

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 Thursday, June 14th, 2018, at 12:00 p.m.

CALL TO ORDER

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

ROLL CALL

APPROVAL OF MINUTES:

BUSINESS ITEMS:

- 1) **Financials**
- 2) **Request for Façade improvement funds**
 - A) **Dan Whitburn, Whitburn Properties (\$3,500)**

3)

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
Banners	They're up!	Charly Loper	
Trees	Ethnic Common's Trees aren't looking healthy	Charly Loper	
Lights in Ethnic Commons	Determine if we should replace next spring with LED		
Welcome Signs	Update on Progress. Discuss options		
Façade Funding	Should we start recruiting businesses?		

First Impression Tourism	We got it!		
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- 4) **Discuss Meeting Time Change**
- 5) **Public comment**

ADJOURN

Next Meeting: Uncertain

**A regular meeting of the Downtown Development Authority for the City of Bessemer
was held in the DDA meeting room on
Thursday, May 10th, 2018 at 12:00**

Present: Osier, Whitburn, Leskoviansky, Filippini

Absent: Hamilton, Youngberg, Zak, Durkee

A quorum was present

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

- 1) Osier made a motion to approve the finances. Leskoviansk seconded it and it was unanimously approved.
- 2) Leskoviansk made a motion to reimburse Stephan and Sarah Pope up to \$523, Bessemer Small Engine up to \$2,504, and Peter Tacconelli up to \$3,500 on their façade improvements. Filippini seconded it and Leskoviansk, Filippini, Whitburn, and Osier all voted in favor. None were opposed. The board tabled Whitburn's request until we would have a full quorum with him abstaining.

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	Ordered new banners for before and after summer	Charly Loper	
Trees	Ethnic Common's Trees aren't looking healthy	Charly Loper	
Lights in Ethnic Commons	Determine if we should replace next spring with LED		
Welcome Signs	Update on Progress, request for banners		
Façade Funding	Discuss Applying for state funds	Charly Loper	Determine if can apply for state funds

- 3) Osier made a motion to allow staff Loper to apply for a marketing grant up to \$2,000 with a matching component of \$500 from the DDA for a professional photographer and some printed pieces.
- 4) Whitburn made a motion to transfer the Christmas lights from the general fund to the DDA fund. Osier seconded it and the vote was unanimous.

- 5) The board discussed potential businesses.
- 6) There was no public comment

Osier made the motion to adjourn the meeting. Filippini seconded it and it passed unanimously. The meeting adjourned at 12:36

GL Number	Description	Balance
*** Assets ***		
Unclassified		
248-000-001.00	Cash Checking	4,121.41
248-000-002.00	Cash Savings	54,181.16
248-000-002.02	Cash Money Market	21,897.94
	Unclassified	<u>80,200.51</u>
Total Assets		80,200.51
*** Liabilities ***		
Unclassified		
248-000-202.00	Accounts Payable	1,250.00
	Unclassified	<u>1,250.00</u>
Total Liabilities		1,250.00
*** Fund Balance ***		
Unclassified		
248-000-390.00	Fund Balance	50,002.70
	Unclassified	<u>50,002.70</u>
Total Fund Balance		50,002.70
Beginning Fund Balance		
		50,002.70
Net of Revenues VS Expenditures		
		28,947.81
Ending Fund Balance		
		78,950.51
Total Liabilities And Fund Balance		
		80,200.51

User: JIM
DB: Bessemer

PERIOD ENDING 05/31/2018

GL NUMBER	DESCRIPTION	2017-18		2018		ACTIVITY FOR MONTH 05/31/2018	AVAILABLE BALANCE	% BGET USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 05/31/2018	NORMAL (ABNORMAL)			
Fund 248 - Downtown Development Authority								
Revenues								
Dept 000 - General								
248-000-402.00	Current Tax Revenue	46,000.00		48,978.33		0.00	(2,978.33)	106.47
248-000-664.00	Interest Income	25.00		63.02		0.00	(38.02)	252.08
248-000-676.00	Reimbursements	0.00		157.00		0.00	(157.00)	100.00
Total Dept 000 - General		46,025.00		49,198.35		0.00	(3,173.35)	106.89
TOTAL REVENUES								
		46,025.00		49,198.35		0.00	(3,173.35)	106.89
Expenditures								
Dept 101 - City Council/Administration								
248-101-900.00	Printing & Publishing	0.00		120.00		0.00	(120.00)	100.00
Total Dept 101 - City Council/Administration		0.00		120.00		0.00	(120.00)	100.00
Dept 200 - Spartan Project								
248-200-881.00	Flower/Beautification Projects	0.00		3,575.00		3,575.00	(3,575.00)	100.00
Total Dept 200 - Spartan Project		0.00		3,575.00		3,575.00	(3,575.00)	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		948.10		511.64	41,846.90	2.22
248-728-883.00	POP-UP SHOP START-UP EXPENSES	0.00		157.44		0.00	(157.44)	100.00
248-728-940.00	POP-UP SHOP RENT	0.00		15,300.00		1,250.00	(15,300.00)	100.00
248-728-963.00	Miscellaneous	0.00		150.00		0.00	(150.00)	100.00
Total Dept 728 - Projects and activities		46,025.00		16,555.54		1,761.64	29,469.46	35.97
TOTAL EXPENDITURES								
		46,025.00		20,250.54		5,336.64	25,774.46	44.00
Fund 248 - Downtown Development Authority:								
TOTAL REVENUES		46,025.00		49,198.35		0.00	(3,173.35)	106.89
TOTAL EXPENDITURES		46,025.00		20,250.54		5,336.64	25,774.46	44.00
NET OF REVENUES & EXPENDITURES		0.00		28,947.81		(5,336.64)	(28,947.81)	100.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 Downtown Development Authority							
Expenditures							
Department 200 Spartan Project							
Unclassified							
05/01/2018			248-200-881.00 Flower/Beautification Projects		BEG. BALANCE		0.00
05/02/2018							
05/02/2018	AP	INV	FOLEY'S TREE SERVICE TREES - ETHNIC COMMONS PARK	20180327	3,575.00		3,575.00
				Total for May	3,575.00		
05/31/2018			248-200-881.00	END BALANCE	3,575.00	0.00	3,575.00
			UNCLASSIFIED: Unclassified		3,575.00		3,575.00
			TOTAL FOR DEPARTMENT 200 Spartan Project		3,575.00	0.00	
Department 728 Projects and activities							
Unclassified							
05/01/2018			248-728-881.00 Flower/Beautification Projects		BEG. BALANCE		436.46
05/16/2018							
05/16/2018	AP	INV	CARROT-TOP INDUSTRIES FLAGS - ETHIC COMMONS PARK	38530100	511.64		948.10
				Total for May	511.64		
05/31/2018			248-728-881.00	END BALANCE	511.64	0.00	948.10
05/01/2018			248-728-883.00 POP-UP SHOP START-UP EXPENSES		BEG. BALANCE		157.44
05/31/2018			248-728-883.00	END BALANCE	0.00	0.00	157.44
05/01/2018			248-728-940.00 POP-UP SHOP RENT		BEG. BALANCE		14,050.00
05/02/2018							
05/02/2018	AP	INV	ADVOCATE COUNSELING POP UP SHOP RENT	1109	250.00		14,300.00
05/02/2018	AP	INV	HIGH RIVER/JOY SMITH RENT - POP UP SHOP	632652	350.00		14,650.00
05/16/2018	AP	INV	O'SULLIVAN, BRIDGET POP UP SHOP RENT	05012018	400.00		15,050.00
05/31/2018	AP	INV	ADVOCATE COUNSELING POP UP SHOP RENT	1110	250.00		15,300.00
				Total for May	1,250.00		
05/31/2018			248-728-940.00	END BALANCE	1,250.00	0.00	15,300.00
			UNCLASSIFIED: Unclassified		1,761.64		16,405.54
			TOTAL FOR DEPARTMENT 728 Projects and activities		1,761.64	0.00	
			TOTAL Expenditures		5,336.64		19,980.54
			GRAND TOTALS:		5,336.64		19,980.54

Pop-Up Information					
Business Name	Owner Name	Opening Date	Spent dollars	Committed dollars	
Trout Lily	Amy Anderson	July 1st	\$ 1,500.00		
Fluff and Go	Lori Laplant	May 1st	\$ 3,496.04		
Advocate Counseling	Harry Swanson	July 1st	\$ 3,000.00	\$	3,500.00
High River Wood Products	Joy Smith	August 1st	\$ 2,800.00		
906 Web Studios	Dustin Filipini	July 1st	\$ 1,500.00		
Southern Comfort Smokehouse	James Belk	TBD	\$ 1,000.00		
Bessemer Bath Shoppe	April and Robert Heckman	October 31st	\$ 2,257.44		
Saari's Rustic Furniture	Brandon Saari			\$	2,900.00
Yellow Umbrella	Bridget O'Sullivan	May 1st	\$ 400.00	\$	2,900.00
Total			\$ 15,553.48	\$	9,300.00

Refinish welcome signs

- remove old letters
- scrape, sand, re-attach trim
- prime
- paint - exterior enamel - white
- paint sign board - " " white
- install vinyl letters and logo on sign board

\$ 1276.⁰⁰

This would be done by the 4th of July holiday

From Rob Coleman