

I. **CALL TO ORDER:** The meeting was called to order at 3:04 PM with Executive Director Jennifer Finney presiding.

II. **ROLL CALL:**

Present: Andrew Agbay
Matthew Baumgarten
Donna Dirkse
Petro Drakopoulos
Scott Francis
Chris Gross
Mitchell Moses
Matteo Passalacqua
Wayne Wudyka
Brian Zifkin

Absent: Maggie Gable – *excused*
Andy Gilbert – *excused*
Eli Hurwitz – *excused*
Razur Rahman

Also present: Steve Baker, City Council Liaison

III. **APPROVAL OF AGENDA:** On motion by Moses and second by Gross, the amended agenda was unanimously approved by the Board. An additional discussion item was added to the agenda and e-mailed to the Board prior to the meeting.

IV. **PUBLIC COMMENTS:** None.

V. **ACTION ITEMS:**

A. Approval of Budget Amendments/Rolling Funds into Business Grant Program

Finney reported working with Finance Director Pollock to clean up discrepancies (showing over-and under-spent amounts) in the 2019/20 budget and the amendments will insure the accounts have the correct balances. Projects such as Wayfinding will have funds rolled over into the 2020/21 budget. The other budget amendment concerns her request to move \$38,000 into the fund balance to be added to the grant program proposed to aid Berkley businesses who have been affected by the Covid-19 pandemic. Both the DDA attorney and Finance Director approved. She has the attorney's opinion in writing and will get Pollock's in writing as well.

Businesses can apply in writing for an award from the relief grant. Royal Oak has a larger relief program for businesses but she would model Berkley's application using similar criteria. Finney said that according to the survey the Business Development committee administered, paying expenses was one of the most common concerns. Finney said businesses could also use grant money to obtain PPE (face masks, sanitizers, etc.).

Board members discussed the small amount of money and time frame for an individual business and some were in favor of using all the funds to market the entire district. Gross suggested a branded Berkley face mask would serve dual purposes (marketing and help with expenses). MSOC will

match, up to \$4,000, money raised in the crowdfunding campaign. Better Life Bag sale proceeds and MSOC Tech Visit funds will also be rolled into the fund.

Some Board members wanted to have specific detail on cost and design of the Berkley branded mask and some were willing to give Finney approval up front to do a little more research and choose the mask type and message, but there was consensus that the funds were best used on the branded mask. Finney will get details on numbers needed, style, and cost, and a quick Board meeting to approve moving forward quickly was planned for the week of May 25.

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

B. Approval of MSOC Tech Visit Funds for Business Grant Program

Finney reported that @\$6,500 was available from MSOC Tech Visit funds to add to the grant-marketing program

Zifkin moved to approve adding the MSOC Tech Visit funds to the business grant relief program, Dirkse seconded, and the motion was unanimously approved by the Board.

C. Approval of Frank's Contract for Tree Well Soil Removal

Finney reported that there are 22 tree wells, and Frank's submitted a quotation to lower the soil level in them for an additional \$6,800.00. Moses asked if that was part of the DDA's contract with them, and it is not. He suggested that when this year's extension (end of 2020 season) is up, the next contract should include that work.

Zifkin moved to approve Frank's proposal to remove soil from the tree wells in the amount of \$6,800.00, Baumgarten seconded, and the motion was unanimously approved by the Board.

VI. Discussion Item

A. Outdoor Seating/Closing Residential Side Streets

Finney reported she had discussions with key City personnel about having outdoor gathering spaces downtown, especially near restaurants, and closing certain side streets along 12 Mile and Coolidge to create those spaces from the alley to the main street. Traffic along 12 Mile will be reduced with ongoing road construction this summer. There can't be any liability for the DDA. There was Board consensus that the idea has merit.

VII. Adjournment:

The meeting was adjourned at 3:42 PM on motion by Zifkin and second by Baumgarten.