

**MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
Wednesday, November 12, 2025, 8:15 AM
Berkley Public Safety, 2nd Floor, Conference Room**



- I. CALL TO ORDER:** The meeting was called to order at 8:16 AM with Chair Matteo Passalacqua presiding.

A. Roll Call Taken and Quorum Determined

Present: Desiree Dutcher
Katie Forte
Scott Francis
Lucas Gonzalez
Katie Goodwin
Anna Grace
Chris Gross
Uli Laczkovich
Matteo Passalacqua
Ashley Poirier
Todd Schaefer
Crystal VanVleck
Brian Zifkin

Absent: Shawn Heath-Lee – *excused*

Also present: Steve Baker, City Council Liaison
Kristen Kapelanski, Community Development Director
Lisa Kempner, Planning Commission Liaison
Nate Mack, DDA Executive Director
Andrew Creel, Chamber of Commerce Liaison
Adam Wozniak, DPW Liaison

II. APPROVAL OF AGENDA

Gross moved to approve the Agenda, Dutcher seconded, and the motion was unanimously approved by the Board.

III. APPROVAL OF MINUTES

A. Regular Meeting Minutes of October 8, 2025

Francis moved to approve the minutes of the regular meeting of October 8, 2025, Grace seconded, and the motion was unanimously approved by the Board.

IV. TREASURER REPORT

Financial Reports for October 2025

Gross reported the year-to-date revenues of @\$464,000 and expenditures of @\$81,000. The ending fund balance after October 2025 was @\$634,000, with @\$383,000 available to spend. Income from corporate donations was @\$3,000.00 and from event sponsorships of @\$3,000.00.

Dutcher moved to receive and approve the Treasurer's Report for October 2025, Zifkin seconded, and the motion was unanimously approved by the Board.

V. ACTION ITEMS - None

VI. DISCUSSION ITEMS

A. DDA Executive Director 90-Day Plan

Mack reported continuing work on his 90-day plan where he is getting to know everyone he'll be working with, business owners and City staff, and becoming familiar with the City's operations. More details were included in the Board packet. He is using Main Street's four point approach as a guide. Last month he was busy with BOO!kley and has inventoried the skeletons. He will start on the downtown building inventory utilizing Main Street America's BOOMS software. SEMCOG may be able to provide event attendance figures. He will be submitting the month-long series of events for County and State award consideration. Passalacqua would like him to track the amount of time database maintenance takes. Mack suggested he could bring the first draft of the 2026/27 budget to the Board's February meeting.

B. Draft Revisions for DDA Façade Program

Mack reported he has been working on revisions to the Façade Improvement Program application and criteria required to apply for and receive same. A framework and draft of the new guidelines was included in the Board packet, and he aims to bring the Board next month his proposed revisions to the Mural grant program application and requirements. Revisions align with Berkley's Design Standards and the Secretary of Interior Standards for Historic Preservation.

His revisions target and incentivize impactful projects and would increase the DDA match from \$5,000.00 to as much as \$15,000-20,000 per project, with periodic reviews of project progress. There would be a lien requirement, subordinate to any mortgages or prior liens on the property. It would be a 5-year forgivable loan. Mack receives the application first, which, if appropriate, he presents to the Art and Design Committee for review and scoring, and finally, on their recommendation, it is presented to the Board. Applications are rated using a scoring rubric.

After a period of service on the Board, a Board member can be eligible to receive a grant as long as the member recuses him/her self from any award vote.

Any City approvals/permits necessary must be obtained before a DDA award can be finalized.

C. Farmers' Market Update

Mack reported that the one vendor who hadn't been paid has now been paid and signed off on the release/settlement agreement. Mack has also tried to contact the former market manager, who was also sent a revised settlement agreement, but she has not yet signed off on it and has not gotten back to him.

D. December Events/Trolley

Mack reported that the trolley has been contracted to work the four Thursdays in December, and Holiday Lights Parade day, with the trolley also acting as the DDA's float in the Parade. Small Business Saturday may be added. The trolley fee is \$1,600.00 per event. This year the trolley will use designated stops. Baker noted that a trolley tracker can be set up to identify where it is at any point in time. Some businesses will also take part in the "Elf on a Shelf" or "Mensch on a Bench" programs. The days and times the trolley will run will be finalized.

VII. LIAISON REPORTS

A. City Council – Steve Baker

Baker reported that Council met Oct. 20 working on their strategic framework and communications outreach preferences in the community. The Colombia PILOT application discussion was deferred. The City has hired a new engineering firm, Spalding Dedecker. He lauded the Clerk's office for their work on the recent election. City staff received active assailant training (ALICE).

B. Community Development – Kristen Kapelanski

Kapelanski reported that the Berkley Theatre/Roxy Entertainment development will go before the Planning Commission with some new renderings. Developers plan some exterior work where the three storefronts are, and discussions are underway about changing the old parking lot to municipal parking as well as the Berkley First adjoining lot. Municipal staff will be able to tour the building in shifts. Marquee lighting needs additional repair.

C. Planning Commission – Lisa Kempner

Nothing additional to report.

D. Public Works – Adam Wozniak

Wozniak reported that leaf pickup is ongoing through the City and that downtown streets will be cleaned before the trolley runs for the holidays.

E. Chamber of Commerce – Andrew Creel

Creel reported that the Chamber is focusing on event coordination, their final budget, and expanding Art Fest. He was attending as liaison because Murad has had some recent health problems.

VIII. STUDENT BOARD MEMBER UPDATES

Gonzalez reported their volleyball team is doing well, and they had Homecoming and the Powder Puff game. The marching band received top scores.

Upton reported that all the clubs are having a good year, including the band/orchestra, and their fall play will be performed Nov. 17 and 19.

IX. BOARD COMMITTEE UPDATES

Art & Design Committee

The Committee met Nov. 11.

1. Subcommittee West 12 Mile

The winter barrel decorations will go in after Thanksgiving.

B. Business Development Committee

No report.

C. Events Committee

Kempner reported the BOO!kley events came in significantly under budget, but they will need more skeletons next year. Volunteer hours totaled @350. Passalacqua thanked everyone who worked and contributed to its success with special thanks to Kempner, Dutcher, and Mack.

D. Marketing Committee

Poirier reported that survey results identified projects for student volunteers to undertake regarding downtown foot traffic for the DDA.

E. Organization Committee

No report.

X. EXECUTIVE DIRECTOR UPDATES

Mack reported responding to five FOIA requests. He attended the Michigan Downtown Association Conference in Rochester and co-delivered a presentation about updating TIF Plans and whether to use a consultant. The consensus is yes for consultants. He was elected to another four-year term on the Board. With VanVleck and Kapelanski, they're working on Economic Development RFPs. Main Street Oakland County will present Berkley's Select Level certification and do Main Street 101 training next month (December).

XI. BOARD OF DIRECTORS' COMMENTS

Francis congratulated Baker on his reelection in November.

XII. PUBLIC COMMENTS

The opportunity for public comment was offered. No requests to comment were made at the meeting. Anyone with comments or questions is asked to e-mail them to the DDA to be answered within five business days.

XIII. ADJOURNMENT

The meeting was adjourned at 9:44 AM on motion by Poirier and second by Dutcher.