

- I. **CALL TO ORDER:** The meeting was called to order at 8:30 AM with Chair Andy Gilbert presiding.
- II. **ROLL CALL:**  
*Present:* Matthew Baumgarten (from Berkley)  
Scott Francis (from Oak Park)  
Andy Gilbert (from Berkley)  
Chris Gross (from Berkley)  
Mitchell Moses (from Huntington Woods)  
Matteo Passalacqua (from Berkley)  
Ashley Poirier (from Berkley)  
Razur Rahman (from Novi)  
Ailya Siddiqi (from Lathrup Village)  
Wayne Wudyka (from Berkley)  
Garrett Wyatt (from Huntington Woods)  
Brian Zifkin (from Berkley)
- Absent:* Andrew Agbay  
Donna Dirkse  
Petro Drakopoulos– *excused*
- Also present:* Jennifer Finney, DDA Executive Director  
Tim Murad, Chamber of Commerce Liaison
- III. **APPROVAL OF AGENDA:** On motion by Moses and second by Passalacqua, the agenda was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES**  
**A. Regular Meeting of May 12, 2021**  
On motion by Francis and second by Moses, the minutes were unanimously approved by the Board.
- V. **TREASURER'S REPORT:**  
Moses reported that nearing the end of the fiscal year, the theme of his report is similar to previous months with @\$6,100 paid out (advertising) and a payment on downtown flowers. He projects a \$50,000 surplus and an ending balance of @\$375,000. Wayfinding signs are up and payment should be made soon, if not yet paid.
- Francis moved to receive and approve the Treasurer's Report, Zifkin seconded, and the motion was unanimously approved by the Board.
- VI. **ACTION ITEMS:**  
**A. DDA By-Laws**  
In the Board packet, Finney had e-mailed the amended by-laws that had been reviewed and amended by the DDA attorney, Finney, and the Organization Committee. Board members still had questions and suggestions, and Gilbert asked that they carefully review them again and submit their questions and suggested edits to Finney so she could present them again to the attorney for further review. A vote on the amended by-laws was therefore postponed.

**B. Christ the Good Shepherd Façade Grant Application**

Passalacqua included graphics attached to the application for the façade grant, and he mistakenly stated the amount of the proposed grant at \$6,760 when \$5,000.00 is the maximum. The correct amount should have been listed at 50% of the \$6,760 total, or \$3380.27. The location is a portion of the vacated Doll Hospital property, and Gilbert noted improvements are definitely needed. Zifkin questioned whether religious organizations are eligible to receive DDA funds, but the church is not the property owner, who is applying for the grant. Finney added that remodeling will probably be done in phases.

On motion by Baumgarten and second by Zifkin, the façade matching grant in the amount of \$3,380.27 was unanimously approved by the Board.

**VII. STUDENT BOARD MEMBER UPDATES**

Wyatt reported not much was happening during the last week of school, Francis adding that the high school held a beautiful graduation ceremony at DTE.

**VIII. STANDING COMMITTEE UPDATES:**

**A. Business Development Committee – Mitchell Moses**

Moses deferred to Finney, who announced that the guidelines for opening a business in Berkley are almost done and ready for posting. All committees will be focusing next on the Strategic Plan.

**B. Design Committee – Matteo Passalacqua**

Passalacqua reported the committee reviewed the façade application from the Christ the Good Shepherd and more applications were in the pipeline. The committee is working on its reorganization. He asked when Design Guidelines would be available. There were questions about the mural on the Armadillo wall, and the history needs to be researched to find out when it was done. Murals that are grant funded need to be maintained for five years. Gilbert mentioned that the mural on the BP gas station adjacent to the planned High School Plaza is still on the agenda.

**C. Marketing & Promotions Committee – Ashley Poirier**

Poirier reported the committee is working on summer events and would meet the following week.

**D. Organization Committee – Scott Francis**

Francis reported working on the amended by-laws as well as preparing for the Executive Director hiring process and organizing the hiring committee that will do interviews. Three Board members will need to be replaced, including the Treasurer (Moses), Wudyka, and Drakopoulos. Board members are reaching out to prospective directors, and Zifkin mentioned someone he knows that would be a good addition. Finney reported that the DDA Volunteer Appreciation Event would be held at Common on June 23 from 4:30-6:30.

**E. West 12-Mile Improvements – Brian Zifkin**

Zifkin presented graphics for a proposed bike rack with DDA signage modeled on a bike wheel that could be situated on or close to the corner where his building sits. He would send the images shown to the Board, and Gilbert suggested he have a rendering made.

**IX. STAFF & COMMUNITY UPDATES:**

**A. Executive Director – Jennifer Finney**

**1. Thanks to Board Members**

Finney thanked the Board members for their service whose terms were expiring: Drakopoulos, Moses, and Wudyka.

**2. Wayfinding Signs**

Finney noted a few items to be completed, including relocating the sign that blocks ALCO's and a directional sign for the high school that needs to point right, not straight ahead. Corbin Design

will create a punch list and when those items are completed, the second payment will be issued. Planning for Phase 2 will be underway soon.

**3. Berkley Plaza Project**

Finney received tentative numbers from two contractors, including the previous low bidder. Moses asked if the cost of furniture is included. Finney noted again that MSOC tech visit funds can be used for part of the DDA contribution, and Francis mentioned submitting an application for grant funding. Baumgarten noted the requested amount is @\$30,000. A vote on the contractor and updated amount of the 2021 cost is anticipated in July so that the project could be started this year.

**4. Re-Brand Update**

Finney reported the core team met and came up with four creative concepts that they will refine.

**5. In-Person Meeting Reminder**

Finney reminded Board members that meetings will start to be held in-person again in July. Location is still not finalized. She announced that she is moving up her employment end date to June 30 and that there will be an interim director until her full time replacement is hired.

**B. City Council – Steve Baker**

In Baker's absence, Baumgarten reported that Council approved that the new name for the Oxford/Merchants Park will be Oxford Park. Council updated City fee schedules. The Dream Cruise will be held this year with much of the activity centered at 12 Mile and Woodward.

**C. Planning Commission – Matt Trotto**

In Trotto's absence, Finney reported the commission is reviewing and updating the Master Plan. Permitted uses for downtown businesses are being expanded. Pre-construction meetings for the LaSalette development and Aqua-Tots were held. Baumgarten reported that a draft of the Design Guidelines was expected that week.

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

Murad reported the next Chamber Chat is planned for Folio on June 18 and attendees must register in advance. Traffic signal poles at 12 Mile and Coolidge are rusting. The Art Fest is scheduled for August 7 and Art Bash Sept. 11. Gilbert added that the Art Fest needs financial supporters.

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

Francis and Gilbert expressed appreciation for the service of Board members whose term are expiring as well as to Director Finney.

**XI. PUBLIC COMMENTS:** Finney asked that anyone with comments or questions e-mail them to the DDA to be answered within five business days.

**XII. Adjournment:**

The meeting was adjourned at 9:40 AM on motion by Wudyka and second by Baumgarten.