

AGENDA

CITY OF BESSEMER DOWNTOWN DEVELOPMENT AUTHORITY

Regular meeting of the City of Bessemer Downtown Development Authority to be held in the DDA office, City Hall, on Monday, March 12th, 2018, at 5:30 p.m.

CALL TO ORDER

BOARD MEMBERS: Zak, Wright, Osier, Kikkebusch, Whitburn, Durkee, Leskoviansky, Youngberg, Hamilton

ROLL CALL

APPROVAL OF MINUTES:

BUSINESS ITEMS:

1) **Financials**

2)

Item	Description	Responsible Individual	Action Steps
Pop-up shops	Provide minimal initial funding to start up businesses in our downtown	Charly Loper	
Signs for trails	Add wayfinding for motorized and non motorized trails	Steve Hamilton and Charly Loper	Meet up to discuss locations
Economic Impact study	Look into creating an impact study	Steve Hamilton	
Banners	Order new banners for before and after summer	Charly Loper	Bring design ideas to DDA
Trees	Ethnic Common's Trees aren't looking healthy	Charly Loper	Going out for bids
Lights in Ethnic Commons	Determine if we should replace next spring with LED		
Welcome Signs	Update on Progress, request for banners		

- 3) **Christmas lights**
- 4) **Public comment**
- 5) **Other business**

ADJOURN

Next Meeting: Monday, March 12th, 2018

**A regular meeting of the Downtown Development Authority for the City of Bessemer
was held in the DDA meeting room on
Monday February 13, 2018 at 5:30**

Present: Osier, Youngberg, Zak, Durkee, Whitburn

Absent: Hamilton, Wright, Kikkebusch, Leskoviansky

A quorum was present

Osier made the motion to approve the minutes from January's meeting. Zak seconded. The vote was unanimously in favor.

- 1) Osier made a motion to table to decision on the chair. Kikkebusch seconded the motion and it passed unanimously.
- 2) The board received a financial update.
- 3) James Belk did not make the meeting. The board decided to handle it per the original motion and not pay the rent until the health inspection is completed.
- 4) Durkee made a motion to extend Advocate Counseling's rent for an additional 6 months at \$250/ month.
- 5)

Item	Description	Responsible Individual	Action Steps
Pop-up shops	Provide minimal initial funding to start up businesses in our downtown	Charly Loper	Reimburse pop-up shops for rent
Economic Impact study	Look into creating an impact study	Steve Hamilton	
Banners	Order new banners for before and after summer	Branding Committee	Bring design ideas to DDA
Trees	Ethnic Common's Trees aren't looking healthy	Charly Loper	
Lights in Ethnic Commons	Provide lights on gazebos	Dan Whitburn	Look into LED in the spring
Welcome signs	Look into costs for sign and not base	Charly Loper	

- 6) Whitburn made a motion to change the process of paying pop-up shops to reimbursing renters for rent and not dealing with property owners at all. Osier seconded this. The vote was unanimous.

Zak made the motion to adjourn the meeting. Youngberg seconded it and it passed unanimously.

Pop-Up Information						
Business Name	Owner Name	Opening Date	Spent dollars	Committed dollars		
Trout Lily	Amy Anderson	July 1st	\$ 1,500.00	\$ 3,500.00		
Fluff and Go	Lori Laplant	May 1st	\$ 3,096.00	\$ 3,500.00		
Advocate Counseling	Harry Swanson	July 1st	\$ 1,500.00	\$ 2,000.00		
High River Wood Products	Joy Smith	August 1st	\$ 1,050.00	\$ 2,600.00		
906 Web Studios	Dustin Fillipini	July 1st	\$ 1,500.00	\$ 2,000.00		
Southern Comfort Smokehouse	James Belk	TBD	\$ 1,000.00	\$ 3,500.00		
Bessemer Bath Shoppe	April and Robert Heckman	October 31st	\$ 1,557.44	\$ 2,600.00		
Total			\$ 11,203.44	\$ 19,700.00		

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 02/28/2018	AVAILABLE BALANCE	% BDT USED
		2017-18 AMENDED BUDGET	MONTH 02/28/2018 INCREASE (DECREASE)			
Fund, 248 - Downtown Development Authority						
Revenues						
Dept 000 - General						
248-000-402.00	Current Tax Revenue	46,000.00	0.00	48,978.33	(2,978.33)	106.47
248-000-664.00	Interest Income	25.00	0.00	42.78	(17.78)	171.12
Total Dept 000 - General		46,025.00	0.00	49,021.11	(2,996.11)	106.51
TOTAL REVENUES						
		46,025.00	0.00	49,021.11	(2,996.11)	106.51
Expenditures						
Dept 101 - City Council/Administration						
248-101-900.00	Printing & Publishing	0.00	0.00	120.00	(120.00)	100.00
Total Dept 101 - City Council/Administration		0.00	0.00	120.00	(120.00)	100.00
Dept 728 - Projects and activities						
248-728-702.00	Salaries	3,000.00	0.00	0.00	3,000.00	0.00
248-728-715.00	Social Security	230.00	0.00	0.00	230.00	0.00
248-728-881.00	Flower/Beautification Projects	42,795.00	0.00	1,025.03	41,769.97	2.40
248-728-883.00	POP-UP SHOP START-UP EXPENSES	0.00	0.00	157.44	(157.44)	100.00
248-728-940.00	POP-UP SHOP RENT	0.00	200.00	11,700.00	(11,700.00)	100.00
248-728-963.00	Miscellaneous	0.00	0.00	150.00	(150.00)	100.00
Total Dept 728 - Projects and activities		46,025.00	200.00	13,032.47	32,992.53	28.32
TOTAL EXPENDITURES						
		46,025.00	200.00	13,152.47	32,872.53	28.58
Fund 248 - Downtown Development Authority:						
TOTAL REVENUES						
		46,025.00	0.00	49,021.11	(2,996.11)	106.51
TOTAL EXPENDITURES						
		46,025.00	200.00	13,152.47	32,872.53	28.58
NET OF REVENUES & EXPENDITURES						
		0.00	(200.00)	35,868.64	(35,868.64)	100.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
Unclassified		
248-000-001.00	Cash Checking	4,120.42
248-000-002.00	Cash Savings	61,759.62
248-000-002.02	Cash Money Market	21,893.87
	Unclassified	<u>87,773.91</u>
	Total Assets	<u>87,773.91</u>
*** Liabilities ***		
Unclassified		
248-000-202.00	Accounts Payable	1,902.57
	Unclassified	<u>1,902.57</u>
	Total Liabilities	<u>1,902.57</u>
*** Fund Balance ***		
Unclassified		
248-000-390.00	Fund Balance	50,002.70
	Unclassified	<u>50,002.70</u>
	Total Fund Balance	<u>50,002.70</u>
Beginning Fund Balance		
	Net of Revenues VS Expenditures	50,002.70
	Ending Fund Balance	35,868.64
	Total Liabilities And Fund Balance	85,871.34
		87,773.91