorney had reviewed the amended By-Laws, made some suggestions that were incorporated, and the revised By-laws were presented to the Board in their packets and ready for approval.

**1. Board Terms and Appointments**

The By-Laws call for four-year terms for trustees, who will roll off the Board in increments. Committee volunteers will be the feeder system for replacements, and when a Board member's term expires, he or she can continue to work either on committees or possibly in an advisory basis. They would not be prohibited from joining the Board at a later time when a vacancy occurs.

Abrahamian moved to approve the amended By-laws, and Knox seconded.

Gallagher asked if there was concern about losing talent when a Board member's 4-year term expired and then was replaced by a new, qualified person, and Carmody responded that the hope is the member whose term expires will stay involved in the committee where their focus lies. She added that because of the size of the district and number of businesses, it's critical to hear the voices of those business people. Gallagher also noted the long relationship between the School District and the City/DDA and expressed hope that the seat he occupies would continue to be filled by a School District representative when his term expires. Carmody assured him that it would because of the importance of the relationship.

The motion to approve the By-laws was unanimously approved by the Board.

**D. Approve Corbin Design Wayfinding Contract:** The previous wayfinding study and subsequent proposal was finished approximately five years ago and is currently out of compliance in some aspects. The Corbin Design Wayfinding Contract is to update and complete the previous, outdated plan. This timing is also good because the DDA is in the process of hiring the firm that will create the Design Guidelines for the district. Carmody noted that wayfinding and design would seem to go hand-in-hand.

Abrahamian moved to approve the Wayfinding Contract submitted by Corbin Design of Traverse City, Michigan to provide consulting and design services to develop a citywide wayfinding and signage system at a total cost in FY 2016/17 of \$48,130.00, split equally between the City and the DDA. Gavin seconded the motion.

The motion to approve the contract was unanimously approved by the Board.

**E. Review and Approve Mural Applications:** The Board approved the DDA Mural Guidelines at the April Board meeting. City Council then adopted those mural guidelines, so that going forward murals approved by the DDA's Public Art Committee bypass the current sign ordinance and do not need approval of the ZBA.

Two mural designs were presented to the Board to be painted on walls at Elwin's and Nova Chiropractic, both on Coolidge. Per the new Mural Guidelines, the murals were previously reviewed and approved by the DDA Public Art/Design Committee.

Gallagher moved to approve the mural applications and designs submitted, and Baumgartner seconded the motion.

The motion was unanimously approved by the Board.

**F. Potential Traffic Engineering Firm "as-needed" consultant:** Moving forward with short-term, mid-term, and long-term traffic concerns, Carmody would like to hire Cheryl Gregory of Spalding DeDecker on an as-needed basis. Ms. Gregory would be available to help the DDA navigate some of the more complicated issues related to traffic. There would be a maximum cap on her hours and dollars budgeted.

Abrahamian expressed support for the creative approach. Koerber expressed concerns about the expenditure without giving the current Task Force a heads-up. Baker noted that Gregory could provide insight anywhere in the district, not just limited to Coolidge. Koerber is mainly concerned with bringing all the stakeholders working on the issue together. Gavin likes the creative aspect but noted he would like to see a framework or contract for Gregory's proposed consulting work.

Baumgarten moved to direct Carmody to pursue hiring Cheryl Gregory as an as-needed consultant for traffic engineering and to bring a contract with her back to the Board. Abrahamian seconded the motion.

The motion was unanimously approved by the Board.

## **VII. Committee Reports:**

### **A. Promotions**

Carmody reported that all the new committees have met and there are many new volunteers. In July they will begin to submit their work plans, and committee chairs will present a monthly synopsis of meeting outcomes.

**B. Design:** Interviews will be held with three applicants for the Design Guidelines contract.

**C. Business Development:** The consultant will begin the market analysis by holding focus groups with business owners and other stakeholders.

**D. Organization:** Nominations will be presented at the July meeting to fill the open positions on the Board.

Abrahamian proposed finding a way to thank all the volunteers, and Carmody suggested an annual volunteer appreciation. Baker said the City could chip in on the cost. Awards can also be made to certain business owners.

**VIII. Staff and Community Reports**

**A. Executive Director**

**1. Oddfellows Green Space Agreement**

Placemaking is an important part of the downtown, and Carmody reported that she was pursuing a 5-year Memorandum of Understanding with Oddfellows to use the space on the west side of their building for a “pocket park,” ADA compliant, with seating, and some beautification and plantings, to make the area a community gathering location.

**2. E.D. Activities:** Contacts and other activities are noted in the Board packet.

**3. Office space:** Carmody did view an office space at 2900 Coolidge that would probably rent for @\$400-450 per month.

There will be a “Meet the Artist” kick-off for the mural artists for the July Street Art Fest on 7/11 from 6:00-8:00 PM.

The second “Art and About” is scheduled for Friday, July 14.

**B. City Council:** Baker reported that there seems to be organized opposition from residents to the planned unit development of the LaSalette property, promoting thoughtful conversation. There was a second reading of the residential chicken (hen) ordinance at the last Council meeting. The total number of residences allowed to have hens will initially be limited to no more than five.

**C. Planning Commission:** No liaison has been appointed yet.

**D. Chamber of Commerce:** Carmody reported that Nicolai will not be attending many more meetings or be involved with DDA events because of her workload.

**IX. Board of Directors Comments:** Dean proposed that the Board should thank Semonian and Farrington for their many years of service. She thought it might be especially meaningful for the DDA to make a donation in Semonian’s honor to Stagecrafters in Royal Oak since he is so involved with the theater.

Knox moved to donate \$500.00 from DDA funds to Stagecrafters in Royal Oak in honor of Alan Semonian, and Abrahamian seconded. Gavin noted that the City Attorney needs to review the legality of making the donation to be sure there would not be any restrictions in the use of DDA funds.

Abrahamian, Baumgarten, Dean, Gallagher, Gavin, Knox, and Popp voted in favor of the motion. Koerber abstained.

**X. Public Comments:** None.

**XI. Adjournment:**

The meeting was adjourned at 10:08 AM on motion by Koerber and second by Knox.