

**MEETING MINUTES**  
**Berkley Downtown Development Authority**  
**Meeting of the Board of Trustees**  
**Berkley Public Safety Building, 2nd Floor Conference Room**  
**Wednesday, March 9, 2016**

I. **CALL TO ORDER:** The meeting was called to order at 8:04 AM with Chair Alan Semonian presiding.

II. **DETERMINATION OF ATTENDANCE:**

*Present:* Kathy Abrahamian  
Bridget Dean  
Richard Eshman  
Diane Farrington  
Lawrence Gallagher  
Ross Gavin  
Alanda Knox  
Karen Koerber  
Keith Logsdon  
Rob Onesko  
Matteo Passalacqua  
Alan Semonian  
Margie Simmons

*Absent:* None.

*Also present:* Steve Baker, City Council Liaison  
Matt Church, Berkley Library Director  
Sally Crosthwaite, Tootie & Tallulah's  
Doug Deeds, Berkley resident/Beautification Advisory Committee  
Randy Matice, Matice Landscaping  
Jim Monahan, Twisted Shamrock  
RoseAnn Nicolai, Chamber of Commerce Liaison, Nicolai Events  
Erica Owens, Owens Social Media  
Dottie Popp, Planning Commission Liaison  
Katie Reiter, Our Greentopia  
David Sabuda, Finance Director, City of Berkley  
Amy Vansen, City Planner, City of Berkley  
Carrie Vestrand, City Style  
Sean Young, DPW

III. **APPROVAL OF AGENDA:** On motion by Logsdon and second by Gavin, the agenda was unanimously approved by the Board.

IV. **APPROVAL OF MINUTES:**

A. **Regular Meeting of February 10, 2016:** On motion by Gallagher and second by Farrington, the minutes were unanimously approved by the Board.

V. **PUBLIC COMMENTS:** Deeds reported that he and his high school volunteer gardeners will be planting in their community garden, and planting and trimming shrubs at the library, and around City Hall and Public Safety. In order to make these ongoing improvements, he asked the DDA for a seed money contribution of \$100.00 that will help them to double the number of seedlings they're raising in the greenhouse that the School Board is helping to improve. The Maintenance Committee will take up that request at their next meeting.

Reiter and Vestrand noted that Ladies Night out is an event that helps retailers (and residents) by drawing visitors to Berkley's downtown. Their request for an additional \$500.00 is for an event to be held this spring.

**VI. CHAIRPERSON'S UPDATE:** Semonian again asked Board members to send their individual priorities to him for the upcoming fiscal year.

**VII. LIAISON REPORTS:**

**A. City Council Liaison:** Baker reported that representatives from Berkley will join representatives from Oak Park, Huntington Woods, the Oak Park School District and Berkley School District for a summit gathering on March 16 to exchange information and discuss collaboration. On March 17, there will be a discussion of regional mass transit with the Oakland County Commissioners. At their next City Council meeting on March 21, Council hopes to vote for the new City Manager, pending contract formalization. He noted that with the help of the MML, Berkley conducted a nationwide search that drew 35 applications, which were then narrowed down to four candidates who were invited to interview. Candidates toured Berkley and met different department heads on February 19 and attended a community open house in the evening. That was followed on Saturday by hour and a half interviews with each of the candidates individually. Council was unanimous in their choice, the current City Manager of Lathrup Village.

Baker also announced he would attend the annual MML Capital Conference March 22-23, which will discuss placemaking, among other topics of interest to communities like Berkley. He also thanked everyone who worked the March 8 primary elections.

**B. Planning Commission Liaison:** Popp reported that the Commission met on 2/23 with two items for discussion: form-based codes and future project lists to be considered for the DDA's amended development plan. She passed around pictures related to their form-based code discussion showing porches and stoops.

**C. Chamber of Commerce Liaison:** Nicolai reported that the next Chamber Chat would be held at Berkley Eyewear on Coolidge on March 18, and the next Blender would be held at Patrick J's Irish Pub on April 6.

**VIII. New Business:**

**A. Social Media Presentation: Erica Owens, Owens Social Media** – Owens introduced herself as having worked for several years at the corporate level and who decided last year to strike out her own offering social media services to small businesses like those in Berkley to help them achieve a bigger presence, and increasing the presence of the downtown as well. Dean suggested she might be able to help the DDA and/or Chamber have a bigger presence. Koerber suggested that was like what Jason Ryan had done for the DDA in the past. Farrington and Semonian asked Owens to make a more detailed presentation about her services to the Promotions Committee.

**B. Review Draft of Proposed Amended DDA Plan: David Sabuda** – Sabuda had e-mailed a copy of the amended plan approved by the Miller Canfield law firm to the Board prior to the meeting. Vansen noted that the amended plan will extend the Berkley DDA development plan to the year 2040. The format is the same as the previous development plan. Vansen, the attorneys, and Sabuda met with the subcommittee and the Planning Commission to create the project list and projections of their cost.

Vansen noted that if approved by the DDA, the plan will go on to City Council for review and acceptance, and then after 21 days posted notice, a public hearing will be held before formal adoption. Notice will also be sent to all property owners in the DDA district. In response to a question from Passalacqua, Sabuda responded that a project not in the amended plan cannot be done by the DDA. Cost projections are estimates only; the total for all the projects listed (through 2040) is \$47,656,500.

Sabuda said there is urgency to amend the development plan at this time because he believes the Michigan legislature will try to change the law governing DDAs, probably by the end of the year.

In response to a question from Logsdon, Sabuda noted that taxable values are set at what they were in the original plan, base year values.

Vansen pointed out that on page numbered 19, the last page of the document, revisions had been made to bullet points 10, 11, and 12. Semonian noted that the page numbering on the document needed to be corrected. Logsdon asked who would pay for the notice to be posted, and Sabuda said it would be charged to Operations if there was any cost. It would come out of the line item of funds the DDA approved for Miller Canfield's services.

Gavin moved to approve the resolution of the Board approving amendment to and restatement of the development plan and tax increment financing plan, and Gallagher seconded. On a roll call vote, all members present (the whole Board), voted in favor, 13 to 0. The motion was unanimously approved.

**IX. UNFINISHED BUSINESS:**

**A. Review of Proposed 2016/17 Operating Budget: David Sabuda** – Sabuda had e-mailed the proposed 2016/17 Operating Budget to the Board prior to the meeting and also handed out those documents to Board members at the meeting.

The estimated beginning fund balance for the 2016/17 year for the 814 2-mill levy fund is \$156,265.00. Recommended appropriation for 2016/17 is \$69,626.00 with \$42,011 in estimated revenues, leaving an estimated ending fund balance of \$128,650.00.

The estimated beginning fund balance for 2016/17 year for the 815 tax capture fund is \$56,577.00. Recommended appropriation for 2016/17 is \$83,000.00 with \$224,920 in estimated revenues, leaving an estimated ending fund balance of \$198,497.00.

Highlights of expenditures for the fiscal year from the 814 fund are \$30,200.00 for events such as holiday lights, Hometown Holidays, Ladies Night Out, Oakland Irishfest, and Robina Rhapsody, and \$14,370.00 for summer street maintenance and flowers and planting downtown. Highlights of the expenditures from the 815 fund are \$22,000.00 for engineering on the Robina project, \$13,500.00 for an additional 15 permanent waste receptacles, and \$45,000.00 to install LED lighting at the Library.

Gavin and Baker both stressed that incorporating a recycling component be strongly considered when the choosing the new trash receptacles

Semonian asked Sabuda about moving monies between the funds since the beginning balances are so far apart, and Sabuda acknowledged that can be done. There was general discussion about the need to advertise improvements to the public, as well as the importance of appearance. Simmons noted that priorities and sustainability were the most important considerations for her and the budget committee. Sabuda noted that Council will want to see investment in the downtown and spending these funds down over time.

Semonian asked Sabuda to give the Board an opportunity to review the proposed expenditures before giving final approval to the budget at the next meeting. Sabuda noted that he will need the budget approved so it can be presented to Council in April.

**B. Robina/12 Mile Project: Traffic Study Test** – Logsdon will ask HRC for a proposal to do the traffic study testing Robina closure as discussed at the February meeting.

**X. COMMITTEE REPORTS:**

**A. Maintenance/Beautification Committee: 2016 Summer Maintenance Bid** – The maintenance bid documents had been e-mailed to Board members prior to the meeting with Director Schueller's recommendation to hire Frank's Landscaping & Supplies of Livonia, Michigan, the low bidder, for two years for summer maintenance in the district. The total of their bid was \$30,120.00 for regular summer maintenance, flower purchase and planting, and sealing the stamped concrete in the district.

Gallagher moved to approve the recommendation and hire Frank's, Knox seconded, and the motion was unanimously approved by the Board.

**B. Promotions Committee:** Farrington moved to approve an additional appropriation of \$500.00 for Ladies Night Out (with promotional materials noting the DDA sponsorship), Koerber seconded, and the motion was approved unanimously by the Board. Semonian noted they would need a budget amendment for this expense for the 2015/16 budget year.

**C. Budget/Finance: Margie Simmons/David Sabuda** – No further discussion or report.

**XI. ADJOURNMENT:**

The meeting was adjourned at 9:10 AM on motion by Simmons and second by Dean.