

I. **CALL TO ORDER:** The meeting was called to order at 8:28 AM with Chair Rob Onesko presiding.

II. **ROLL CALL:**

*Present:* Matthew Baumgarten  
Bridget Dean  
Donna Dirkse  
Petro Drakopoulos  
Maggie Gabel  
Ross Gavin  
Andy Gilbert  
Eli Hurwitz  
Mitchell Moses  
Rob Onesko  
Matteo Passalacqua  
Dottie Popp

*Absent:* Lawrence Gallagher – *excused*  
Alanda Knox  
Wayne Wudyka – *excused*

*Also present:* Steve Baker, City Council Liaison  
Vivian Carmody, Berkley DDA Director  
Colleen Hill-Stramsak, HRC

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

IV. **APPROVAL OF MINUTES:**

A. **Regular Meeting of November 8, 2017:** On motion by Drakopoulos and second by Gavin, the minutes were unanimously approved by the Board.

V. **TREASURER'S REPORT:**

Gavin reported the year-to-date balance of Revenues is \$208,183.12. The personal property tax reimbursement was received for @\$26,000, less than the @\$29,000 that was expected, and the Finance Director is checking into the discrepancy. Year-to-date expenditures from Dept. 175 (Administration) @\$20,750; from Dept. 824 (special events/lights) @\$8,100; from Dept. 829 (Streetscape and Design) @\$33,130, including @\$15,130 for Design Guidelines. Total year-to-date expenditures are just under \$93,000, and the current fund balance is @\$280,000.

Drakopoulos moved to accept and approve the Treasurer's Report, Dean seconded, and the motion was unanimously approved by the Board.

**VI. DISCUSSION/ACTION ITEMS:**

**A. Coolidge Crosswalks – Additional Funding:**

Carmody noted that the Board had previously approved funding not to exceed \$73,000 for construction of two crosswalks for Coolidge, one at Dorothea and one at Earlmont. Bids were received from three contractors, J. Ranck Electric, Rauhorn Electric, and Dan's Excavating, with the base bid from Dan's coming in at \$69,593.56 (completion by the end of December), alternate bid of \$69,286.32 (completion by April 2018), and alternate bid of \$41,470.20 for a single crosswalk (at Dorothea).

Hill-Stramsak (HRC) has worked with Dan's Excavating a lot and is confident in their construction skills. In addition to the construction costs, engineering costs were expected to be @\$13,000. Carmody preferred to go forward with construction of both crosswalks if the Board would approve the additional cost (@\$11,000 above the initial approved allocation to be pulled out of the fund balance). Hill-Stramsak said if the concrete work is done right away, it would take five days on-site then a couple of weeks before they erect the remainder (posts, etc.). Bad weather conditions are the only thing that could cause change orders/delays.

Gilbert moved to increase the budget for crosswalk construction by \$11,000 and transfer that amount from the fund balance, Drakopoulos seconded, and the motion was unanimously approved by the Board.

Drakopoulos moved to award the crosswalk construction contract to Dan's Excavating for their base bid of \$69,593.56, Gilbert seconded, and the motion was unanimously approved by the Board.

The City has agreed to pay the inspection fee from RCOC.

**B. MHG Jewelry Façade Grant:**

Carmody included the MHG Jewelry application in the packet e-mailed to the Board. Passalacqua reported on the Design Committee review of the application, which he noted met all the criteria established by the guidelines for making a full maximum award of \$2,000.00.

Dean moved to approve awarding a \$2,000 matching grant to MHG Jewelry for their façade improvements, Drakopoulos seconded, and the motion was unanimously approved by the Board.

**C. Country Oven Façade Grant:**

Carmody included the Country Oven application in the packet e-mailed to the Board. Passalacqua reported on the Design Committee review of the application, which met 70% of the guideline criteria or for an award of \$1,400.00.

Drakopoulos moved to approve awarding a \$1,400 grant to Country Oven for their façade (signage) improvements, Dean seconded, and the motion was unanimously approved by the Board.

**D. Main Street Now Conference Scholarships:**

Carmody included information detailing the approximate costs of attending the *Main Street Now* conference in Kansas City March 26-28 and suggested funding seven scholarships for \$700 each. Included in the Board packet was an application to attend with the individual costs detailed. If attendees are given a scholarship, they will be expected to make a presentation to the Board about what they learned and how it can be applied to betterment of the District and the Main Street program.

Applicants should indicate their interest in attending before the January early registration deadline.

Drakopoulos moved to authorize up to seven scholarships for the anticipated full attendance cost of \$1,200 per scholarship, Passalacqua seconded, and the motion was unanimously approved by the Board.

**VII. Committee Reports** – Not applicable this meeting.

**VIII. Staff & Community Reports:**

**A. Executive Director** – Vivian Carmody

Carmody reminded Board members of the two sessions to review the Market Analysis draft presentation by Mike Byrne, one Thursday evening, 11/29, and the other Friday morning, 11/30. She polled the Board to find out which session each wanted to attend.

The detailed map of downtown shopping and dining businesses was almost complete. Carmody said they were anticipating printing an initial run of 5,000 maps that would be distributed to the businesses, mailed to new residents by the Chamber, and available on the Web site and at City Hall.

Everyone agreed to keep the meeting date (second Wednesday), meeting time (8:30 AM), and location the same for 2018.

**B. City Council** – Baker reported that the new Council had been sworn in at the previous meeting. Berkley has 30 days to fill the vacancy created on the Council by the election of Dan Terbrack as mayor and is accepting applications until noon on November 29. The applications will be reviewed and whittled down to four or five people who will make their presentations to Council at the next meeting, and then Council will vote for the new Council person at the meeting after that.

He congratulated the DDA Board and Carmody for the progress made over the last year.

**C. Planning Commission** – Absent – no report. Baumgarten reported that the most recent meeting had been cancelled and that the PUD on Coolidge will be reviewed on December 12, at which time the Commission could approve the plan and send it on to City Council.

**D. Chamber of Commerce:** Absent – no report.

**IX. Board of Directors Comments:** Onesko thanked Board members for their work in 2017. He reported that the Fifth Third Bank building on Coolidge had a buyer, a developer who will be looking for a tenant. He plans to meet with the buyer soon. Baumgarten knows him well from his time in Lathrup Village and thinks highly of him.

**X. Public Comments:** None.

**XI. Adjournment:**

The meeting was adjourned at 9:31 AM on motion by Passalacqua and second by Dean. The motion was approved unanimously by the Board.