

**MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
Wednesday, June 17, 2026, 8:15 AM
Berkley Public Safety, 2nd Floor, Conference Room**



- I. MEETING CALLED TO ORDER:** The meeting was called to order at 8:30 AM with Chair Matteo Passalacqua presiding.

A. Roll Call Taken and Quorum Determined

Present: Desiree Dutcher
Katie Forte
Scott Francis
Chris Gross
Matteo Passalacqua
Crystal VanVleck
Brian Zifkin

Absent: Lucas Gonzalez – *excused*
Katie Goodwin – *excused*
Anna Grace – *excused*
Shawn Heath-Lee – *excused*
Uli Laczkovich – *excused*
Ashley Poirier – *excused*
Todd Schaefer – *excused*

Also present: Steve Baker, City Council Liaison
Kristen Kapelanski, Community Development Liaison
Nate Mack, DDA Executive Director
Adam Wozniak, DPW Liaison

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A. Regular Meeting Minutes of May 13, 2026

Francis moved to approve the minutes of the regular meeting of May 13, 2026, Dutcher seconded, and the motion was unanimously approved by the Board.

B. Special Meeting Minutes of May 27, 2026

Francis moved to approve the minutes of the special meeting of May 27, 2026, Dutcher seconded, and the motion was unanimously approved by the Board.

IV. TREASURER REPORT

Financial Reports for May 2026

Gross reported May revenues were negligible and there were no surprise expenditures. Revenues available stand at @\$27,000. Expenditures so far are @\$341,000. Net revenue available for use is @\$177,000. The ending fund balance after May 2026 was @\$429,000. Anticipated expenditures for flower baskets, public art, placemaking, marketing, and advertising, totaling @\$107,000, may still be expended this fiscal year.

Francis moved to receive and approve the Treasurer's Report for May 2026, Zifkin seconded, and the motion was unanimously approved by the Board.

V. ACTION ITEMS

A. Receive and Approve Bids for Robina Plaza Festoon Lighting

Mack reported receiving two bids, one for @\$49,975 (low bid, from Hudson Electric) and one for @\$341,700 from J. Ranck Electric. The higher bid was too far over the amount budgeted and was rejected. The low bid did not address all the items detailed in the invitation for bid (considered non-responsive).

Mack suggested revising the scope of the lighting portion of the project and putting it out again for bid on BidNet Direct.

Passalacqua asked about swapping out the pole bulbs to get a "warmer" light, which is possible.

Passalacqua moved to reject all bids received for the Robina Avenue Festoon String Lighting Invitation for Bid (IFB DDA-2026-01); to direct staff to revise the project scope to align with the available lighting budget; and to authorize staff to re-solicit the revised scope through BidNet Direct / MITN, Zifkin seconded, and the motion was unanimously approved by the Board.

B. Receive and Approve Bids for Robina Plaza Landscaping

Mack reported receiving two proposals, both within budget, for this portion of the project. He and the committee recommend awarding the contract to Feral Flora of Ann Arbor, Michigan and accepting their proposal cost of \$19,430.00, which includes one year of on-site staff training and maintenance. The list of flora proposed will provide blooms in spring, summer, and fall. Mack had included images of their suggested plants, with a focus on natives, in the Board packet,

Gross moved to approve the bid of \$19,430.00 from Feral Flora for Robina Plaza Landscaping, Forte seconded, and the motion was unanimously approved by the Board.

VI. DISCUSSION ITEMS

A. Robina Placemaking Project Update

Mack reported that concrete for the project area will be cut June 29 to accommodate the theater water line/fire suppression installation. Since the May Board meetings, he has met with Oakland County grant representatives to affirm that Berkley will expend its funding portion first to meet the match with Oakland County and that the deadline for project substantial completion is September 30, 2026.

VII. LIAISON REPORTS

A. City Council – Steve Baker

Baker reported that Council declared September 2026 as Cancer Survivor month. The Berkley Days Berkleyopoly Board Game promotional piece has been sent to the printer.

B. Community Development – Kristen Kapelanski

Kapelanski reported that Playful Pathways and coffee shop is moving into the former Be Well space on 12 Mile near Wakefield. The Mug & Jug redevelopment is working through paperwork issues.

C. Planning Commission – Lisa Kempner

Absent – no report. The Commission did not meet.

D. Public Works – Adam Wozniak

Wozniak reported that tree trimming in the city is ongoing.

E. Chamber of Commerce – Jennifer Finney

Absent – no report.

VIII. STUDENT BOARD MEMBER UPDATES

Absent – no report.

IX. BOARD COMMITTEE UPDATES

A. Art & Design Committee

No additional report.

1. Subcommittee West 12 Mile

Zifkin reported that flower barrels for West 12 Mile have been installed. Alco held an open house for interested buyers. Gatekeepers is for sale again for @\$900,000. He had previously reported the business had been sold.

B. Business Development Committee

No report.

C. Events Committee

Pride is scheduled for June 28 at Robina South with 54 vendors and 8-10 food trucks. The committee is still seeking sponsors.

The Dorothea Pocket Park is scheduled to close July 6 through August 1. VanVleck reported on several possible events to be held during that time: a Community Dinner, buskers, block party, pet rescue, and an Encore performance. More details to come.

Marketing Committee

No additional report.

D. Organization Committee

Passalacqua reported that the Executive Director annual review is underway.

X. EXECUTIVE DIRECTOR UPDATES

Mack reported attending the Berkley Area Chamber Board meeting and met several Board members, expressing the DDA's appreciation for their cooperative relationship. The DDA lent some tables and chairs for the downtown Art Bash.

The social district Coolidge expansion is underway with the required signs on order.

He has been working with the City and their consultant on Berkley's Economic Development Strategy.

Later in June he will be meeting with a representative from the U.S. Small Business Association.

Mid-June an RFP for Strategic Plan Services is expected to be released.

XI. BOARD OF DIRECTORS' COMMENTS:

None.

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 9:16 AM on motion by Zifkin and second by Gross.