

**MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF DIRECTORS
Wednesday, January 14, 2026, 8:15 AM
Berkley Public Safety, 2nd Floor, Conference Room**



- I. CALL TO ORDER:** The meeting was called to order at 8:19 AM with Chair Matteo Passalacqua presiding.

A. Roll Call Taken and Quorum Determined

Present: Desiree Dutcher
Katie Forte
Katie Goodwin
Anna Grace
Chris Gross
Shawn Heath-Lee
Matteo Passalacqua
Ashley Poirier
Todd Schaefer
Crystal VanVleck
Brian Zifkin

Absent: Scott Francis – *excused*
Lucas Gonzalez – *excused*
Uli Laczkovich – *excused*

Also present: Steve Baker, City Council Liaison
Charlie Cavell, Oakland County District 19 Commissioner
Doug Deeds, Resident
Kristen Kapelanski, Community Development Director
Jennifer Finney, Chamber of Commerce Liaison
Mark Reiteng, C&G Newspapers
Adam Wozniak, DPW Liaison

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A. Regular Meeting Minutes of December 10, 2025

Grace moved to approve the minutes of the regular meeting of December 10, 2025, Gross seconded, and the motion was unanimously approved by the Board.

IV. TREASURER REPORT

Financial Reports for December 2025

Gross reported the December revenues of @\$0 and expenditures of @\$55,000, with net revenues of @\$463,000. The ending fund balance after December 2025 was @\$550,000.

Passalacqua moved to receive and approve the Treasurer's Report for December 2025, Poirier seconded, and the motion was unanimously approved by the Board.

V. ACTION ITEMS

A. DDA Mural Program Amendments

Mack had included in the Board packet a draft of revised Mural Program.

For his part, Passalacqua questioned “measuring foot traffic” and the “public facing digital mural archive” (how Mack intended these be done and how much of his time they would take). He would forward those to Mack with any additional Board comments. He asked to table a vote on Board approval until both the final revised Mural and Façade Improvement Program Amendments are presented.

Approval of the mural program amendments was tabled until a later meeting of the Board.

VI. DISCUSSION ITEMS

A. Fiscal Year 2026-27 DDA Budget – First Draft

Mack had included in the Board packet the first draft of the proposed fiscal year 2026-27 budget. VanVleck stated that the final budget was due to Counsel for their approval in April and that the Board should then agree on the final DDA budget for fiscal year 2026-27 at their March meeting.

Passalacqua noted he didn't see funding for the DDA Strategic or Development Plan Update or what to do with any budget surplus. He is also interested in exploring projects where the DDA and the City could partner. He asked the Board to get in touch with him as soon as possible with any budget comments they want to add.

In response to a Board member's question, he noted that Mack had attended the Oakland County Commissioners' recent meeting where TIF policy was discussed with area DDA Directors.

Oakland County 19th District Commissioner Charlie Cavell then presented some details about the anticipated new County TIF policies.

The 3.9 mils rate is expected to be reduced 50% for communities receiving TIF funding. The Board will be paying attention to these three criteria when determining a community's TIF funding: labor standards (prevailing wage [amount paid to workers], environmental impacts, and affordable housing.

These funding cuts will impact the DDA's decisions about timing for major projects and pursuant of a bond to finance them.

Cavell encouraged Board members to contact him at any time with any concerns.

VII. LIAISON REPORTS

A. City Council – Steve Baker

Baker reported that Council had met the previous Monday and discussed the City's economic development strategy. The two lots owned by the Theater developers were approved to be changed to municipal parking, with the adjacent Berkley First lot to be decided upon later. Then Council went into closed session.

What part the DDA plays in the City's economic development plan will be discussed with Economic Development staff (for approximately 30 minutes) at the next month's DDA Board meeting.

The Beverly (new restaurant on Coolidge at Beverly) will be opening soon.

B. Community Development – Kristen Kapelanski

Community Development and the Planning Commission did not hold meetings.

C. Planning Commission – Lisa Kempner

Absent – no report.

D. Public Works – Adam Wozniak

Wozniak reported that the shipping containers in the Rosemont parking lot would be moved the following day. Part of the wall at the yard fell down. Their relationship with Spalding deDecker is working well as they plan for Coolidge reconstruction. Passalacqua asked about new trash containers in the district. He thought the current containers would have been replaced by now.

E. Chamber of Commerce – Jennifer Finney

Finney reported that the Chamber held a retreat for their new Board members. They want to partner with the DDA on downtown projects and events. Tuesday, Jan. 27, is their first official Chamber Board meeting.

VIII. STUDENT BOARD MEMBER UPDATES

Goodwin reported that the high school just came off their 2-week Winter break. They will take part in the MLK Day Freedom Walk. For their Caring and Sharing project, they raised \$33,600. They're working with some local businesses on their social media campaigns.

IX. BOARD COMMITTEE UPDATES

A. Art & Design Committee

Forte reported they met and have scheduled a meeting with a metal sculpture artist for the Robina project. Passalacqua asked her about visuals for the revised plan, and she said they do and can present them to the Board.

1. Subcommittee West 12 Mile

Zifkin reported they did not meet.

B. Business Development Committee

No report.

C. Events Committee

Poirier reported a tentative date for Berkley Pride is June 28, and they're working on sponsorships.

D. Marketing Committee

The Committee did not meet.

E. Organization Committee

Board vacancies are coming up June 30.

X. EXECUTIVE DIRECTOR UPDATES

Mack had included in the Board packet his updates while he is in Orlando.

XI. BOARD OF DIRECTORS' COMMENTS

None.

XII. PUBLIC COMMENTS

The opportunity for public comment was offered. Mark Reiteng of C&G Newspapers introduced himself. Doug Deeds, who has worked on beautification efforts downtown, thanked everyone for the addition of the holiday lights and summer flowers. No additional 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 9:12 AM on motion by Poirier and second by Grace.