

MEETING MINUTES
Berkley Downtown Development Authority
Meeting of the Board of Trustees
Berkley Public Safety Building, 2nd Floor Conference Room
Wednesday, April 9, 2008

I. CALL TO ORDER: The meeting was called to order at 7:37 AM with Chair Alan Semonian presiding.

II. DETERMINATION OF ATTENDANCE:

Present: Jane Bais-DiSessa
John Barbuscak
Allen Dyer
Diane Farrington
Lawrence Gallagher
Robert Liss
Keith Logsdon
Michael Pesendorfer
Alan Semonian
Aleta Young

Absent: James Eshaki
Karen Koerber – *excused*
John McGovern – *excused*

Also Present: Roy Bell
Michael Matthews-Pennanen, City Council Liaison
Joe Novitsky, Planning Commission Liaison
David Sabuda, City of Berkley Finance Director

III. APPROVAL OF AGENDA: The agenda was approved unanimously upon a motion by Logsdon and a second by Gallagher.

IV. APPROVAL OF MINUTES:

A. Regular Meeting of March 12, 2008: On motion by Dyer and a second by Farrington, the minutes were unanimously approved by the Board.

V. PUBLIC COMMENTS: None.

VI. CHAIRPERSON'S UPDATE: No report.

VII. LIAISON REPORTS:

- A. City Council Liaison:** No report.
- B. Planning Commission Liaison:** No report.
- C. Chamber of Commerce Liaison:** Absent – no report
- D. Zoning Board of Appeals Liaison:** Absent – no report.

VIII. NEW BUSINESS: Bais-DiSessa asked that discussion of the format and detail of the DDA minutes be put on the agenda for the regular meeting in May.

IX. UNFINISHED BUSINESS:

A. DDA Downtown Manager Position: Bais-DiSessa introduced Jennifer Mlutkowski, the new DDA Downtown Manager. Bais-DiSessa thanked the committee that worked on the manager position and gave a brief summary of Mlutkowski's background.

B. Discussion of 2008/2009 Budget: John Barbuscak – There was discussion of whether the 2008/09 budget had been properly approved and whether the Board should vote again to make sure they were following the rules. Sabuda summarized the budget again. Logsdon moved to approve the budget as amended (with \$25,000.00 for the Downtown Manager), and Dyer seconded. On a roll call vote, all members present voted in favor of the motion, with Eshaki, Koerber, and McGovern absent.

C. Business Welcome Program – Mlutkowski will work on details to restart the initiative and will also develop a closer relationship with the Chamber of Commerce.

D. Flower Planting in the 12 Mile Streetscape Area: Bais-DiSessa said she had spoken to Jerome about the contractor cleaning up and maintaining the perennial beds on 12 Mile. The Board agreed to devote the second meeting on April 23, 2008 to discussion and action on this item and beautification of downtown in advance of summer events, including banners. Pesendorfer suggested describing the action item as “Downtown Summer Esthetics.”

E. DDA Orientation for New Board Members: Mlutkowski will attend the upcoming Main Street training sessions and report back to the Board. The Board also discussed setting goals for the year, possibly in a special retreat session.

F. Assignment of Board Members as Liaisons to Businesses: Alan Semonian – Semonian will complete this as soon as tax season is over.

G. DDA Streetscape Parking Plan: Logsdon presented a proposal from Grissim Metz Andriese for a conceptual design of the 12 Mile parking areas. There was discussion of putting the design out for bid or accepting Andriese’ proposal without doing so. As professional services, the work doesn’t have to be bid, but Bais-DiSessa said it is better to do so.

Young recommended getting two more proposals for the design as the correct protocol and moved to put it out for bid. Bais-DiSessa seconded.

In favor: Dyer, Gallagher, and Young.

Against: Bais-DiSessa, Barbuscak, Farrington, Liss, Logsdon, Pesendorfer, and Semonian.

Absent: Eshshaki, Koerber, and McGovern. The motion did not carry.

Pesendorfer moved to proceed on the bid from Grissim Metz Andriese, with the cost not to exceed \$12,000.00, and Liss seconded. On a roll call vote, all Board members present voted in favor of the motion, with Eshshaki, Koerber, and McGovern absent. The motion carried.

H. Update on DDA Development/TIF Plan: No report.

X. COMMITTEE REPORTS:

A. Treasury/Budget/Finance:

1. Proposed 2008/09 12 Mile and Coolidge Intersection Operating Budget – Board

Review and Approval: David Sabuda presented the memorandum he prepared to support the proposed 2008/09 12 Mile and Coolidge Intersection Operating Budget and the construction contract with Souilliere Construction as discussed at the Joint City Council/DDA meeting of 3/31/2008 (memorandum attached).

Young moved to proceed with the 08/09 intersection operating budget as proposed, Dyer seconded, and all Board members present voted in favor of the motion, with Eshshaki, Koerber, and McGovern absent. The motion carried.

2. Hubble Roth and Clark – Budget Amendment 2007/08 12 Mile and Coolidge

Construction Fund: David Sabuda presented the memorandum he prepared to support the proposed Budget Amendment to the 2007/08 12 Mile and Coolidge Construction Fund (memorandum attached). Hubble Roth and Clark has been working in association with Munsell and Associates on the 12 Mile and Coolidge intersection project. The total anticipated and actual cost of HRC services through June 30, 2008 is \$11,000.00, and Sabuda asked the Board for approval of the amendment to the 2007/08 budget in that amount.

Dyer moved to approve the budget amendment as proposed, Young seconded, and all Board members present voted in favor of the motion, with Eshshaki, Koerber, and McGovern absent. The motion carried.

B. Development: Jane Bais-DiSessa – No report.

C. Build Berkley/B.B.A.T.: Keith Logsdon – No report.

- D. Business Recruitment:** – No report.
- E. Banners/Appearance:** **John Barbuscak** – No report.
- F. Newsletter:** **John Barbuscak** – No report.
- G. Web Site:** No report.

XI. ADJOURNMENT:

The meeting was adjourned at 9:43 AM on motion by Logsdon and second by Liss.

City of Berkley

Memorandum

Date: April 1, 2008

To: Alan Semonian, Chairperson and Downtown Development Authority Members

From: David L. Sabuda, Finance Director

Re: Proposed 2008/09 12 Mile and Coolidge Intersection Operating Budget – Board Review and Approval

Attached for your review and discussion are the following documents:

1. The proposed 2008/09 Construction Operating Budget for the 12 Mile and Coolidge Intersection. (Table 1)
2. The detailed analysis of the construction contract with Souilliere Construction as discussed at the Joint City Council/DDA meeting of 3/31/2008. (Table 2)

On 3/17/2008, Munsell and Associates met with the Joint City Council/DDA Ad Hoc Intersection Committee to discuss the final bid results to reconstruct and rehabilitate the intersection at 12 Mile and Coolidge. At this meeting it was determined that the Committee was going to recommend brick pavers as the main construction material for the road and that the final price would be \$251,188.08 with part of these dollars being paid for by the 12 Mile and Coolidge Intersection Construction Fund (Fund 402) and the City's Water/Sewer Fund (Fund 592).

On March 31, 2008, a joint meeting of the City Council and the Downtown Development Authority approved the construction contract with Souilliere Construction for an amount of \$251,188.08 including construction engineering in the amount of \$24,000. The DDA and the City Council also approved a split of the costs between the Intersection Construction Fund (Fund 402) and the Water/Sewer Fund (Fund 592). Further, the DDA and the City Council also approved an appropriation plan whereby 30% of the project has been appropriated for in fiscal year 2007/08 between the two operating funds.

It is now necessary for the DDA to approve the appropriations for the Intersection Fund (Fund 402) for the 2008/09 fiscal year.

It is estimated that if construction goes as planned, that the 12 Mile and Coolidge Intersection Fund will have an estimated ending fund balance of approximately \$252,000.00 at the end of the 2008/09 fiscal year. These funds would then be utilized to maintain the intersection into the future.

There is also an appropriation of \$10,000.00 for Hubble Roth and Clark within the proposed 12 Mile and Coolidge Intersection Fund to assist in defraying the cost of consultation for this construction project. Please note that the adjustment of appropriation for those items labeled 9A through 9E on the Engineering bid summary sheet have been allocated to the Water/Sewer Fund as well as the 12 Mile Road and Coolidge Intersection Fund.

It is recommended that the DDA approve the proposed 2008/09 as presented within the attachments of this communication.

If you have any questions, please do not hesitate to contact me directly. I will also be on hand at your April 2008 meeting to answer any and all questions.

Attachments

City of Berkley Memorandum

Date: April 1, 2008

To: Alan Semonian, Chairperson and Downtown Development Authority Members

From: David L. Sabuda, Finance Director

Re: Hubble Roth and Clark – Budget Amendment 2007/08 12 Mile and Coolidge
Construction Fund

Attached for your review and approval is a proposed budget amendment that will appropriate for current and anticipated engineering costs for Hubble Roth and Clark in association with the 12 Mile and Coolidge rehabilitation project. Hubble Roth and Clark has been working in association with Munsell and Associates on the 12 Mile and Coolidge intersection project. Anticipated and actual costs incurred to date for services rendered are as follows:

Date	Type of Work Completed	Amount Paid
8/30/2007	DDA/Council Meeting 7/9– Pavers Issue	\$340.00
1/30/2008	Review of Construction Specs & Project Schedule	\$1,404.00
2/19/2008	Review of Construction Specs & Project Schedule	\$809.00
3/17/2008	Review of Construction Specs & Project Schedule	\$766.00
3/17/2008	Traffic Control Plan & Alternate for Stamped Concrete	\$3,488.00
	Total Work Provided Requiring an Appropriation	\$6,807.00
	Additional Anticipated Work Through 6/30/2008	\$4,193.00
	Total Anticipated and Actual Cost HRC	\$11,000

In order to come into compliance with Michigan Public Act 2 of 1968 as amended it will be necessary to amend the 2007/08 12 Mile and Coolidge Intersection Fund (Fund 402) for these incurred and anticipated expenses for Hubble Roth and Clark. Upon passage by the DDA the budget amendment will then be forwarded to the Berkley City Council for their consideration.

Thank you for your consideration. As always, if you have any questions, please do not hesitate to contact me.

ATTACHMENT/RESOLUTION
4/1/07

F. 2007/08 Fiscal Year

Description	Account Number	Appropriation	Amended Appropriation	Amendment or Change
402 – 12 Mile and Coolidge Intersection Fund – Expenses:				
Engineer	402-938-821.000	\$0	\$11,000	\$11,000
Increase/(Decrease)				\$11,000

JUSTIFICATION: The amendment is required to allow for current and future engineering services incurred by Hubble Roth and Clark to assist in the design, engineering and rehabilitation of the 12 Mile and Coolidge Intersection. This covers the 2007/08 fiscal year only. The amendment will also keep the City in compliance with PA 2 of 1968 as amended.

CERTIFICATION: The Finance Director certifies that funding is available from the fund balance of the 12 Mile and Coolidge Intersection Fund to defray these costs with sufficient funds left over to maintain the intersection in the future.

RESOLVED BY THE DOWNTOWN DEVELOPMENT AUTHORITY THAT: The budget amendment present above as recommended by the City Finance Director be approved; and

BE IT FURTHER RESOLVED: That upon passage by the Downtown Development Authority that this budget amendment be given to the Finance Director and City Manager to be placed on the next available City Council Agenda for City Council consideration.