

- I. **CALL TO ORDER:** The meeting was called to order at 8:31 AM with Chair Rob Onesko presiding.
- II. **ROLL CALL:**
  - Present:* Donna Dirkse  
Petro Drakopoulos  
Maggie Gabel  
Andy Gilbert  
Eli Hurwitz  
Mitchell Moses  
Rob Onesko  
Matteo Passalacqua  
Dottie Popp  
Bryan Schnicker
  - Absent:* Matthew Baumgarten – *excused*  
Lawrence Gallagher – *excused*  
Alanda Knox – *excused*  
Wayne Wudyka – *excused*
  - Also present:* Vivian Carmody, Berkley DDA Director  
Matt Church, Director, Berkley Library  
Doug Deeds, Berkley Environmental Committee  
Jennifer Finney, DDA Marketing and Promotions Committee  
Tim McLean, Community Development Director  
Wendi Zabramski, Resident
- III. **APPROVAL OF AGENDA:** On motion by Drakopoulos and second by Dirkse, the agenda was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES:**
  - A. **Meeting of April 11, 2018:** On motion by Drakopoulos and second by Passalacqua, the minutes were unanimously approved by the Board.
- V. **TREASURER'S REPORT:**

The Budget Report for the City of Berkley as of 4/30/18 was included in the Board packet. Moses reported not much change as the fiscal year winds down other than the ending fund balance probably being @\$20,000-30,000 higher than expected.
- VI. **DISCUSSION/ACTION ITEMS:**
  - A. **Multi-Community Planning Grant Letter of Support**

Carmody reviewed a memo regarding a new SEMCOG grant to fund multi-community project planning. Carmody has been working with Huntington Woods and Oak Park on possible projects on 11 Mile (shared border) and Coolidge from 9 Mile to 12 Mile. The draft of the traffic analysis has been received and will be finalized soon. The SEMCOG grant is an 80/20 grant with the three cities dividing the 20% portion of the project planning cost. Application deadline is May 22. If the 3-city

partnership is awarded the grant, an RFP will be issued for a firm to study feasibility and make recommendations. Carmody estimated the cost of this planning phase to be @\$18,000 total. Letters of support for the application from the three communities are desirable.

Gilbert moved to approve Berkley's letter of support for the SEMCOG multi-community project planning grant, Drakopoulos seconded, and the motion was unanimously approved by the Board.

#### **B. MSOC Select Level Application and Main Event**

Carmody still has tickets available for the Main Event Dinner where Berkley will be recognized as one of the newest Select Level Main Street Communities. Seven people associated with the city and DDA will be attending, and she asked if any Board members were interested in the free ticket offer.

#### **C. Upcoming Board and Officer Vacancies**

The Organization Committee will be interviewing candidates to fill upcoming and current vacancies on the Board this month. Two current Board members' (Popp and Onesko) terms expire at the end of June. The committee will make recommendations to fill the vacancies as well as filling the 2018/19 officers positions and present them at the June Board meeting.

Carmody asked for volunteers to be liaisons to the Chamber of Commerce and Coolidge Task Force. Gilbert volunteered for Chamber liaison, but there has been discussion that the Coolidge Task Force is now redundant, and no one volunteered.

- VII. Committee Reports** – see Board packet. The Business Development Committee is working on a “meet and greet” for Coolidge business owners in June at Berkley Common. Passalacqua reported that the Design Committee is working on a “First Impressions” program with Clawson where the two DDAs visit the other's downtown, report on their perceptions, and make comments on strengths and weaknesses. They're also working on updates to the sign ordinance and changes they might make sooner than the anticipated ordinance overhaul. They're also revisiting the old parking study to identify any unfinished projects outlined there that might still be undertaken.

Finney of the Marketing and Promotions Committee reported the first Art and About was coming up May 11. The DDA is no longer pairing artists with businesses; businesses are welcome to choose their own artists and activities. In addition, the DDA will have several different pop-up locations with groupings of artists and musicians, running from 5:00 to 9:00.

The Berkley co-op radio advertising program will run on station 94.7 from the end of April through the middle of December with different businesses spotlighted.

#### **VIII. Staff & Community Reports:**

##### **A. Executive Director – Vivian Carmody**

###### **1. Downtown Master Plan and Parking Study RFP**

An RFP has been issued and sent to five planning firms with responses due by June 15. The Downtown Master Plan update will focus on land use rather than design.

###### **2. Beasley Media Group Cooperative Ads**

Carmody played an ad that has been purchased and is running on radio station 94.7. Gilbert and Drakopoulos both purchased multiple spots in order to make the program work. Carmody noted there is added value in that 94.7 radio personalities will be broadcasting from events like Art and About and Ladies Night Out.

###### **3. Art & About – May 11**

See VII. Committee Reports.

**B. Main Street Scholarship Recipients Conference Update**

**1. Matt Church**

Church thanked the Board and City Manager for the opportunity to attend the conference. It gave him a chance to reflect on the library's importance and place in the community: Its prominent location in the downtown makes it a major draw and encourages patrons to stay longer in the district. The library is financed by the public to serve the public, putting the library in a different position than businesses in the district. It's a public space that celebrates the Berkley community. And it can create partnerships with business through potential story time programs at their locations around the city. One of the keynote speakers who impressed him spoke about the importance of celebrating and loving your community. When people feel connected and attached, they're more likely to shop and spend money in the community. He also gave kudos to the Board for putting the two high students on the Board.

He noted one thing kept coming up at the conference: Some action is better than no action. Start something small or something big, but whatever you do, start it. It doesn't need to be perfect. Start and refine as you go, learn from your mistakes, and try it again. "Partners with shared vision can be unstoppable."

**2. Jennifer Finney**

Finney also thanked the Board for the opportunity. It was inspiring and invigorating, and there were many little lessons learned, like preserving a town's history through art: sidewalk art and murals in stores, not just on outside walls. She envisioned a walking tour of the district's murals and mural locations marked on a future version of the downtown map. A way to strengthen the city's core events and make it easier for participating businesses would be to create information packets as well as sponsorship packages. She noted that defining roles and responsibilities for volunteer committee members to leverage their assets is on her agenda.

**3. City Council – Absent – no report.**

**C. Planning Commission – Tim McLean**

McLean reported that the Commission recommended to City Council approval of a special land use concept for the former Zen Design building on Coolidge, a shared office concept. He also reported that Berkley is now engaged in the Redevelopment Ready Community initiative with the Michigan Economic Development Council. MEDC reviews the city's application, issues their assessment, , and engages the city on ways to improve their best practices to attract development. MEDC also helps market available properties. Grant money is available to help in overhauling ordinances.

The LaSalette PUD should be on the Commission's June meeting agenda. The developer will be submitting revisions based on feedback from the Planning Commission.

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

**IX. Board of Directors Comments:**

Onesko was sorry that he would be out of town on Thursday and had to miss the MSOC Main Event.

**X. Public Comments:**

Wendi Zabramski spoke about sidewalk signs in front of businesses blocking the view of drivers trying to pull out of side streets onto 12 Mile.

Deeds reported cleaning up and planting at the bus stops on Woodward and 12 Mile and Woodward and Webster. He asked if the DDA was interested in having him plant around the district parking lots like he had done around the Dorothea-Catalpa municipal lot. Carmody explained that Frank's had been hired again this year by the DDA to do maintenance and flowers in the district.

**XI. Adjournment:**

The meeting was adjourned at 9:38 AM on motion by Drakopoulos and second by Passalacqua.