

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, November 14th, 2019, at 4:00 p.m.

CALL TO ORDER

BOARD MEMBERS: Zak, Osier, Whitburn, Leskoviansky, Filippini, Bjorkquist, Olsen, Meinke

ROLL CALL

APPROVAL OF MINUTES:

BUSINESS ITEMS:

- 1) **Pick Chair and Vice Chair**
- 2) **Training**
- 3) **Financials**
- 4) **PopUp Shop Funding (none)**
- 5) **Façade Funding (none)**

Item	Description	Responsible Individual	Action Steps
First Impression Tourism	Additional \$800 can be spent on marketing!		
Wayfinding on US-2	Discuss Mine St lot, ROW 5.5 blocks east of downtown, update banner. 4' by 4' sign costs \$120-\$150 plus poles	Charly	Design Sign
Christmas lights	Purchased lights. Ready to be installed. Maybe schedule Saturday Oct 26 th at 9:30 AM to install? It shouldn't take long if we have several volunteers.	Kara, Dustin, and Charly meet up to discuss	
Broadband in Downtown		Charly	Reach out to apartments for fiber
Marketing Grant Opportunity	Update on presentation and next steps		
Co-working Spaces Downtown/	Discuss library grant		

Expanding PopUp Shop Program			
Parking Lot	We can plow lot across from Abelmans but it won't be useable until frost sets in and people won't be able to use it as frost leaves.		
Ethnic Commons access	Done, needs restoration. Contacted Durkee		
Welcome Signs	\$7,500/ apiece.		
Meetings for state requirements			

- 6) Year end Report
- 7) Brainstorm 2020
- 8) Public comment

ADJOURN Next Meeting: November 14th at 4:00

**A regular meeting of the Downtown Development Authority for the City of Bessemer
was held in the DDA meeting room on
Thursday, October 10th, 2019 at 4:00**

Call to order at 4:00

Present: Osier, Bjorkquist, Olsen, Meinke, Leskoviansky

Absent: Whitburn, Filippini, Zak,

A quorum was present

Olsen made motion to approve September's minutes, Leskoviansky seconded, passed unanimously

Board discussed the training materials Olsen made a motion to accept the financials, Leskoviansky seconded it and it passed unanimously.

Meinke made a motion to adjourn, Leskoviansky seconded. Passed unanimously.

Fund 248 Downtown Development Authority

GL Number	Description	Balance
*** Assets ***		
248-000-001.00	Cash Checking	4,130.71
248-000-002.00	Cash Savings	22,423.31
248-000-002.02	Cash Money Market	7,554.16
248-000-003.32	CERTIFICATE OF DEPOSIT GRB	50,497.12
Total Assets		84,605.30
*** Liabilities ***		
248-000-202.00	Accounts Payable	(1,905.08)
Total Liabilities		(1,905.08)
*** Fund Balance ***		
248-000-390.00	Fund Balance	68,722.90
Total Fund Balance		68,722.90
Beginning Fund Balance - 18-19		68,722.90
Net of Revenues VS Expenditures - 18-19		3,923.43
*18-19 End FB/19-20 Beg FB		72,646.33
Net of Revenues VS Expenditures - Current Year		13,864.05
Ending Fund Balance		86,510.38
Total Liabilities And Fund Balance		84,605.30

* Year Not Closed

User: JIM

DB: Bessemer

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	END BALANCE 06/30/2019 DR (CR)
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET	10/31/2019 NORMAL (ABNORMAL)	
Fund 248 - Downtown Development Authority					
Revenues					
Dept 000 - General					
248-000-402.00	Current Tax Revenue	49,800.00	49,800.00	33,560.09	(39,315.91)
248-000-664.00	Interest Income	75.00	75.00	41.13	(553.07)
248-000-671.00	Other Income	0.00	0.00	0.00	(2,000.00)
Total Dept 000 - General		49,875.00	49,875.00	33,601.22	(41,868.98)
TOTAL REVENUES		49,875.00	49,875.00	33,601.22	(41,868.98)
Expenditures					
Dept 101 - City Council/Administration					
248-101-963.00	Miscellaneous	0.00	0.00	0.00	148.48
Total Dept 101 - City Council/Administration		0.00	0.00	0.00	148.48
Dept 200 - Spartan Project					
248-200-881.00	Flower/Beautification Projects	0.00	0.00	0.00	3,576.87
Total Dept 200 - Spartan Project		0.00	0.00	0.00	3,576.87
Dept 728 - Projects and activities					
248-728-702.00	Salaries	3,000.00	3,000.00	0.00	3,000.00
248-728-715.00	Social Security	0.00	0.00	227.44	229.50
248-728-880.00	Advertising/Community Promotion	500.00	500.00	550.00	52.17
248-728-881.00	Flower/Beautification Projects	2,500.00	2,500.00	2,713.99	3,222.79
248-728-881.01	CHRISTMAS LIGHTS	1,500.00	1,500.00	355.16	0.00
248-728-881.02	WELCOME SIGNS	15,000.00	15,000.00	8,430.00	0.00
248-728-882.03	SIDEWALK SNOW REMOVAL	3,000.00	3,000.00	0.00	0.00
248-728-940.00	POP-UP SHOP RENT	21,000.00	21,000.00	5,550.00	16,700.00
248-728-940.01	FACADE IMPROVEMNT GRANTS	14,000.00	14,000.00	(89.42)	11,015.74
248-728-963.00	Miscellaneous	2,000.00	2,000.00	2,000.00	0.00
Total Dept 728 - Projects and activities		62,500.00	62,500.00	19,737.17	34,220.20
TOTAL EXPENDITURES		62,500.00	62,500.00	19,737.17	37,945.55
Fund 248 - Downtown Development Authority:					
TOTAL REVENUES		49,875.00	49,875.00	33,601.22	41,868.98
TOTAL EXPENDITURES		62,500.00	62,500.00	19,737.17	37,945.55
NET OF REVENUES & EXPENDITURES		(12,625.00)	(12,625.00)	13,864.05	3,923.43

City of Bessemer Downtown Development Authority

2019 Annual Report

The City of Bessemer's Downtown Development Authority (DDA) is comprised of nine members who meet monthly on the 2nd Thursday at 4:00 in the DDA room at City Hall at 411 S Sophie. A typical meeting consists of review of the previous meetings minutes, public hearings, discussion of articles for training, a review of the financial, any new or old business, any communications, and reports from staff regarding development or any programs the City is involved, and finally a call to the public and member's comments.

DDA members include: Dave Osier, Cheryl Leskoviansky, Adam Zak (council representative), Dan Whitburn, Dustin Filippini, Kara Bjorkquist, Doug Olsen, and Kady Meinke

The commission spent a significant part of the year working with PopUp Shop owners and assisting businesses with Façade improvements.

Each meeting started with a discussion of relevant articles to learn more various topics. Each member received training on the roles and responsibilities of DDA members including the open meetings act.

January 10th, 2019

The board discussed who shows up to public meetings as their training. The board approve Remember These Antiques, Ken's Old Tyme Barber Shop, and From the Woods for PopUp Shop funding. The board discussed wayfinding, parking lot expansion, signage for downtown businesses, and expanding the PopUp Shop program.

February 14th, 2018

The board discussed zoning rules for downtown parking lots. The Capital Improvement Plan was discussed. Curls and Swirls was approved for PopUp Shop funding. The board approved a contract with WUPPDR for installing wayfinding and maps around town and to provide matching funds for a marketing grant.

March 13, 2019

The board discussed types of retail businesses still doing well in storefronts. The Box received PopUp funding. Continued looking into the parking lot situation and the sidewalk clearing come 2021.

April 13th, 2019

The board discussed sunk costs and the importance of walking away from them. The board approved to assist Dan Whitburn with the façade at 111 Mary St. The board approved a contract with the city to purchase a skidsteer. Explored welcome signs. Looked into replacing sidewalks along US-2 during the 2021 project.

May 9th, 2019

The DDA discussed economic mobility in rural areas. Worked on parking lot issue. Looked into cutting gaps in the wall for the Ethnic Common's park. Worked on the Marketing grant. Approved Staff to attend a training on the new DDA TIF laws.

June 13th, 2019

Discussed arts and culture revitalizing rural communities. Harju repair was approved for PopUp Shop funding. Approved Kikkebusch to construct the welcome signs.

July 11th, 2018

The board discussed training local small scale developers to revitalize rural communities. Superior BioScience was denied PopUp Shop funding. Abelman's and Meinke's were approved for façade improvement funding. The board approved purchasing wayfinding maps and signs. Luppino's was awarded a bid to cut two access points into the Ethnic Common's wall. Floor Plans was awarded a bid to install curtains in the auditorium. The board discussed the expired lease with the Historical Society.

August 8th, 2018

Ken's Old Tyme Barber Shop was approved for PopUp Shop extension. Round 2 Saloon was approved for Façade improvement funds.

September 12th, 2019

Staff presented the DDA projects per PA 57. The board discussed how some business owners are selling their business to their employees when they retire. North of Eight Marketing and Design was approved to handle social media marketing. The commission discussed creating wayfinding signs for the Mine St lot. Brainstormed the PopUp Shop program. Authorized purchasing Christmas lights, denied a potential contract with Big Dollar, and discussed wall restoration.

October 10th, 2018

Very short meeting due to staff absence. Discussed PopUp public spaces.