

A meeting of the Business Improvement District (BID) Board was held at City Hall on December 12, 2024 at 5:30 P.M. Board members Kylee Wussow, Duane Johnson, Vincent Meyer, and the City Administrator were present. Board members Mark Hanson and Adnrea Hoffman were excused. There were 3 citizens in attendance.

1. The City Administrator called the meeting to order at 5:30 pm.
2. Downtown Association President Tom Cooper provided an update on the financials and inventories which included: 2023 990 is done, 2024 990 will be done, 990-N distribution of assets form will be filed this year, approximately 90% of the inventories held by the DTA will be coming back to the City, inventory is done with assigned values, still waiting for assigned values on welcome signs and Christmas decorations, there will be assets going to Karner Blue Garden Club and there will be assets going to the Merrilan's Lion's Club for all the help they did with the DTA in getting things straightened out, assets going to the Lion's Club were purchased out of the DTA donations account, Clifton Larson Allen (CLA) will be the DTA's CPA filing the paperwork, the bill from CLA for 2023 was \$2,881, expect 2024 to be slightly higher, DTA will offset the cost with their funds and not coming to the BID Board to cover those final tax filing expenses, after that all inventories will be distributed and the DTA will be done, the DTA board will be assembled to decide what money and/or assets are distributed to what non-profits, there is maybe \$2,000 in the BID account but expect all of that to go to auditors. The City Administrator clarified the financial reports needed would include financial statements, profit/loss statements, treasurer's reports, and other financial reports that would typically be reported to a Board, and as the City Attorney has advised the DTA already, bank statements alone are not detailed enough to meet those requirements. The City Administrator clarified the City Attorney requested for view only access to bank accounts and permission to speak to the DTA's CPA and did not request full access where transactions could be initiated. The DTA President questioned if assets purchased with BID funds become City property or do they belong to the vendor contracted to perform those tasks, and he advised he will see if the DTA Treasurer can run the reports the BID Board is looking for.
3. The City Administrator provided updates on the decorative lamp project and welcome signs. The replacement lamp post and fixtures have been ordered and Municipal Utilities and the City Street Department will begin installing new base plate as weather and time permits. D&S is working on design for flower holders. The welcome signs were sandblasted and refurbished and the City Street Department assisted. The City Administrator will check the insurance policy to see if we can determine the value of the welcome signs.
4. The request for additional funding for Small Business Saturday was withdrawn as some businesses did not reply so total expenditures were within the previously approved amount.
5. Laura Lindow provided an update on Christkindl. They had great weather, big turnout for parade and tree lighting events, raised \$3,030 and spent \$3,028. Still waiting for 2 more checks of \$300 each to come in.
6. The City Administrator advised they were able to condense items in storage to one unit so only one storage unit will be needed for next year. The people mover will be moved to another City owned storage building on Airport Road.
7. It was moved by Duane Johnson, seconded by Vincent Meyer to renew the annual storage unit lease agreement for Unit #148 in the amount of \$780.00. Motion carried.
8. It was moved by Duane Johnson, seconded by Kylee Wussow to set the next BID Board meeting for Thursday, January 30, 2025 at 5:30pm. Motion carried.
9. It was moved by Duane Johnson, seconded by Kylee Wussow to adjourn. Motion carried at 6:31 pm.

A. Brad Chown, City Administrator
City of Black River Falls