

**Contract between the City of Bessemer  
and  
Downtown Development Authority**

In consideration of the payment of \$4,755 the City of Bessemer agrees to retain Samantha Dorr to act as the staff for the Downtown Development Authority. The following services will be provided for the Downtown Development Authority:

- Attend all DDA meetings. Draft agendas. Take minutes and execute the tasks set forth by the DDA.
- Oversee PopUp Shops including visiting the business once started and schedule them to regularly update the authority
- Oversee façade improvement program
- Organize the hanging of Christmas lights annually
- Oversee the marketing efforts for the downtown including more BeBessemer Videos
- Implement Act 57 of 2018 including annual reports and presentations.
- Work with City Manager on any major capital improvement programs.
- Coordinate any planning projects for the Downtown Development Authority
- Monitor compliance between Plan, Actions of DDA and MI Law and rules

The contract is effective May 23<sup>rd</sup>, 2022 and can be terminated by mutual consent of like parties, if Samantha Dorr leaves the City of Bessemer, or extended in like manner at the date of expiration, May 31<sup>st</sup> 2023.

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DDA Chair

Date

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Adam Zak, Mayor

Date

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Jennifer Adams, City Clerk

Date