

## 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, July 9th, 2020, at 4:00 p.m.

Due to the Coronavirus the City of Bessemer will have a virtual meeting.

- All residents may call in and/ or email questions, complaints, and comments to [Charly.loper@bessemermi.org](mailto:Charly.loper@bessemermi.org).
- If you have any issues with attending the meeting virtually due to ADA difficulties, please contact Jim Trudgeon at [james.trudgeon@bessemermi.org](mailto:james.trudgeon@bessemermi.org) or 906-667-0333 48 hours before the meeting. Individuals can call 711 for relay support.
- You have the right to participate in a meeting of a public body held electronically includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of the public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations to minimize the possibility of disrupting the meeting.
- A public body may not require a person as a condition of participating in a meeting of the public body held electronically to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms necessary to permit the person to participate in a public comment period of the meeting.
- A person must be permitted to address a meeting of a public body held electronically under rules established and recorded by the public body. A person must not be excluded from a meeting held electronically otherwise open to the public except for a breach of the peace actually committed during the meeting.
- During a meeting of a public body held electronically, members of the public body are urged to take all votes by roll call to avoid any questions about how each member of the public body votes.
- If a public body holding a meeting electronically directly or indirectly maintains an official internet presence, the public body is encouraged to make available to the general public through the public body's website homepage an agenda and other materials relating to the meeting.
- Members of the general public otherwise participating in a meeting of a public body held electronically may be excluded from participation in a closed session of the public body held electronically during that meeting if the closed session is convened and held in compliance with the requirements of the OMA applicable to a closed session.

<https://us02web.zoom.us/j/81073377737>

Or iPhone one-tap :

US: +13126266799,,81073377737# or +16468769923,,81073377737#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or 888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 810 7337 7737

International numbers available: <https://us02web.zoom.us/j/81073377737>

**CALL TO ORDER**

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

**ROLL CALL**

**APPROVAL OF MINUTES:**

May and June Minutes

Correct Jan minutes which say December

**PRESENTATION:** State Requirements: PA 57

**BUSINESS ITEMS:**

- 1) **Training**
- 2) **Financials**
- 3) **PopUp Shop Funding (none)**
- 4) **Façade Funding (none)**

Item	Description	Responsible Individual	Action Steps
Wayfinding on US-2	MDOT may not be able to put a sign that says "Downtown District" and points north and south but is definitely able to have one reading "Business District" and points north and south. Is this an issue?	Charly	
Christmas lights			
Broadband in Downtown	On hold		
Co-working Spaces Downtown/ Expanding PopUp Shop Program			
More Parking	Kevin Kimball is concerned about splitting up parcel but open to a discussion. Our assessor values downtown land at \$45/ linear foot. The parking lot is about 60'x180' so 60'*\$45 = \$2,700. This is for the whole lot and doesn't include asphalt.		

	<p>I talked with Neal and as long as there isn't overnight parking, adding angle parking is fine. The road is paved about 49 feet. Could have 11 foot ATV trail, 22 feet drive lanes, 16 feet 30 degree parking. The GRTA said they need: 12 feet outstanding, 10 minimum our equipment is just under 10'.</p> <p>There's about 173 feet if we start 20 feet from the corner so if angled spaces are 10'4" can get 16 spots. There are some street lights that might limit the spaces</p> <p>Do we want to discuss other aesthetic improvements?</p>		
Ethnic Commons access	Done, needs restoration. We scheduled a meeting with Durkee		
Welcome Signs	Working on the concrete posts for this.		
Meetings for state requirements			
2021 Project	<p>Discuss if we want stamped concrete in bulbouts at corners. Concrete that is lightly dyed and brushed seems to be the cheapest and most long lasting option. See other emails.</p> <p>Stamped concrete between road and sidewalk isn't likely unless we pay for it ourselves. City council is talking with MDOT.</p> <p>The south most block of Sophie St has been removed from the project scope. I haven't found other funds</p>		
Hotel Project	I have had a couple of developers potentially interested. They may be coming forward to ask for TIF assistance. This has been on pause during the virus		
Flowers			
Banners	See quotes, attached.	Dustin, Charly	

**5) Public comment**

**ADJOURN Next Meeting: Thursday, August 13th at 4:00. Uncertain whether it will be video conference or in person.**

**A regular meeting of the Downtown Development Authority for the City of Bessemer  
was held in the DDA meeting room on  
Thursday, December 9th, 2020 at 4:00**

Call to order at 4:00

Present: Osler, Fillppini, Kryshak (In for Zak), Bjorkquist, Olsen, Meinke, Whitburn, Leskovlansky  
Absent:

A quorum was present

Olsen made motion to approve November's minutes, Osler seconded, passed unanimously

Board discussed the training materials regarding fiber internet in rural America.

The board discussed the finances, Olsen made a motion to accept the financials. Osler seconded it and it passed unanimously.

Item	Description	Responsible Individual	Action Steps
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, Dustin	Design Sign
Christmas lights			
Broadband in Downtown	Continue contacting companies to move this forward including PFN, Charter, and Gogebicrange.net. Look into the cost of laying it ourselves.	Charly	
Marketing Grant Opportunity	We are covered through April for social media costs from the grant.		
Co-working Spaces Downtown/ Expanding PopUp Shop Program	library grant		
Parking Lot	Look into purchasing part of Big Dollar Parking Lot, look at angle parking on Mary St, look next to the Grasshopper		
Ethnic Commons access	Done, needs restoration. Contacted Durkee		
Welcome Signs	\$7,500/ a piece.		

Meetings for state requirements			
2021 Project	Discussed wanting trees, bulbouts (if can be plowed), and looking at long lasting solutions for filling in bulb-outs		

Whitburn made a motion to change the PopUp Shop program to 3 months of full reimbursement up to \$500 and then the next 6 months up to 50% reimbursement up to \$250/ month. Leskoviansky seconded it and it passed unanimously.

Kryshak made a motion to have the PopUp Shop owners check in the with DDA every three months until their funding expires to inform the board on how they are doing. Bjorkquist seconded it and it passed unanimously.

Whitburn made a motion to allow building owners who start a business to access the PopUp Shop funding in the same amounts as the traditional PopUp businesses for partial reimbursement Kryshak seconded it and it passed unanimously.

Kryshak made a motion to accept the 2020 schedule as presented. Meinke seconded it. It passed unanimously.

Kryshak made a motion to adjourn, Osler seconded. Passed unanimously. Adjourned at 5:10 PM

**A regular meeting of the Downtown Development Authority for the City of Bessemer  
was held in the DDA meeting room on  
Thursday, May 14<sup>th</sup>, 2020 at 4:00**

Call to order at 4:00

Present: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn, Leskoviansky  
Absent: Meinke,

A quorum was present

Osier made motion to approve January's minutes, Filippini seconded, passed unanimously

Board discussed the training materials about malls.

The board discussed the finances

The board discussed the upcoming capital improvement projects. Due to the uncertainty of the virus the board decided to hold off on fiber internet for the downtown. The board also discussed helping bars and restaurants with outdoor seating areas as part of the façade program.

Madison Stromberg presented her plan for the PopUp Shop funding for Range Medical Message. The board asked a few questions. She requested \$450/ month for 3 months and \$225/ month for the following 6 months. Zak made a motion to fund Range Medical Message through the PopUp Shop program for \$450/ month for the first 3 months and \$225 for the following 6 months and up to \$500 for fixed building improvements on a 1:1 cash match basis. The rental reimbursement will begin when she is legally able to open. Bjorkquist seconded it. Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn, Leskoviansky Noes: None It passed unanimously.

John and Stephanie Matonlich presented their plan for the PopUp Shop funding for Spinning Saloon. The board asked a few questions. They requested \$400/ month for 3 months and \$200/ month for the following 6 months. Olsen made a motion to fund Spinning Saloon through the PopUp Shop program for \$400/ month for the first 3 months and \$200 for the following 6 months and up to \$500 for fixed building improvements on a 1:1 cash match basis. Osier seconded it. Yeses: Osier, Filippini, , Bjorkquist, Olsen, Whitburn, Leskoviansky Noes: None Technology failure: Zak It passed unanimously.

The board discussed the social media account. Osier made a motion to suspend the account. Bjorkquist seconded it. Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn, Leskoviansky Noes: None It passed unanimously.

The board discussed the parking downtown and instructed staff to look into parking along Mary St.

Doug Kikkebusch is working on the entrance signs. He requested an additional \$2,500 upfront to help with the expenses. He also requested additional time. Zak made a motion to approve the financial request and a time extension until August 1<sup>st</sup>. Olsen seconded it. Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn, Leskoviansky Noes: None It passed unanimously.

The board discussed stamped concrete options and requested pictures of options.

The school had requested to install banners to celebrate their graduates. They also asked for assistance with new hardware. Whitburn made a motion to allow the school to hang their banners and to replace the hardware. Olsen seconded it. Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn, Leskoviansky Noes: None It passed unanimously.

Historical Society Lease - Discussed lease with no comment. Osier motioned to approve the lease. Olsen Seconded. Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn, Leskoviansky Noes: None It passed unanimously.

2020/2021 Budget - Discussed that we are unsure of how state and local governments would react to the COVID pandemic. Zak motioned to table the approval of the budget to next months meeting. Olsen Seconded. Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn, Leskoviansky Noes: None It passed unanimously.

There was no public comment

Zak made a motion to adjourn. Bjorkquist Seconded. Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn, Leskoviansky Noes: None It passed unanimously.



**A regular meeting of the Downtown Development Authority for the City of Bessemer  
was held in the DDA meeting room on  
Thursday, June 11th, 2020 at 4:00**

Call to order at 4:00

Present: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn,  
Absent: Meinke, Leskoviansky

A quorum was present

Board discussed the training materials about reverse angle parking.

The board discussed the finances. Olsen made a motion to approve them. Osier seconded it.  
Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen, Whitburn Noes: none It passed unanimously.

Whitburn discussed his plan for outdoor seating at the Pit Stop. He requested \$3,500 of  
matching façade funds. Osier made a motion to approve the request. Zak seconded it. Yeses:  
Osier, Filippini, Zak, Bjorkquist, Olsen Abstain: Whitburn Noes: none It passed. .

The board discussed the parking downtown and instructed staff to discuss the topic with GRTA.

The board discussed stamped concrete options no decision was made.

The DDA requested staff look into longer lasting banners and they requested we move forward  
with a design.

Zak made a motion to adjourn. Olsen Seconded. Yeses: Osier, Filippini, Zak, Bjorkquist, Olsen,  
Whitburn Noes: None It passed unanimously.

User: JIM

Period Ending 06/30/2020

DB: Bessemer

## Fund 248 Downtown Development Authority

GL Number	Description	Balance
*** Assets ***		
248-000-001.00	Cash Checking	4,129.41
248-000-002.00	Cash Savings	18,335.32
248-000-002.02	Cash Money Market	7,558.82
248-000-003.32	CERTIFICATE OF DEPOSIT GRB	50,751.68
248-000-084.00	Due From General Fund	3,278.00
<b>Total Assets</b>		<b>84,053.23</b>
*** Liabilities ***		
248-000-202.00	Accounts Payable	(1,905.08)
248-000-214.00	Due To Other Funds	807.37
<b>Total Liabilities</b>		<b>(1,097.71)</b>
*** Fund Balance ***		
248-000-390.00	Fund Balance	75,946.33
<b>Total Fund Balance</b>		<b>75,946.33</b>
<b>Beginning Fund Balance</b>		<b>72,646.33</b>
<b>Net of Revenues VS Expenditures</b>		<b>9,204.61</b>
<b>Fund Balance Adjustments</b>		<b>3,300.00</b>
<b>Ending Fund Balance</b>		<b>85,150.94</b>
<b>Total Liabilities And Fund Balance</b>		<b>84,053.23</b>

User: JIM

DB: Bessemer

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA	
Fund 248 - Downtown Development Authority					
Revenues					
Dept 000 - General					
248-000-402.00	Current Tax Revenue	49,800.00	40,398.26	9,401.74	81.12
248-000-664.00	Interest Income	75.00	311.49	(236.49)	415.32
248-000-675.00	Donations - Other	0.00	8,000.00	(8,000.00)	100.00
Total Dept 000 - General		49,875.00	48,709.75	1,165.25	97.66
TOTAL REVENUES		49,875.00	48,709.75	1,165.25	97.66
Expenditures					
Dept 200 - Spartan Project					
248-200-881.00	Flower/Beautification Projects	0.00	300.00	(300.00)	100.00
Total Dept 200 - Spartan Project		0.00	300.00	(300.00)	100.00
Dept 728 - Projects and activities					
248-728-702.00	Salaries	3,000.00	750.00	2,250.00	25.00
248-728-715.00	Social Security	0.00	57.37	(57.37)	100.00
248-728-880.00	Advertising/Community Promotion	500.00	5,226.86	(4,726.86)	1,045.37
248-728-881.00	Flower/Beautification Projects	2,500.00	3,875.17	(1,375.17)	155.01
248-728-881.01	CHRISTMAS LIGHTS	1,500.00	355.16	1,144.84	23.68
248-728-881.02	WELCOME SIGNS	15,000.00	10,930.00	4,070.00	72.87
248-728-882.03	SIDEWALK SNOW REMOVAL	3,000.00	0.00	3,000.00	0.00
248-728-940.00	POP-UP SHOP RENT	21,000.00	7,300.00	13,700.00	34.76
248-728-940.01	FACADE IMPROVEMNT GRANTS	14,000.00	6,710.58	7,289.42	47.93
248-728-963.00	Miscellaneous	2,000.00	4,000.00	(2,000.00)	200.00
Total Dept 728 - Projects and activities		62,500.00	39,205.14	23,294.86	62.73
TOTAL EXPENDITURES		62,500.00	39,505.14	22,994.86	63.21
Fund 248 - Downtown Development Authority:					
TOTAL REVENUES		49,875.00	48,709.75	1,165.25	97.66
TOTAL EXPENDITURES		62,500.00	39,505.14	22,994.86	63.21
NET OF REVENUES & EXPENDITURES		(12,625.00)	9,204.61	(21,829.61)	72.91