

MEETING MINUTES
Berkley Downtown Development Authority
Meeting of the Board of Trustees
Berkley Public Safety Building, 2nd Floor Conference Room
Wednesday, December 13, 2006

I. **CALL TO ORDER:** The meeting was called to order at 7:40 AM with Chair Keith Logsdon presiding.

II. **DETERMINATION OF ATTENDANCE:**

Present: Dr. Jeff Allyn
Jane Bais-DiSessa (8:11)
John Barbuscak
Tony Duce
Allen Dyer
Diane Farrington
Lawrence Gallagher
Keith Logsdon
Alan Semonian

Absent: James Esshaki
Matthew Gross
John McGovern – *excused*
Michael Pesendorfer – *excused*

Also Present: Michael Matthews-Pennanen, City Council Liaison
Ron Meyer
Joe Novitsky, Planning Commission Liaison
David Sabuda, City of Berkley Finance Director
Marilyn Stephan, Mayor, City of Berkley

III. **APPROVAL OF AGENDA:** The agenda was approved unanimously upon a motion by Dyer and a second by Allyn.

IV. **APPROVAL OF MINUTES:**

A. Regular Meeting of October 11, 2006: On motion by Barbuscak and a second by Allyn, the minutes were unanimously approved by the Board.

V. **PUBLIC COMMENTS:** Meyer reported on an ad insert he had seen in the News and Free Press for the City of Warren's business district and noted that Berkley's Chamber or a similar group could do something like that to highlight its businesses. He also asked if the DDA ad valorem fund would be reimbursed for legal fees paid for the intersection lawsuit. He reported that when he tried to access the DDA Web site by typing "Berkley DDA," he got a site listing advertisers with Woodward businesses. He also said the Chamber's Web site didn't list all the Berkley businesses and included businesses in Royal Oak and other cities.

A. Communications: Keith Logsdon – Logsdon reported receiving an e-mail from Bob Donohue, Main Street Oakland County, announcing a meeting of the Main Street mentoring parties on December 19 at 9:00 AM. Ferndale will be Berkley's mentor city. He suggested other Board members attend with him and invited Mayor Stephan and Matthews-Pennanen as the Council liaison to the DDA. Logsdon also reported that he had attended the Planning Commission meeting to give a brief presentation on the American Institute of Architects 150th anniversary activities, Blueprint for America, dealing especially with urban planning and architectural issues. A book of proceedings will be published on the symposiums and given to communities. The first meeting/presentation will be held at Lawrence Tech on January 26. He will have more information in the near future.

B. Introduction of First Time Visitors: None.

VI. **CHAIRPERSON'S UPDATE:** Nothing further to report.

VII. UNFINISHED BUSINESS:

A. Downtown Manager – Ad Hoc Committee: Logsdon reported receiving nine resumes in response to the solicitation for interested candidates. The deadline for application is the end of December, and after that he would like the search committee to pare down the list to two or three who will be asked for a written proposal and interviewed by the committee. Logsdon noted that at least four of the candidates looked very promising. Sabuda suggested that a representative from the City be on the search committee, and Logsdon said that Bais-DiSessa was the logical choice as she is also a Board member.

B. Use of Ad Valorem Funds: Logsdon reported discussing the issue with Staran, who gave him an estimate of \$200-\$500 to write the ballot language. Gallagher asked him when the issue would be on the ballot, and Logsdon said either in the next school election (possibly May) or November 2007.

C. Development Plan Update: Logsdon noted he had reviewed the draft RFP that the City prepared and had some issues with it. He suggested holding off until the downtown manager is hired and letting that person deal with it, especially since several candidates have experience writing proposals. The actual development plan will probably be written by an outside consultant. Barbuscak asked if a committee had been formed, and Logsdon said the Executive Committee was in charge by default. He said at some point a Board visioning session would be needed, but there was no real deadline now and the topic would be tabled for the time being. Allyn asked him when he thought the manager would be hired, and he said by February, in the best case scenario.

VIII. NEW BUSINESS:

A. DDA Budget Amendment: A draft of the budget amendment Sabuda prepared had been circulated to the Board by e-mail, and Sabuda also brought hard copies to be passed around. Logsdon cautioned that discussion of the actual litigation was not permitted except in closed session. Sabuda had met previously with Logsdon and Allyn to draft the amendment. He had spoken to Secret Wardle and received an estimate of final total legal fees. He also received a written estimate of the final litigation value. In order to cover legal fees in excess of what had been projected in the budget (\$84,400.00 versus \$50,000.00), Sabuda reduced four other appropriations a total of \$34,400.00. Those four appeared to have a higher appropriation than needed for actual fiscal year expenditures. Logsdon asked that if the actual legal fees were less than projected, the money be put back in contractual services. Sabuda asked the Board to approve the changes, which would then go to Council for consideration. Gallagher moved to approve the budget resolution as written, Dyer seconded, and the motion was unanimously approved by the Board. Barbuscak noted discussion about the amount budgeted for consultant services/downtown manager and whether it should be broken out. Logsdon suggested leaving it as a lump sum.

B. Board Meeting Time: Logsdon suggested a round table discussion by the Board of the optimal meeting start time. The majority of Board members preferred keeping the start time at 7:30 AM or moving it up to 7:00 AM rather than pushing it back to 8:00 AM or holding meetings in the evening. A consensus was reached to keep the start time at 7:30 AM. Logsdon noted that a lot of work can be done by the Executive Committee prior to the regular Board meeting, and the Main Street approach supports that kind of behind-the-scenes work.

C. 12 Mile Street Trees: Bais-DiSessa said she had received bids back and needed approval of how to pay for the trees. She thought the low bid was @\$17,000. Logsdon had talked to Paul Andriese, the landscape architect, who said the trees could be planted any time because they're dormant. Andriese was adamant about wanting to look at the source to insure they are quality and reputable. Trees are 3" in diameter lindens. Bais-DiSessa said trees were part of the TIF plan. Logsdon said that if Andriese can check out the quality, he might consider even a 2½" tree, which would reduce the total cost. Bais-DiSessa asked for authorization to go before Council and recommend approval of the tree purchase, allowing Andriese to decide which size to purchase. Logsdon noted the Beautification Committee had mentioned volunteering some funds (\$5,000) as well. Dyer said there might not be consensus of the whole committee to do so. Barbuscak said Mahrle had also talked about donating some 2007 auction proceeds. Bais-DiSessa said she would contact Mahrle. The City has \$4,000 for tree purchase. Allyn proposed voting on an amount that would be the ceiling the DDA was willing to spend. Sabuda suggested allowing the City to amend the DDA TIF budget up to a maximum of \$15,000 to cover the difference of tree cost over what's

donated by the Beautification Committee and what the City has available. Barbuscak so moved, Dyer seconded, and the Board approved the motion unanimously. Barbuscak mentioned someone had been tampering with the planter irrigation pipes and asked Bais-DiSessa to check it out. Logsdon asked Bais-DiSessa to keep him posted about the progress with the tree purchase. Barbuscak offered condolences to Bais-DiSessa on the recent loss of her brother.

IX. COMMITTEE REPORTS:

A. Treasury/Budget/Finance: Alan Semonian, Larry Gallagher, John McGovern – Logsdon reported meeting with Sabuda to approve invoices, who said he had another invoice that needed approval.

B. Development: Jane Bais-DiSessa – Nothing to report.

C. Intersection: Jane Bais-DiSessa – Logsdon reported the executive committee met with Tom Munsell, one of the experts on the litigation team, who will submit a proposal to consult with the DDA on future actions regarding the intersection. Logsdon noted discussion about reconvening the Intersection Committee, with the addition of Barbuscak, to talk about what to do next. Munsell is aware of the issues. They discussed three points: maintenance, monitoring any progressive damage, and what to do going forward. There will be more to report at the January Board meeting. Barbuscak noted he is still concerned about the patched area in the intersection and would like a decision made about putting pavers back in there. Sanding maintenance is also past due. Bais-DiSessa doesn't know what final direction will be pursued with the intersection. City Council and the DDA will be making that decision. Bais-DiSessa asked Jerome to do the sanding maintenance. Barbuscak strongly suggested putting the pavers back in the patched area before the final decision is made about the intersection's future. Logsdon noted one of the main reasons for using pavers was that repairs could be done easily, and he would like pavers put back in the spring. Bais-DiSessa doesn't have bricks that match or meet specifications. She also wants to order in volume. She hopes a decision about the road is done quickly but noted that 11 Mile reconstruction will be starting in 2007. If it takes longer than a year to come to a final decision about the intersection, she will look into ordering pavers for the repairs. Barbuscak said pavers were used to fill in after the core samples were taken, and he said he saw pavers at the DPW. Logsdon added that making a final decision about what to do with the intersection and replacing the patch were two unrelated issues. He asked Bais-DiSessa whether the concrete base was put back when the water main repair was done. She wasn't sure. Logsdon suggested having Munsell work with the City engineer to get the patch fixed in the spring. Logsdon said he thought Munsell was involved in getting bricks to fill in when the core samples were taken. Farrington strongly opposed closing 12 Mile again this year. Logsdon countered that they would probably only have to close down one lane.

D. Build Berkley/B.B.A.T.: Keith Logsdon – Logsdon reported the next tour will be held in February, and Duce will take his place on the tour team.

E. Business Recruitment: Jeff Allyn, Matthew Gross – Nothing to report. Allyn suggested the Board make a "wish list" of the kinds of businesses they want to recruit and come up with ways to do that effectively. He asked each member to come up with about five different types of businesses they think would be good to bring to Berkley. Logsdon said the Main Street program would help with that. He also noted the article in Woodward Talk recently about all the new businesses in Berkley.

F. Banners/Appearance: John Barbuscak – Barbuscak reported "Welcome" banners are up as well as holiday banners. He also noted the 75th anniversary of Berkley coming up. The Board was originally talking about needing 120 banners for the new streetscape, but he suggested maybe just putting up one per block. The real hold up is how to pay for them. He complimented Bais-DiSessa on balancing the budget. If the City could find the money to put up the banners, it could free up DDA funds to buy new banners. Logsdon asked when the 75th anniversary starts. Barbuscak said he thought it was 2007. Logsdon suggested pooling resources. Bais-DiSessa will find out what the anniversary date is and maybe plan a celebration. Barbuscak noted the snowflake banners are up. Other banners and brackets are being stored. He would like to do an inventory and find out their location. Logsdon would like to separate the large banner and small triangular banner issues. He suggested putting up all the triangular banners and maybe phasing out the large banners. Barbuscak said that wasn't fair to the rest of the DDA district. Logsdon countered that he meant finishing the banners in the streetscape. The 75th anniversary presented an opportunity for the City and DDA to

have a cooperative effort on banners. Barbuscak had the welcome banners put at the entrances to the district. He thought it might be time to have a new triangular banner design. Farrington suggested waiting for the Main Street mentorship program and new manager to weigh in on the issue.

G. Newsletter: John Barbuscak – Logsdon suggested the next newsletter come out after the first of the year.

H. Web Site: Jeff Allyn, Matthew Gross – The new DDA Web address is berkleydda.com. Bios are needed for new Board members and some others need to be updated. Allyn noted that there's usable space on the bottom of the Web page and suggested a slide show presentation on DDA businesses. He had talked to Brenda Cole about it, and she thinks it's possible. Logsdon said it was also possible to put the Berkley commercial on the Web site. He said Brenda has done a great job getting the site up and running and making changes. Allyn suggested that if in the future the DDA wanted to go back to banner sponsorships, they could use that Web space to highlight the businesses that participate and support that.

X. LIAISON REPORTS:

A. City Council Liaison: Matthews-Pennanen reported that the City is coming up with creative ways to finance the new fire engine, which will be delivered in July. Stephan reported that the telecommunications bill passed, and municipalities across the state aren't sure how it will play out. There was potential for the City of Berkley to lose @\$200,000 in one year alone. She wants to schedule a meeting of the intersection committee as soon as possible. He son in Troy saw the Comcast ad and said it was great. Finally, she thanked the Board for their positive efforts and volunteering their time.

B. Planning Commission Liaison: Novitsky reported a new software business is moving in at Bacon and Twelve Mile. The Commission is looking at relaxing some ordinances to encourage development. He reported that the city's gross population is holding stable. Logsdon mentioned again the AIA 150 initiative that he spoke about at their meeting, and noted it was a great opportunity to show what other communities are doing. He encouraged the commissioners to participate and get input from other communities and noted he could e-mail the information to Novitsky. He noted Dr. Pasikowski's positive experience working with the City, as quoted recently in the newspaper.

C. Beautification Committee Liaison: No report.

D. Chamber of Commerce Liaison: No report.

E. Zoning Board of Appeals Liaison: No report.

XI. ADJOURNMENT:

The meeting was adjourned at 9:07 AM on motion by Barbuscak and second by Allyn.