

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



MEETING AGENDA

- I. **MEETING CALLED TO ORDER (8:15 am)**
 - A. Roll Call Taken and Quorum Determined
 - B. Welcoming Interim Executive Director Jennifer Finney
- II. **APPROVAL OF AGENDA (8:16 am)**
- III. **APPROVAL OF MINUTES (8:18 am)**
 - A. Regular Meeting Minutes of January 8, 2025
 - B. Special Meeting Minutes of January 27, 2025
- IV. **TREASURER REPORT (8:20 am)**
- V. **ACTION ITEMS (8:25 am)**
 - A. Berkley Theater Marquee Structural Stabilization Request, Marquee Short-Term Path Forward
 - B. Frank's Landscaping Contract One-Year Renewal, Soliciting Bids Ahead of 2026 Season
 - C. 2025-2026 Annual Budget Proposal Reading, Spending Priorities
- VI. **DISCUSSION ITEMS (8:55 am)**
 - A. Permanent Executive Director Search Process, Progress Update
 - B. Leadership Transition, Transition Projects Documents, and Prioritizing 2025 Projects
 - C. Robina Placemaking Oakland County Grant Funding Status Update
 - D. Dorothea Placemaking Conceptual Design, Pilot Working Group Status Update
- VII. **LIAISON REPORTS (9:10 am)**
 - A. City Council – Steve Baker
 - B. Community Development – Kristen Kapelanski
 - C. Planning Commission – Lisa Kempner
 - D. Public Works – Adam Wozniak
 - E. Chamber of Commerce – Tim Murad
- VIII. **STUDENT BOARD MEMBER UPDATES (9:18 am)**
- IX. **BOARD COMMITTEE UPDATES (9:20 am)**
 - A. Art & Design Committee (Next Meeting Set for February 12, 4:30 pm)
 - B. Business Development Committee
 - C. Downtown Events Committee (Pride Planning Set for February 13, 6:00 pm)
 - D. Marketing Strategies Committee (Website Redesign Project Progressing)
 - E. Organization Committee (Conducting Executive Director Interviews)
 - F. West 12 Mile Committee
- X. **EXECUTIVE DIRECTOR UPDATES (9:28 am)**
 - A. Main Street America Annual Evaluation Successfully Concluded, Thank You to Participants
 - B. Thank You for the Opportunity to Work with You, Help You Advance Downtown Berkley
- XI. **BOARD OF DIRECTORS' COMMENTS (9:33 am)**
- XII. **PUBLIC COMMENTS (Three Minutes Time Limit per Speaker) (9:38 am)**
- XIII. **ADJOURNMENT (9:45 am, at the latest)**

APPROVAL OF MINUTES

**REGULAR MEETING OF THE BOARD OF
DIRECTORS - JANUARY 8, 2025,
SPECIAL MEETING - JANUARY 27, 2025**



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RECOMMENDATION:

**MOTION TO APPROVE BOTH THE MINUTES FOR THE REGULAR
MEETING OF JANUARY 8, 2025 AND THE MINUTES FOR THE
SPECIAL MEETING ON JANUARY 27, 2025**

BACKGROUND:

Penelope Morris has ably prepared a thorough account of the most recent meeting of the Berkley Downtown Development Authority Board of Directors, which took place on Wednesday, January 8, 2025. She shared an initial draft of minutes with the Board Chair and me to review for corrections, and then circulated the draft minutes to the entire Board of Directors ahead of this Board Meeting. She has also done the same with the Monday, January 27, 2025 Special Meeting Minutes. The draft minutes are also posted and available on our Downtown Berkley website for public viewing.

Please advise if there are any corrections needed. Once all corrections have been made, and upon an affirmative vote by the Board of Directors approving the sets of meeting minutes, I shall post the adopted minutes to the Downtown Development Authority's website in order for the public, as well as members of this body, to access as needed in the future. A copy of the adopted minutes is also provided to the City of Berkley for their records.

- **Mike McGuinness, Executive Director. February 5, 2025.**

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



- I. **CALL TO ORDER:** The meeting was called to order at 8:15 AM with Chair Matteo Passalacqua presiding.
- II. **Roll Call Taken and Quorum Determined**
 - Present:* Donna Dirkse
Katie Forte
Scott Francis
Anna Grace
Chris Gross
Shawn Heath-Lee
Matteo Passalacqua
Ashley Poirier
Todd Schaefer
Crystal VanVleck
Brian Zifkin
 - Absent:* Desiree Dutcher – *excused*
Justin Findling – *excused*
Uli Laczkovich – *excused*
Talia Wittenberg – *excused*
 - Also present:* Steve Baker, City Council Liaison
Kristen Kapelanski, Community Development Director
Lisa Kempner, Planning Commission Liaison
Mike McGuinness, DDA Executive Director
Chris Nordstrom, Carlisle Wortman Assoc., Planning
Adam Wozniak, Berkley DPW Liaison
- III. **APPROVAL OF AGENDA:**

Passalacqua asked for a motion to move Discussion Items and Liaison Reports ahead of Action Items, which would probably take up the bulk of this meeting. Gross moved to approve the amended agenda, Dirkse seconded, and the motion was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES**
 - A. Regular Meeting of December 11, 2024**

On motion by Dirkse and second by Gross, the minutes of the regular meeting of December 11, 2024 were unanimously approved by the Board.
- V. **TREASURER'S REPORT:**
 - A. Financial Reports for November and December 2024**

Gross had no report because Financial Reports weren't received from the City.
- VI. **DISCUSSION ITEMS**
 - A. Dorothea Road Reopening Status Update**

McGuinness reported that based on discussions and actions taken at and since the last Board meeting, Dorothea Road had been reopened at Coolidge. Long term plans for the area have not

changed. VanVleck noted her desire to put together an informal work group to work on the long-term plans, the group consisting of herself, City staff, Kapelanski, Recreation Department staff, members of the DDA Board and City Council who would like to be involved, and perhaps some of the area's business owners to create a plan of action for a short-term pilot closure. They need to work around the School District's fieldhouse construction on the adjacent field.

Heath-Lee volunteered, and McGuinness also volunteered Forte and Dutcher, who were not present at the time.

B. Feedback on Long-Term Dorothea Public Space Concepts

Kapelanski recounted this phase is facilitated by a SEMCOG grant awarded to Berkley specifically for planning purposes, and Chris Nordstrom of the planning firm Carlisle Wortman was engaged to assist with design concepts. Kapelanski noted they were soliciting feedback from the Board on the preliminary designs he then presented to the Board.

Nordstrom's renderings presented preliminary overhead drawings as well as street-level examples of materials and features that might be incorporated. He stressed that he was encouraged to make the design welcoming to all ages, flexible, and multi-functional. The design shows areas for seating, performance, play, and is open enough to allow a variety of uses. Landscaped areas with trellises and raised planting beds are also designated on the plans. Nordstrom used string lights rather than light poles to illuminate the space.

Bike racks and the MOGO bike rental installation are included in the space. The surface could be plain concrete, stamped concrete, or pavers of some kind. Two columnar trees he recommended are sweet gum and ginkgo. Nordstrom noted his plans are preliminary and can be scaled back as needed. He solicited suggestions and feedback from the Board and other attendees.

Passalacqua overall supported the general idea, noting ongoing maintenance needs to be feasible and must always be kept in mind. DPW's Wozniak, noting past issues with pavers on the roadway, questioned drainage based on materials used on the road surface. Kempner thought the design needed more shade for the hot months, but Nordstrom noted the trees and trellised plants would provide some shade. Zifkin also contributed an idea he encountered traveling abroad where multiple umbrellas were suspended over a public space. Overall, Board members were in favor of the preliminary plans.

Kapelanski noted the next step is to finalize a design concept and pursue grant funding.

- VII. PUBLIC COMMENTS:** A resident attending the meeting noted that ginkgos have offensive smelling seeds, but that is dependent on whether the tree is male (no seeds) or female. The opportunity for public comment was offered, and 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.

VIII. LIAISON REPORTS

A. City Council

Baker reported that Council recognized the 40th anniversary of the Berkley Women's Club and proclaimed February as Black History Month. Representative Natalie Price made a presentation to Council about legislative priorities and Michigan's 2025 budget, including state education funding and tuition-free community college attendance.

B. Community Development

Kapelanski reported final revisions to the Zoning Ordinance were sent to the Planning Commission, and she expects adoption soon.

C. Planning Commission

Kempner reported that the Commission denied approval to an in-home daycare applicant because of concerns about traffic to and from the residence.

D. Public Works

Wozniak reported not much has been happening with the holidays and lack of snow.

Chamber of Commerce

Absent – no report.

IX. STUDENT BOARD MEMBER UPDATES:

Absent – no report.

X. ACTION ITEMS

A. DDA Executive Director Job Posting Approval

At this point in the meeting, Passalacqua asked McGuinness to step out of the meeting and invited all others to stay or leave, as they wished. He reported that the Organization Committee had met several times to finalize the job description, deciding on the structure of the position moving forward and setting compensation details.

Francis noted the next steps after posting the position are setting up a subcommittee to review applications and resumes, doing zoom interviews of candidates and then in-person interviews, followed by recommendations to the Board of the best applicant to be offered a position (negotiation with that person on contract details is included in the timeline).

He noted the benefit package is different from that offered to McGuinness because he is a City employee and that package has changed during his tenure, saving @\$20,000 per year. The bulk of the new Director's time will be at City Hall and coordinating with the City Manager, with flexibility expected for those times the Director will be needed to work evenings and weekends. Poirier suggested a social media post announcing McGuinness' departure.

Francis noted that following this process might mean that it could take until as late as April for a new Director to be in place, with someone else serving as Director in the interim.

Forte moved to approve the Executive Director Job Posting, Heath-Lee seconded, and the motion was unanimously approved by the Board.

B. DDA Open Tasks Tracking Matrix

Passalacqua stated that the transition from the current Director to his replacement was not going well, information requested from the director was not being timely received, important deadlines were not being met, and time for follow-up on pressing items was running out. He stated the board needed a commitment from Mr. McGuinness to fully engage for the next six weeks or to move on to his new opportunity now. Passalacqua stated either were acceptable but that the Board needed an answer.

Passalacqua said that the Board wasn't in a position to vote on the matrix, because they had just received it at 8:15 that morning and hadn't had any time to review the documents. Included in that information packet were important documents on the projected DDA budget for the 2025/26 year. Grant reporting requirements also need to be addressed.

McGuinness will be required to begin working out of City Hall the following Monday, 1/11/25 until his last day 2/14/25, and coordinate his transition activities going forward with the City Manager and her staff. The Board also needs to structure the ongoing activities and pare down its most pressing immediate priorities, as well as posing the question, "Do you have a plan of action?" [for the activities listed on the matrix he submitted].

Passalacqua reported that MSOC has provided suggestions of individuals who might be able to serve as Interim Director during the search for a full-time Director. VanVleck also noted that the next Director will be trained to pull Financial Reports from the City's files.

When McGuinness returned, Francis summarized the Board's discussion about the job posting as well as priorities to be addressed in McGuinness's remaining time as Director. He asked for direction for the next steps on the Open Tasks Tracking Matrix. McGuinness said he hoped to leave behind for the incoming Director an outline similar to what his predecessor, Jen Finney, had given to him when he started. McGuinness responded affirmatively when asked if he could commit to devoting his time, over the remaining weeks of his tenure, to fleshing out steps forward on the matrix he had laid out and work primarily from city hall.

McGuinness apologized for his poor communication over the last few weeks but noted he had been quite ill over the holidays and it limited his ability to work on DDA priorities. He was also asked if Board members could assist him in the process of tying up any loose ends. Passalacqua noted that after meeting with VanVleck and her staff, any Board member who needed to be pulled into the conversation could be engaged to take on additional responsibility for following up on those tasks.

XI. BOARD COMMITTEE UPDATES:

A. Art & Design Committee

Nothing to report.

B. Business Development

Nothing to report.

C. Downtown Events Committee

McGuinness reported the schedule may be expanded or altered as opportunities arise.

D. Marketing Strategies Committee

Poirier reported that issues with GoDaddy, the domain owner, appear to have been resolved.

E. Organization Committee

No additional report.

F. West Twelve Mile Committee

No additional report.

XII. EXECUTIVE DIRECTOR UPDATES

McGuinness plans to provide a draft budget to the Board at the February meeting.

McGuinness noted the City's recognition as a city with a Hospitable Business Environment (*Oakland Press article* Jan. 8, 2025).

McGuinness announced that the Yellow Door Art Market on 12 Mile will be closing after 14 years.

XIII. BOARD OF DIRECTORS' COMMENTS:

None.

XIV. Adjournment:

The meeting was adjourned at 9: 47 AM on motion by Zifkin and second by Poirier.

**SPECIAL MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
Monday, January 27, 2025, 8:15 AM
Berkley Public Safety, 2nd Floor, Conference Room**



- I. **CALL TO ORDER:** The meeting was called to order at 8:15 AM with Chair Matteo Passalacqua presiding.
- II. **Roll Call Taken and Quorum Determined**
Present: Donna Dirkse
Desiree Dutcher
Katie Forte
Scott Francis
Anna Grace
Chris Gross
Shawn Heath-Lee
Uli Laczkovich
Matteo Passalacqua
Ashley Poirier
Todd Schaefer
Brian Zifkin

Absent: Justin Findling – *excused*
Crystal VanVleck – *excused*
Talia Wittenberg – *excused*
- III. **APPROVAL OF AGENDA:**
Zifkin moved to approve the agenda, Francis seconded, and the motion was unanimously approved by the Board.
- IV. **ACTION ITEMS**
 - A. **Review and Approve/Deny Contract with Interim Director**
Passalacqua reported that the Organization Committee had met with Jennifer Finney, who served as DDA Director prior to McGuinness. They discussed the possibility of her being Interim DDA Director while the Board works to fill the position on a full-time basis.

Basic terms and expectations were discussed, and City Manager VanVleck drew up a draft contract which was presented to the Board prior to the meeting. The only minor change they agreed to make to the contract as presented is to add, in Section 2., that if Finney requires more time to finish a specific task, she will reach out to Passalacqua and VanVleck and get prior approval for that amount of time over 20 hours.

Finney will work primarily out of City Hall but some flexibility is built in for her to put in some hours from home. She will work with McGuinness to establish the highest current priorities.

Francis moved to approve the Contract with the Interim Director, with the amendment discussed above regarding approval of additional hours above 20 by the City Manager and DDA Chair, Zifkin seconded, and the motion was unanimously approved by the Board.

V. BOARD OF DIRECTORS' COMMENTS:

Francis said the Organization Committee was reviewing the credentials from @10 DDA Executive Director applicants.

VI. PUBLIC COMMENTS: The opportunity for public comment was offered, and 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.

VII. Adjournment:

The meeting was adjourned at 8:24 AM on motion by Poirier and second by Dirkse.

TREASURER'S REPORT

JANUARY 2025 BALANCE SHEETS, REVENUE AND EXPENDITURE REPORTS FOR BERKLEY DDA FUNDS



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RECOMMENDATION:

MOTION TO ACCEPT THE TREASURER'S REPORT

BACKGROUND:

The City of Berkley Finance Department has provided the Berkley Downtown Development Authority the Balance Sheet and Revenue and Expenditure Report for the month of January 2025.

These reports have been received and analyzed by DDA Board Treasurer Chris Gross, as well as by Executive Director Mike McGuinness. They are included with the meeting materials for the Board of Directors and the public at large for further review.

I've flagged for the Finance Department that the DDA Property Tax Capture for the Fiscal Year (north of \$300,000 worth) has still not been assigned or attributed, which is skewing the picture of our revenues and our overall fund balance. They will notify us when that has been corrected, and run updated reports for us. Your DDA staff will circulate when we have received that news and those updated reports.

The largest January expenditure was the payment to LeClerc Display for the holiday lights. All questions are welcomed and encouraged.

- **Mike McGuinness, Executive Director. February 7, 2024.**

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

Page: 1/2

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 01/31/2025 (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 001 - REVENUES						
248-001-402-000	PROPERTY TAXES	36,000.00	6,331.29	0.00	29,668.71	17.59
248-001-402-001	PROPERTY TAX CAPTURE - DDA	388,000.00	77,602.72	0.00	310,397.28	20.00
248-001-539-010	STATE GRANTS	10,000.00	0.00	0.00	10,000.00	0.00
248-001-665-000	INVESTMENT EARNINGS (LOSSES)	10,234.00	0.00	0.00	10,234.00	0.00
248-001-674-005	MERCHANDISE REVENUE	5,000.00	0.00	0.00	5,000.00	0.00
248-001-675-814	EVENT SPONSORSHIPS	10,000.00	620.00	0.00	9,380.00	6.20
Total Dept 001 - REVENUES		459,234.00	84,554.01	0.00	374,679.99	18.41
TOTAL REVENUES		459,234.00	84,554.01	0.00	374,679.99	18.41
Expenditures						
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,738.00	2,236.10	405.14	1,501.90	59.82
248-252-716-500	HEALTH CARE COSTS - BC/BS	16,124.00	0.00	0.00	16,124.00	0.00
248-252-718-000	RETIREMENT-DB MERS	25,948.00	15,135.96	2,162.28	10,812.04	58.33
Total Dept 252 - ACTIVE EMPLOYEE BENEFITS		45,810.00	17,372.06	2,567.42	28,437.94	37.92
Dept 722 - DDA OPERATIONS						
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	5,000.00	0.00	15,000.00	25.00
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	0.00	0.00	300.00	0.00
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	527.00	127.00	573.00	47.91
248-722-807-000	AUDIT SERVICES	2,100.00	0.00	0.00	2,100.00	0.00
248-722-818-205	SECRETARIAL SERVICES	2,000.00	1,050.00	150.00	950.00	52.50
248-722-853-000	TELEPHONE	600.00	283.41	81.00	316.59	47.24
248-722-866-000	SUBSCRIPTION SERVICES	300.00	0.00	0.00	300.00	0.00
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00
Total Dept 722 - DDA OPERATIONS		26,700.00	6,860.41	358.00	19,839.59	25.69
Dept 724 - SPECIAL EVENTS						
248-724-706-000	DPW WORKERS	0.00	1,646.53	672.58	(1,646.53)	100.00
248-724-709-000	OVERTIME	0.00	689.31	0.00	(689.31)	100.00
248-724-715-000	FICA	0.00	177.31	51.07	(177.31)	100.00
248-724-758-001	BOOKLEY SEASON	20,000.00	8,992.81	0.00	11,007.19	44.96
248-724-817-004	DDA - EVENTS	45,000.00	2,792.41	0.00	42,207.59	6.21
248-724-817-015	HOLIDAY LIGHTS	40,000.00	43,975.73	40,962.00	(3,975.73)	109.94
Total Dept 724 - SPECIAL EVENTS		105,000.00	58,274.10	41,685.65	46,725.90	55.50
Dept 726 - MARKETING AND ADVERTISING						
248-726-814-000	WEBSITE	500.00	0.00	0.00	500.00	0.00
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	1,000.00	0.00	0.00	1,000.00	0.00
248-726-818-000	CONTRACTUAL SERVICES	48,000.00	40,800.00	4,200.00	7,200.00	85.00
248-726-901-000	ADVERTISING/MARKETING	30,000.00	3,603.50	2,000.00	26,396.50	12.01
Total Dept 726 - MARKETING AND ADVERTISING		79,500.00	44,403.50	6,200.00	35,096.50	55.85

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY
 PERIOD ENDING 01/31/2025

Page: 2/2

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Dept 729 - STREETScape & DESIGN						
248-729-818-200	FLOWER BASKET PROGRAM	56,000.00	55,557.30	0.00	442.70	99.21
248-729-818-201	PUBLIC ART/PLACEMAKING	34,000.00	15,737.00	0.00	18,263.00	46.29
248-729-818-207	PEST CONTROL	500.00	465.00	0.00	35.00	93.00
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00	3,678.50	3,678.50	11,321.50	24.52
Total Dept 729 - STREETScape & DESIGN		105,500.00	75,437.80	3,678.50	30,062.20	71.51
Dept 740 - DDA ADMINISTRATION						
248-740-704-000	FULL TIME EMPLOYEES	81,954.00	47,280.72	9,456.13	34,673.28	57.69
248-740-715-000	FICA	6,270.00	3,580.80	716.16	2,689.20	57.11
248-740-725-000	WORKERS COMPENSATION	336.00	295.17	0.00	40.83	87.85
248-740-728-000	OFFICE SUPPLIES	464.00	0.00	0.00	464.00	0.00
248-740-960-000	PROFESSIONAL DEVELOPMENT	2,700.00	300.00	300.00	2,400.00	11.11
Total Dept 740 - DDA ADMINISTRATION		91,724.00	51,456.69	10,472.29	40,267.31	56.10
Dept 902 - PUBLIC IMPROVEMENT						
248-902-972-200	STREETScape IMPROVEMENTS	60,000.00	61,861.20	2,791.00	(1,861.20)	103.10
248-902-972-500	WAYFINDING	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 902 - PUBLIC IMPROVEMENT		70,000.00	61,861.20	2,791.00	8,138.80	88.37
TOTAL EXPENDITURES		524,234.00	315,665.76	67,752.86	208,568.24	60.21
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		459,234.00	84,554.01	0.00	374,679.99	18.41
TOTAL EXPENDITURES		524,234.00	315,665.76	67,752.86	208,568.24	60.21
NET OF REVENUES & EXPENDITURES		(65,000.00)	(231,111.75)	(67,752.86)	166,111.75	355.56

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001-000	CASH IN BANK	79,889.73
248-000-001-002	CASH - DDA BANNER CASH	0.00
248-000-004-000	CASH - IMPREST PAYROLL	(58,746.14)
248-000-005-000	PETTY CASH	300.00
248-000-026-000	DELINQUENT PPT RECEIVABLE	(811.97)
248-000-040-000	ACCOUNTS RECEIVABLE	0.00
248-000-040-001	ACCOUNTS RECEIVABLE - MANUAL	0.00
248-000-123-000	PREPAID EXPENSES	0.00
248-000-123-007	PREPAID SUNLIFE INSURANCE	0.00
248-000-180-000	INVESTMENTS	0.00
Total Assets		20,631.62
*** Liabilities ***		
248-000-202-000	ACCOUNTS PAYABLE	3,013.73
248-000-202-001	ACCOUNTS PAYABLE - MANUAL	39,097.10
248-000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB	0.00
248-000-241-000	FICA TAXES	0.00
248-000-257-000	ACCRUED PAYROLL	0.00
248-000-259-000	ACCRUED HEALTH CARE	0.00
248-000-284-000	LIABILITY CONTROL	0.00
248-000-285-000	UNEARNED REVENUE	0.00
Total Liabilities		42,110.83
*** Fund Balance ***		
248-000-373-000	RESERVE FOR PREPAIDS	0.00
248-000-389-000	RESERVE FOR BANNERS	0.00
248-000-390-000	FUND BALANCE	209,632.54
Total Fund Balance		209,632.54
Beginning Fund Balance		209,632.54
Net of Revenues VS Expenditures		(231,111.75)
Ending Fund Balance		(21,479.21)
Total Liabilities And Fund Balance		20,631.62

ACTION ITEM

BERKLEY THEATER MARQUEE INTERIOR STRUCTURE REPAIRS



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RECOMMENDATION:

MOTION TO AUTHORIZE THE EXPENDITURE OF UP TO \$18,000 FOR HISTORIC MARQUEE INTERIOR STRUCTURAL REPAIRS

BACKGROUND:

The Berkley DDA Board voted in August 2024 to identify the preservation of the historic Berkley Theater marquee as a priority goal for the organization (adopted resolution is included in these materials). While the ultimate fate of the building and the affixed marquee still has more time before the path forward is clear, the options of preserving it on the structure or future removal and reinstallation there or elsewhere requires a sound structure.

Structural integrity issues of the theater marquee's interior have been identified, with a specialized vendor able to weld, repair, and reinforce the interior structure. Current condition images included.

There are currently sufficient funds in the current Fiscal Year's Public Art & Placemaking Budget line item to cover those expenses. Should the Board also wish to pursue the painting of all interior structural steel with rust conversion paint, that would be an additional \$8,000 and would prompt a budget amendment needed to provide those funds.

City of Berkley Facilities Director Alex Brown is scheduled to be in attendance for the February Board meeting to answer questions that may arise; he's helped coordinate this request and has interacted with the proposed vendor, MNC & ANC Professional Services.

- **Mike McGuinness, Executive Director. February 7, 2025.**

RESOLUTION

August 14, 2024



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STATING THE IMPORTANCE OF THE HISTORIC BERKLEY THEATER MARQUEE PERSERVATION AND AFFIRMING THE BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY PRIORITIZATION OF THAT GOAL FOR OUR DOWNTOWN

WHEREAS, the historic Berkley Theater and accompanying marquee was an iconic landmark on 12 Mile Road in downtown Berkley from 1941 until closure in 1993, though through citizen action and city collaboration, the marquee was able to remain and serve as a beacon for our downtown; and,

WHEREAS, the iconic theater marquee is synonymous with our downtown, and our Downtown Development Authority incorporates the marquee design and font into much of our downtown marketing and promotional materials because of how interlinked the landmark is with our downtown; and,

WHEREAS, the private property on which the marquee is affixed is currently for sale following the closure of Rite Aid, placing the marquee's future in an uncertain phase and causing great concern throughout the Berkley community and in our downtown about the historic preservation of this landmark; now,

THEREFORE, BE IT RESOLVED, the Berkley Downtown Development Authority formally states the high importance of preserving the historic and iconic Berkley Theater marquee for Downtown Berkley, Michigan; and further

RESOLVED, the Berkley Downtown Development Authority affirms the preservation of the marquee as a top priority for advancing Downtown Berkley and, as a result, a top priority for our organization; and further

RESOLVED, we are prepared as an organization to invest our time, resources, advocacy, and insights into future solutions that ensures the marquee is preserved for generations to come, and we will continue to remain engaged to the fullest extent of our capacity in helping to facilitate that positive result.

ADOPTED BY THE DDA BOARD AUGUST 14, 2024

A handwritten signature in black ink, appearing to read "Chris McG...", is written over the adoption text.



MNC & ANC Professional Services, LLC
72 PINWOOD DR
WHITE LAKE, MI 48386
248-877-9001
mncanc@outlook.com
www.mncancprosvc.com

Quotation

ADDRESS

City of Berkley
2400 Robina
Berkley, Michigan 48072
Ph: 248.361.1176

QUOTATION # 25-117

DATE 02/06/2025

JOB SITE

Marque sign structural

QTY	DESCRIPTION	RATE	AMOUNT
1	Labor and material to complete	17,500.00	17,500.00

Clarifications

1. Removal all access doors from sign and place on roof until complete
2. Set-up temporary ventilation system on sign for welding
3. Replace all angle iron cross member supports
4. Replace all bolts, nuts, and lock washers on cross members
5. Replace I-Beam cross sectional pieces that maintain sign swaying
6. Weld in new replacement steel
7. Repair base of sign to roof membrane
8. Field supplies to complete

Down payment due upon acceptance \$10,500.00

Note

1. Recommended but not required:
 - Paint all interior structural steel with rust conversion paint (\$8,000 additional)

As with Estimates/Invoices there are unforeseen items that are needed to complete the project. This could affect the Estimate/Invoice amount by +/- 20%. If the unforeseen results in a decrease/increase in the Estimated amount the difference will be applied to the final invoice. MNC & ANC does accept credit cards. there is a 3% processing fee. Upon down payment the aforementioned applies.

SUBTOTAL	17,500.00
TAX (6%)	0.00
TOTAL	\$17,500.00

Accepted By

Accepted Date

Service Charges

There is a 5% service charge for no payment after 30 days. Compounding and accruing every 30 days there after MNC & ANC Professional Services LLC retains ownership of all material until final payment is received. MNC & ANC also retains the right to remove all material purchased and installed by MNC & ANC Professional Services LLC if final payment is not received within 90 days





ACTION ITEM

BERKLEY THEATER MARQUEE LIGHTING SHARED COSTS



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RECOMMENDATION:

MOTION TO AUTHORIZE THE DDA'S FINANCIAL COMMITMENT TO SHARING THE COST OF CONTINUED LIGHTING OF THEATER MARQUEE AT \$500 PER MONTH, OR MOTION TO POSTPONE TO NEXT BOARD MEETING FOR FURTHER REVIEW

BACKGROUND:

The Berkley DDA Board voted in August 2024 to identify the preservation of the historic Berkley Theater marquee as a priority goal for the organization. While the ultimate fate of the building and the affixed marquee still has more time before the path forward is clear, the question is before the City of Berkley and the Berkley DDA as to whether, and for what duration, the cost of electrifying the marquee should be incurred.

As a short-term lease agreement for continued marquee usage is being finalized between the City and the current building ownership, the question of electricity expenses for the marquee's continued lighting has arisen. The previous tenants, Rite Aid, covered the electricity expenses associated with the lighting of the marquee for their nearly two-decades-long lease. With those tenants gone, and the building vacant, the owners seek guidance on whether the City wishes to bear the expense of the continued lighting.

The proposed monthly cost for the expense is \$1,000 per month. The City would shoulder half of that expense and the DDA would shoulder the other half. As with the previous scenario while Rite Aid was the tenant, the City (and DDA, as we have assisted in recent years with covering those costs) would remain responsible for any neon repairs that arise during the duration of the agreement.

The alternative is to allow the marquee to go 'dark' during the near-term until a more permanent agreement and secure future for the marquee is reached.

- **Mike McGuinness, Executive Director. February 7, 2025.**

ACTION ITEM

DOWNTOWN FLOWER PROGRAM AND LANDSCAPING MAINTENANCE FOR 2025



retro feel. metro appeal.

RECOMMENDATION:

MOTION TO APPROVE ENTERING INTO ONE-YEAR CONTRACT WITH FRANK'S LANDSCAPING FOR 2025 FLOWER AND LANDSCAPING SERVICES, IDENTIFYING WHETHER OR NOT TO INCLUDE WINTER BARRELS, AND INTEND TO SOLICIT PROPOSALS FOR 2026 SEASON AND BEYOND

BACKGROUND:

ANNUAL FEES AND EXPENSES, WITH 12 MILE WINTER BARRELS: \$63,317.30

1. 12 Weeks Regular Summer Maintenance: \$12,195.30
2. Flower Bed Flowers Purchase and Planting: \$8,190.00
3. Flower in Barrels Purchase and Planting: \$13,230.00
4. Flower in Barrels Watering and Maintenance, May-October: \$6,080.00
5. Barrel Planters Winter Décor Preparation and Installation: \$8,880.00
6. Hanging Flower Pot Purchase and Planting: \$5,670.00
7. Hanging Flower Pot Watering and Maintenance, May-October: \$9,072.00

ANNUAL FEES AND EXPENSES, WITHOUT WINTER BARRELS: \$54,437.30

Frank's Landscaping has handled the flower beds and hanging flower baskets program for the Berkley DDA for at least the past six years. Two years ago, the DDA Board directed staff and voted to approve an expansion of the limited flower baskets to cover the entire Downtown District mile along Coolidge. Last year, the DDA Board directed staff voted to approve a further expansion of the program with the addition of seasonal barrel planter installations along 12 Mile's Gateway West. The question for the Board now in 2025 is whether to maintain that larger scope and the financial commitment that it requires or to modify the plans.

Beyond 2025, the goal is to gauge pricing options from other vendors with an open bid process.

- **Mike McGuinness, Executive Director. February 10, 2025.**



**BERKLEY, MICHIGAN
DDA DISTRICT LANDSCAPING
Maintenance and Flower Services 2025 Agreement**

This Agreement for DDA District Landscaping Maintenance and Flower services is between the Berkley Downtown Development Authority (DDA), located at 3338 Coolidge Highway, Berkley, Michigan and Franks Landscaping & Supplies, LLC. ("Contractor"), located at 39115 Michigan Avenue, Wayne, Michigan.

TERM

The contract period shall be one (1) year from date of signing by the DDA Executive Director. Prices must remain firm during the contract period.

The DDA reserves the right to terminate this contract upon thirty (30) days written notice to the Contractor.

SUBCONTRACTORS

Subcontractors are not allowed without prior written consent from the DDA. Any subcontractor, if approved, shall be bound by the terms and conditions of this contract.

SUPERVISION

Contractor must have an on-site supervisor or foreman with the ability to respond, make decisions, and stay in communication with the DDA using a cell phone.

All Contractor employees are expected to respond to the public in a respectable and courteous manner and shall not engage in any form of confrontation.

INSPECTION

The Contractor shall notify the DDA Executive Director 24 Hours before each cycle of regular summer maintenance is completed. The DPW sweeper will then be scheduled to cover the project areas.

The DDA Executive Director, or their authorized representative, may request a walk-through inspection with the Contractor. Any deficiencies will be corrected immediately by the Contractor.

SAFETY

All Contractor personnel must be experienced in landscape operations using modern tools / methods and practice safety precautions to adequately safeguard all persons and property from injury or damage including, but not limited to, safety vests.

Contractor will be required to provide and maintain in clean and in good working condition any and all traffic safety and warning devices. Such devices shall conform to the current Michigan Manual of Uniform Traffic Control Devices. During the progress of work, adequate provisions shall be made by the Contractor to accommodate normal traffic flow in order to minimize inconvenience to the public. The Contractor shall be solely responsible for pedestrian and vehicular safety and control with the work site. At no time shall the Contractor leave the work area in a dangerous condition.

The Contractor shall be responsible for contacting the appropriate utility companies for location of underground services which are in the work area and could be damaged by the Contractor's operations. Any time digging of any type is required, Contractor shall have utilities staked by MISS DIG. This shall be done a minimum of three (3) days prior to work starting.

DAMAGES

Contractor guarantees that reimbursement, repair or replacement of any public or private property damaged by careless or accidental use of materials and /or machinery in the performance of the contract will be made to the satisfaction of the DDA at no additional charge. This includes but is not limited to utility lines, structures, established turf, sprinklers, invisible fences, sidewalk, driveways, and curb.

INDEMNIFICATION

To the fullest extent permitted by law, Contractor agrees to indemnify, defend, and hold harmless the DDA and the City of Berkley, and their respective boards and commissions, directors, officials, officers, employees and volunteers, from any and all claims, liability,

damages, expenses, costs or losses arising out of or in any way related to the Contractor's acts or omissions, willful misconduct, negligence, intentional torts, criminal acts, or fraud. The obligations under this Section shall survive termination of this Agreement. For purposes of this Section, the parties acknowledge the City of Berkley is a third-party beneficiary of this Agreement.

INSURANCE

The Contractor shall procure and maintain the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this Agreement. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insurance retentions are the responsibility of the Contractor.

Commercial General Liability: \$2,000,000 per occurrence / \$4,000,000 per aggregate;
Automobile Liability: \$2,000,000 combined single limit;
Excess Liability: \$1,000,000 per occurrence / \$1,000,000 aggregate;
Workers Comp and Employer Liability: \$1,000,000 per occurrence; and
Professional Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.

If any coverages expire during the terms of this Agreement, the Contractor shall deliver renewal certificates and endorsements to the DDA and City of Berkley at least ten (10) days prior to the expiration date.

SCHEDULE AND WORK HOURS

Work activities must be conducted Monday through Friday between the hours of 7 AM and 6 PM; preferably between 7 AM and Noon. No night, weekend or holiday work will be permitted unless specifically authorized by the DDA.

INVOICING AND PAYMENT TERMS

Contractor shall invoice the DDA monthly upon full completion of the work assigned. Please note partial invoices will not be accepted.

In order for the DDA to verify payment, Contractor shall complete and email monthly log sheets of work performed. Log sheets shall indicate date, location and work completed.

Payment to the Contractor will generally be made within 30 days of invoice approval. Payment will depend upon the DDA's ability to verify the work completed.

STORAGE OF EQUIPMENT AND SUPPLIES

The DDA or the City will not provide equipment or material storage facilities for the Contractor.

CONFORMITY TO SPECIFICATIONS

Proposals must be made in full conformity to all conditions as set forth in the specifications and instructions to Contractors.

LEGAL CONDITIONS

The Contractor agrees to abide by all Federal, State, County and Local laws and regulations.

EXTRAS

Except as otherwise herein provided, no charge for extra work or materials will be allowed unless the same has been ordered in writing by the DDA and the price stated in such order.

DETAILED SPECIFICATIONS

The DDA is pursuing our District Landscaping Program from a qualified landscape contractor. Work generally includes regular maintenance of the sidewalks, tree wells, flower pots and flower beds within the public right-of-way.

The following work items are included in the project scope:

- A. Regular Summer Maintenance-Contractor to provide all labor and equipment necessary for right-of-way and public property maintenance in the downtown area of Berkley. Work shall be performed every two weeks from the third week in May through the fourth week in October (24 weeks or 12 work events). In addition, a single cleaning shall be performed in late November bringing the total work events to thirteen (13). This work shall include all labor, materials, equipment, supplies, and services to maintain the sidewalks, flower bed planters, landscaped areas, flower pots, and tree wells in an attractive, healthy, litter and weed free condition. All work shall be performed in a professional workmanlike manner using quality methods. Trash, litter, weeds, etc. shall be disposed of properly and not placed in City dumpsters or the DPW yard.

Specific locations and requirements are as follows:

12 Mile Road between Tyler and Kenmore

1. Tree Wells

- a. In addition to 12 Mile Road, service area shall include all side streets within ~150' of 12 Mile Road centerline
 - b. Trash and litter shall be removed and disposed of properly
 - c. Cast iron grates shall be removed and reset properly if necessary
 - d. All weeds shall be removed and disposed of properly
 - e. 2" of new hardwood mulch shall be applied with the first maintenance of the season for those wells without a grate
2. Flower Bed Planters
- a. In addition to 12 Mile Road, service area shall include all side streets within ~150' of 12 Mile Road centerline
 - b. Trash and litter shall be removed and disposed of properly
 - c. Dead or diseased plants shall be removed promptly from all flower bed planters and disposed of properly
 - d. Broken, damaged, or unsightly flowers and plants shall be removed
 - e. All weeds shall be removed and disposed of properly
 - f. The DDA shall be notified immediately if a problem (leak, over or under watering) is discovered in the irrigation system
 - g. The DDA shall be notified immediately if there are any problems observed with the existing trees
 - h. The first maintenance of the season shall include: inventorying planting materials and providing an itemized report to the DDA, cutting back the Pennisetum Hameln Dwarf Fountain Grass and splitting where necessary to allow other plants to grow, turning existing mulch (no rototillers) and soil to a depth of 2" to properly aerate the soil, applying 2" of new hardwood mulch
3. Sidewalks (building front to curb)
- a. In addition to 12 Mile Road, service area shall include all side streets within ~150' of 12 Mile Road centerline
 - b. Mechanically blow or sweep dirt/debris into the street to a location accessible by the DPW street sweeper
 - c. All weeds shall be removed from along building fronts, street light poles, traffic signal poles, traffic control sign posts, manholes, hand holes, fire hydrants, utility valve boxes, street benches, street trash receptacles, joints and cracks in the sidewalks, and the outside edges of Flower Bed Planters

12 Mile Road Coolidge Intersection

1. Tree Wells
 - a. Trash and litter shall be removed and disposed of properly
 - b. Cast iron grates shall be removed and reset properly if necessary
 - c. All weeds shall be removed and disposed of properly
 - d. 2" of new hardwood mulch shall be applied with the first maintenance of the season for those wells without a grate
2. Sidewalks (decorative wall front to curb)
 - a. Mechanically blow or sweep dirt/debris into the street to a location accessible by the DPW street sweeper
 - b. All weeds shall be removed from along decorative wall fronts, street light poles, traffic signal poles, traffic control sign posts, manholes, hand holes, fire hydrants, utility valve boxes, street benches, street trash receptacles, joints and cracks in the sidewalk, and recessed lighting fixtures

Note: The DDA shall be notified immediately if the Contractor observes damage to the decorative walls, recessed lighting fixtures, Cast Iron Tree Grates, brick sidewalks (to include broken, loose, raised, or missing bricks), any potential trip hazards caused by utility structures, or existing trees.

12 Mile Road between Tyler and Greenfield

1. Tree Wells
 - a. In addition to 12 Mile Road, service area shall include all side streets within ~150' of 12 Mile Road centerline
 - b. Trash and litter shall be removed and disposed of properly
 - c. All weeds shall be removed and disposed of properly
 - d. 2" of new hardwood mulch shall be applied with the first maintenance of the season for those wells without a grate
2. Sidewalks (building fronts to curb)
 - a. In addition to 12 Mile Road, service area shall include all side streets within ~150' of 12 Mile Road centerline
 - b. Mechanically blow or sweep dirt/debris into the street to a location accessible by the DDA street sweeper
 - c. All weeds shall be removed from along building fronts, street light poles, traffic signal poles, traffic control sign posts, manholes, hand

holes, fire hydrants, utility valve boxes, street benches, street trash receptacles, joints and cracks in the sidewalk, and recessed lighting fixtures

3. Hanging Flower Pots

- a. Regular maintenance and watering of hanging pots
- b. Storage of pots and brackets during the off season

4. Barrel Planters

- a. Regular maintenance and watering of hanging pots
- b. Storage of pots and brackets during the off season

Coolidge Highway between 12 Mile Road and 11 Mile Road

B. Tree Wells

- a. In addition to Coolidge Highway, service area shall include all side streets within ~150' of Coolidge Highway centerline
- b. Trash and litter shall be removed and disposed of properly
- c. All weeds shall be removed and disposed of properly
- d. 2" of new hardwood mulch shall be applied with the first maintenance of the season

C. Hanging Flower Pots

- c. Regular maintenance and watering of hanging pots
- d. Storage of pots and brackets during the off season

D. Sidewalks (building fronts to curb)

- a. In addition to Coolidge Highway, service area shall include all side streets within ~150' of Coolidge Highway centerline
- b. Mechanically blow or sweep dirt/debris into the street to a location accessible by the DDA street sweeper
- c. All weeds shall be removed from along building fronts, street light poles, traffic signal poles, traffic control sign posts, manholes, hand holes, fire hydrants, utility valve boxes, street benches, street trash receptacles, joints and cracks in the sidewalk, and recessed lighting fixtures

Note: Adjacent property owners may have planted flowers. The Contractor will notify the DDA immediately of these locations so activities can be coordinated.

Griffith & Robina Public Parking Lot-South Side of 12 Mile Road

1. Tree Wells

- a. Trash and litter shall be removed and disposed of properly
- b. Cast iron grates shall be removed and reset properly if necessary
- c. All weeds shall be removed and disposed of properly
- d. 2" of new hardwood mulch shall be applied with the first maintenance of the season for those wells without a grate

2. Flower Bed Planters and Landscaped Areas

- a. Trash and litter shall be removed and disposed of properly
- b. Dead or diseased plants shall be removed promptly from all flower bed planters and disposed of properly
- c. Broken, damaged, or unsightly flowers and plants shall be removed
- d. All weeds shall be removed and disposed of properly
- e. Grasses and other plantings shall be thinned and pruned as necessary
- f. The DDA shall be notified immediately if a problem (leak, over or under watering) is discovered in the irrigation system
- g. The DDA shall be notified immediately if there are any problems observed with the existing trees
- h. The first maintenance of the season shall include: inventorying planting materials and providing an itemized report to the DDA, thinning of grasses and other landscape materials that have become overgrown, turning existing mulch and soil to a depth of 2" to properly aerate the soil, applying 2" of new hardwood mulch

3. Sidewalks and Edge of Curb

- a. Mechanically blow or sweep dirt/debris into the parking lot to a location accessible by the DDA street sweeper
- b. All weeds shall be removed from along building fronts, street light poles, traffic signal poles, traffic control sign posts, manholes, hand holes, fire hydrants, utility valve boxes, street benches, street trash receptacles, joints and cracks in the sidewalk, and recessed lighting fixtures

West Side of City Hall adjacent to Coolidge Highway

1. Gazebo
2. Veterans Memorial Area
 - a. Trash and litter shall be removed and disposed of properly
 - b. Dead or diseased plants shall be removed promptly from all flower bed planters and disposed of properly
 - c. Broken, damaged, or unsightly flowers and plants shall be removed
 - d. All weeds shall be removed and disposed of properly
 - e. The DDA shall be notified immediately if a problem (leak, over or under watering) is discovered in the irrigation system
 - f. The DDA shall be notified immediately if there are any problems observed with the existing trees
 - g. The first maintenance of the season shall include: inventorying planting materials and providing an itemized report to the DDA, turning existing mulch and soil to a depth of 2" to properly aerate the soil, and applying 2" of new hardwood mulch

ArtSpace Plaza on East Side of Coolidge, South of Catalpa

1. Trash and litter shall be removed and disposed of properly
2. Dead or diseased plants shall be removed promptly from all flower bed planters and disposed of properly
3. Broken, damaged, or unsightly flowers and plants shall be removed
4. All weeds shall be removed and disposed of properly
5. The DDA shall be notified immediately if there are any problems observed with the existing trees
6. The first maintenance of the season shall include: inventorying planting materials and providing an itemized report to the DDA, turning existing mulch and soil to a depth of 2" to properly aerate the soil, and applying 2" of new hardwood mulch

- E. Flower Purchase and Planting – Contractor to provide all labor, equipment and materials to complete flower planting in 38 irrigated tree wells/beds on 12 Mile Road, west of Coolidge.

Approximately 200 flats of wave petunias (or similar plant) and 175 - 10" Dragon Wing Begonia to be purchased and planted each May in the 38 beds. The petunias and Dragon Wing Begonias should be complementary in color and evenly distributed in

each bed. Pricing shall include placing supplemental soil, as needed, to promote healthy growth.

Any flowers that do not survive the initial planting shall be replaced promptly by the Contractor at no additional cost to the DDA.

- F. Hanging Flower Pots – Contractor to provide all labor, equipment and materials to plant, hang, water, and maintain all 23" H2O Labor Saver Baskets with removable liners to be hung with black Iron Scroll Brackets and chrome chain along Coolidge Highway, as well as some portions of 12 Mile Road.
- G. Barrel Planters – Contractor to provide all labor, equipment and materials to plant, hang, water, and maintain all barrel planters placed at designated locations authorized by the DDA Executive Director or their representative along 12 Mile Road, between Greenfield and Buckingham.

ANNUAL FEES AND EXPENSES

1. 12 Weeks Regular Summer Maintenance: \$12,195.30
2. Flower Bed Flowers Purchase and Planting: \$8,190.00
3. Flower in Barrels Purchase and Planting: \$13,230.00
4. Flower in Barrels Watering and Maintenance, May-October: \$6,080.00
5. Barrel Planters Winter Décor Preparation and Installation: \$8,880.00
6. Hanging Flower Pot Purchase and Planting: \$5,670.00
7. Hanging Flower Pot Watering and Maintenance, May-October: \$9,072.00

TOTAL ANNUAL COST: \$63,317.30

**MICHAEL MCGUINNESS, EXECUTIVE DIRECTOR
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY**

DATE

FOR FRANK'S LANDSCAPING & SUPPLIES, LLC

DATE