

**MEETING MINUTES**  
**Berkley Downtown Development Authority**  
**Meeting of the Board of Trustees**  
**Berkley Public Safety Building, 2nd Floor Conference Room**  
**Wednesday, August 8, 2007**

- I. **CALL TO ORDER:** The meeting was called to order at 7:42 AM with Chair Alan Semonian presiding.
- II. **DETERMINATION OF ATTENDANCE:**  
*Present:* Jane Bais-DiSessa  
John Barbuscak  
Allen Dyer  
Diane Farrington (left 8:33)  
Lawrence Gallagher  
Keith Logsdon  
Michael Pesendorfer (7:55)  
Alan Semonian  
Aleta Young (7:50)
- Absent:* James Eshaki  
John McGovern – *excused*
- Also Present:* Nate Geinzer, DDA Downtown Manager  
Alan Kideckel  
David Sabuda, City of Berkley Finance Director
- III. **APPROVAL OF AGENDA:** The agenda was approved unanimously upon a motion by Dyer and a second by Barbuscak.
- IV. **APPROVAL OF MINUTES:**  
**A. Regular Meeting of June 13, 2007:** On motion by Dyer and a second by Logsdon, the minutes were unanimously approved by the Board.
- V. **PUBLIC COMMENTS:** Penelope Morris noted discussion in late winter/early spring about the condition of curbs on the side streets in the streetscape area just south of 12 Mile and asked if there were plans to fix them. Bais-DiSessa said they would be fixed when funds were available.  
**A. Communications: Alan Semonian** – None received.  
**B. Introduction of First Time Visitors:** None.
- VI. **CHAIRPERSON'S UPDATE:** Semonian proposed a "code of honor," used by other organizations he belongs to, that would allow Board members to be accountable to each other in terms of actions taken, as well as meeting protocol (i.e., showing up, being on time). He would e-mail a brief summary to the Board. Everyone on the Board would need to buy into it for it to be successful. The code will cover rules about meetings and operating as a group. Farrington asked him how it would work, and he responded that the Board would decide as a group what the code is. Barbuscak suggested incorporating the rule that discussion always be addressed to the chair. Semonian said he would like to add other Board members' ideas to the guidelines after discussion.
- VII. **UNFINISHED BUSINESS:**  
**A. Election of Officers:** Bais-DiSessa noted that she is always appointed as Board Secretary. Farrington moved to nominate Aleta Young to be the new Treasurer, Logsdon seconded, and the motion was unanimously approved and Young elected Treasurer.  
**B. Budget Amendments A, B, C, & D:** Sabuda presented four DDA budget amendments for the fiscal years 2006/07 and 2007/08, which he described as housekeeping items. Amendment A changed the 2006/07 appropriation for a consultant (Grissim/Metz) on the planter bid package work from \$13,680.00 to \$18,675.00 (+\$4,995.00). Work was performed and Grissim/Metz was paid. The 2007/08 line item for landscape consulting services will be reduced (Amendment B). Amendment B

reduced the 2007/08 appropriation for those services by \$4,995.00. Amendment C raised the 2006/07 appropriation for T-shirts from \$1,785.00 to \$2,235.00 (+\$450.00) to cover the actual final expenditures. He noted Barbuscak's success in bringing in funds from T-shirt sales (\$5,188.00). Amendment D appropriates \$35,000.00 in the 2007/08 budget for an engineering consultant (Munsell & Associates) to design a construction repair project for the 12 Mile/Coolidge intersection. Funds will be appropriated from the 12 Mile Intersection Capital Improvement fund. Sabuda commented that of the @\$13,000 budgeted for the planting package (Amendment A), over \$10,000 of the final cost was for engineering (HRC), too high a percentage, in his opinion, for a project of this type. City staff should be used as key point people. Logsdon noted that was skewed because a large part of the GMA fee was for streetscape design, not just trees. Logsdon was also not clear on what HRC had billed for, and he also did not believe the DPW director had the authority to approve the trees without consulting the DDA (there was question if they were up to specification). He noted Grissim/Metz was hired for the design work on the streetscape, trees and planters, and Coolidge with the breakdown of their fees attributable to those three projects. He also noted that the DDA did not hire HRC to do that engineering. Bais-DiSessa countered that HRC was the engineer for the 12 Mile road project. Logsdon moved to table a vote on the amendments until they got a breakdown of the fees charged, but Sabuda asked instead that they approve the amendments and he would get the requested information. Semonian suggested that he, Logsdon, and Sabuda meet to go over the invoices separately. Sabuda said he didn't believe that the DDA paid for HRC but he was just generally speaking about the percentage of project costs that were engineering. Barbuscak said he was troubled by Sabuda's suggestion that the DDA needed to get its act together to avoid such situations and said that there had to have been a breakdown in the process somewhere. Dyer said it appeared the DDA didn't know about HRC's role in the engineering. Semonian proposed that he, Logsdon, Sabuda, and Bais-DiSessa meet to discuss the issue and then approach the vendors if necessary. Logsdon recounted that Andriese wasn't made aware of the fact that the trees were ready for planting and inspection and that's why Jerome was there. He also noted that Grissim/Metz originally had a fixed cost contract of \$16,000.00 with the DDA. When the planter work was cut back, Logsdon asked them to do the work hourly not to exceed rather than full cost, and they agreed. Barbuscak then seconded Logsdon's motion to table the vote. Bais-DiSessa urged approval of all the amendments, noting nothing had been done wrong, but better coordination was needed. Sabuda also noted that the City was closing out 2006/07, and the auditors wouldn't be pleased if the discrepancies weren't resolved. Logsdon amended his motion, moving to table Amendments A and B and approve C and D. Barbuscak seconded. On a roll call vote, Barbuscak, Logsdon, and Pesendorfer voted in favor, Bais-DiSessa, Dyer, Farrington, Gallagher, Semonian, and Young voted against, and the motion failed. Bais-DiSessa then moved to approve all four budget amendments as presented, Farrington seconded, and on a roll call vote, Bais-DiSessa, Barbuscak, Dyer, Farrington, Gallagher, Semonian, and Young voted in favor, Logsdon and Pesendorfer voted against, the motion passed, all amendments approved.

**C. TIF/ Development Plan, Redevelopment & Design Study:** Geinzer e-mailed everyone a note about the development plan. He noted that the project has been on the table for him from the beginning and he asked for direction on how to proceed. His recommendation was that TIF and development is being tied too closely to the downtown master plan, which he feels are totally different things. He strongly recommends moving forward with updating the development plan in-house, putting together a subcommittee with himself, Sabuda, Semonian, maybe another Board member, Vansen, and Bais-DiSessa so that they can get moving forward. Bais-DiSessa concurs. At the next meeting she would like to have Geinzer show the Board what the process is including the timeline. The committee will bring back to the Board projects for approval and elicit suggestions. Geinzer believes the plan should be broad enough to afford flexibility, such as language "and any other projects necessary to implement the downtown master plan." He wants to start moving forward and doesn't believe it's necessary to send out an RFP for now. His recommendation is that the Board appoint the development plan committee. Geinzer sees Sabuda being instrumental with the TIF portion of the update. Dyer noted because of his history and experience, McGovern should also be on the subcommittee. Bais-DiSessa said Vansen and Sabuda's hours would not be charged to the DDA. Geinzer will coordinate timing. Barbuscak asked if there were any drafts that could be used to expedite the process. Geinzer said there were and there was a lot of filler in the plans. He can

take the existing plan, copy it into Word, adding bullet points and filling in the blanks as the committee makes decisions. Then he hopes to give it to the attorney a section at a time. Bais-DiSessa said the City attorney would charge to review it. Sabuda recommends using Miller-Canfield (municipal law experts). Geinzer said he would contact them, Staran, and another firm to get some quotes. Logsdon recommended that changes to the old plan be highlighted on the new document. Geinzer has found other DDA plans on the Internet. He expects the project list to be the most work. Bais-DiSessa moved to form a development committee of Geinzer, Sabuda, Vansen, herself, Barbuscak, Logsdon, Semonian, and McGovern, with Dyer substituting for McGovern if he's not available. Sabuda recommended that the committee come from the Board, and he and Vansen would work with them. Bais-DiSessa agreed to the amendment to her motion. Logsdon seconded, and the motion was unanimously approved.

**D. RFP 07'-08' Fiscal Year Parking Lot Project:** Geinzer said he would like to get started on the design work before putting together an RFP, which should go out late fall or early winter. He viewed the area and noted the Board needs to discuss where to start. The most obvious starting point seems to be in conflict with the master plan, but there is a lot of potential in the first block to add parking. Logsdon noted it's important to make the goal clear, which to him is to tie in directly with the master plan. Bais-DiSessa agreed, adding that more discussion is needed. She would like to bring Jerome to the next meeting. HRC should prepare the actual plan. Barbuscak agreed with Logsdon and suggested that the development plan committee do double duty on the project. The area in question is one of the last pieces of property in the downtown for development. Logsdon suggested that someone from the Planning Commission be a part of or work directly with the committee. Bais-DiSessa said it's important to move on what the current plan calls for. Barbuscak countered that the current plan is obsolete and the DDA is going to update the TIF plan anyway. Geinzer noted that two of the three blocks they're talking about don't conflict with the master plan. Logsdon pointed out that the master plan is a concept, not an actual plan. Barbuscak said he feels the Board is saying this is a prime piece of property and it's time to put the old "parking lot fix" idea aside. Bais disagreed somewhat, stating that Council has given the DDA its directive to implement the current policy. Semonian noted they don't want to put a parking lot in just to have it ripped out. Dyer agreed with Barbuscak that the Board needs to conceptualize what the goal is. Barbuscak suggested hiring a streetscape engineer or planner. Logsdon wants to get Planning Commission involvement before hiring someone to do design work. Bais-DiSessa said she would ask Vansen to take part. Geinzer suggested keeping the September meeting agenda light to facilitate more thorough discussion. Logsdon noted a separate meeting might work better for the initial discussion. Logsdon, Dyer, Barbuscak, Bais-DiSessa, Semonian, and Pesendorfer would form the committee. Pesendorfer so moved, Barbuscak seconded, and the Board unanimously approved formation of the committee. Pesendorfer urged that current parking and alley issues be addressed, in order to clean the area up and maximize parking. Bais-DiSessa will check into Pesendorfer's concerns. She urged one more Board meeting before proceeding on the larger project.

#### **VIII. NEW BUSINESS:**

**A. Discuss Meeting Schedule for Oct., Nov., and Dec.:** Semonian noted his upcoming travel conflicts with the Board meeting schedule in October, November, and December and suggested moving the meeting date up one week or having Dyer chair. Geinzer said the first week doesn't work for him. It was decided that Dyer would chair in Semonian's absence. Barbuscak brought up the signage on 12 Mile, noting it's starting to look "trashy." He's curious what the law requires and what agency should control it. Geinzer noted that "wayfinding" (signage) was a priority on the Planning Commission's list, but that would not address traffic signs. Barbuscak asked Geinzer to look into the rules. Logsdon suggested all Board members take a closer look at downtown signage. Barbuscak suggested coming up with a design program for signs. Geinzer said that the master plan and design guidelines fit together. Barbuscak wondered if the DDA could review the design of signs before they're put up.

#### **IX. COMMITTEE REPORTS:**

**A. Treasury/Budget/Finance: Alan Semonian, Larry Gallagher, John McGovern –** Nothing additional to report.

- B. Development: Jane Bais-DiSessa** – Geinzer reported the quilt shop building on 12 Mile is for sale and that Contours Express (currently on Woodward) is looking for a downtown Berkley location.
- C. Build Berkley/B.B.A.T.: Keith Logsdon** – Nothing to report.
- D. Business Recruitment:** Nothing to report.

On a separate issue, Barbuscak asked to discuss the spirit of the law under which Bais-DiSessa appoints Board members. In the past, Board members always had the opportunity to meet prospective new members prior to their official appointment and would then bring a recommendation to the City Manager. Semonian said in his experience, Bais-DiSessa has invited those being considered to Board meetings before they're appointed. Barbuscak noted that it's a fine line of the balance of power. He would like to be able to recruit new members and have Geinzer also recruiting. Semonian asked Bais-DiSessa if she would meet with anyone the Board recruits, and she said she would. She noted that she just makes the recommendation to Council, and they make the appointment. She would still like to have the discussions with potential members.

**E. Banners/Appearance: John Barbuscak** – Barbuscak reported that he took down banners on the poles between the newly planted trees because the trees were obscuring them. He relocated the banners that he took down. He noted that the Beautification Committee won't commit any funds to flowers until the watering issue is settled. He believes baskets of flowers would hang too low over the planters. He asked that the other Board members take a look soon so they can do something with flowers earlier next year. Logsdon noted past discussion of paying for a watering program and that they had agreed it was too expensive. He wondered about the possibility of the DPW doing the watering. Bais-DiSessa said she would look into it. Pesendorfer asked if there were plans to rotate banners and noted it bothered him that there weren't enough for all available poles. Barbuscak responded that they only have the 75th anniversary banners for the new poles, plus some triangular holiday banners. He also noted that the arms on some poles extended out too far and were being hit by traffic, so he removed the outside banners. He'd like the arm on that side removed so it doesn't look "bare," and then a single banner can hang on the street side. Pesendorfer asked if there was money for more banners and Barbuscak said no. Bais-DiSessa reported that she is working with Representatives Meisner and Pappageorge to change the law governing how funds can be spent. Barbuscak asked her if she had been able to budget \$5,000.00 from the City for banners, and she said she had. A new set of banners would cost about \$7,000.

- F. Newsletter: John Barbuscak** – Nothing to report.
- G. Web Site: Nate Geinzer** – Nothing to report.

**X. LIAISON REPORTS:**

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

**XI. ADJOURNMENT:**

The meeting was adjourned at 9:37 AM on motion by Dyer and second by Logsdon.