Business Improvement District #3 Board Meeting Agenda
City Council Chambers, City Hall, 612 N. Main Street
August 18, 2026

1. **12:00 PM Call to Order**
2. **Roll Call**
3. **Declaration of Conflicts of Interest**
4. **Approve Agenda**
5. **Approval of the Minutes from the Previous Meeting**
   March 5, 2026, BID #3 Board Meeting Minutes
6. **Review of Current Financials**
7. **Citizen's Input**
   If you need to address the Board on an item that was not on the agenda, excluding personnel items, please come forward to the podium and state your name and your concern. Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.
8. **Executive Session in accordance with SDCL 9-34-19: Discussion of confidential trade secrets, commercial, or financial information.**
9. **Discussion & Approval of Grant Applications**
10. **Adjourn**

Individuals with disabilities who require special assistance to take part in this meeting may contact one of the following at City Hall (605) 995-8420 at least 24 hours prior to the meeting with requests for assistance: Human Resources Officer or the City Administrator.

CITY OF MITCHELL

City Council Meeting
Agenda Item Request

The deadline for agenda items is Wednesday at noon, prior to the City Council Meeting

Meeting Date Requested:	August 18, 2026
Requested By:	
Desired Action of City Council:	
Amount Budgeted in current fiscal year for this item (if applicable):	
Agenda Item:	Roll Call
Explanation/Background of Agenda Item Requested:	

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SOUTH DAKOTA

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Desired Action of City Council:	
Amount Budgeted in current fiscal year for this item (if applicable):	
Agenda Item:	Approve Agenda
Explanation/Background of Agenda Item Requested:	

BID #3 Meeting 03.05.2026

1. Meeting Called to Order: 5:30 PM

Meeting Led By: Elizabeth Luczak
Members Present: Ben K., Blake S., Dan B., Larry J. (Teams), Matt D., and Melissa S.
Members Absent: Mark V., and Tonya K.

2. Blake Sabers was re-appointed to the Business Improvement District (BID) 3 Board for a term to run from January 2026 – December 2028.

3. BID 3 Board Chair. Motion to nominate Ben K. as BID 3 Board Chair made by Dan B. and seconded by Matt D. | 6 – Yah, 0 – Nay. Motion Carried

4. BID 3 Vice-Chair. Motion to nominate Melissa as BID 3 Board Chair made by Dan B. and seconded by Larry J. | 6 – Yah, 0 – Nay. Motion Carried.

5. Declaration of Conflicts.

a. Matt D. will be abstaining from voting on BID Application for Fingerprint Group LLC
b. Ben K. **will be abstaining from voting on BID Application for The Window Shop.**

6. Motion to approve Agenda made by Matt D. and seconded by Larry J.| 6 – Yay, 0 – Nay. Motion Carried.

7. Motion to approve the meeting minutes from the previous BID #3 meeting held on 08.27.2025 made by Dan B. and seconded by Ben K. | 6 – Yay, 0 – Nay. Motion Carried.

8. Review of Current Financials: Elizabeth Luczak, Mitchell Main Street and Beyond, discussed BID #3 financials. BID Balance as of 03/01/2026, is $66,384.28 total. Elizabeth explained the streetscape budget allocations, roll over from 2025 and grant program of works.

9. Citizen's Input:

a. Don Dahl with Adamo Properties discussed their BID #3 Grant application.
b. Eric Palmer, building owner of 114 N Main discussed his BID #3 Grant application.
c. Jay and Janet Fritzemeier, building owners of 200 N Main discussed their BID #3

Grant application.

d. Matt Doer, building owner of 415 N Main discussed his BID #3 Grant application.
e. Ben Kalvosky, building owner of124 S. Main discussed their BID #3 Grant application.

10. Aaron Hieb, City of Mitchell, review of Sout Dakota Open Meeting Laws.

11. Motion to enter Executive Session in accordance with SDCL 9-34-19 made by Matt D. and seconded by Blake S. | 6 – Yay, 0 – Nay. Motion carried.

12. Motion to come out of Executive Session in accordance with SDCL 9-34-19 made by Larry J. and seconded by Ben K. | 6 – Yay, 0 – Nay. Motion carried.

13. Discussion & Approval

03.05.2026: A Total of $48,238.50 total to be award from available funds to the following grant applications:

Adamo Grant Application: Motion made by Ben K. and second by Matt D., to award John Adamo, a total of $10,000.00 for replacing the awnings on building 400 N Main, as part of the total grant request of $21,351.46 for project totaling $21,351.46.
6 – Yay. 0 – Nay. Motion Carried.

Crane Realty Application: Motion made by Matt D. and second by Larry J., to award Crane Realty – Jay & Janet Fritzemeier - a total of $8,238.50 for restoration and repair of second story window structures on building 200 N Main, as part of the total grant request of $8,238.50 for a project totaling $8,238.50.
6 – Yay. 0 – Nay. Motion Carried.

Eric Palmer Application: Motion made by Melissa S. and second by Ben K. to award Eric Palmer, a total of $10,000 for tuck pointing and rebuilding of higher level brick wall on North Side for building 114 N Main, as part of the total grant request of $10,000 for a project totaling $10,912.29.
6 – Yay. 0 – Nay. Motion Carried.

FingerPrint Group LLC Application: Motion made by Blake S. and seconded by Melissa S. to award FingerPrint Group LLC – Matt Doer - , a total of $10,000 for tuckpointing on building 415 N Main, as part of the grant request of $10,000 for a project totaling $14,325.

Abstain (Matt Doer). Roll Call: Ben (Yay), Blake (Yay), Dan (Yay), Larry (Yay), and Melissa(Yay). 5 – Yay. 0 – Nay. Motion Carried

The Window Shop Application: Motion made by Melissa S. and seconded by Larry J. to award The Window Shop – Ben Kalosky -, a total of $10,000 for siding replacement, window restoration, and adding exterior lighting on building 124 S. Main, as part of the grant request of $10,000 for project totaling $28,404.00. The board determined that the signage redo would not be included in the eligible activities at this time.
Abstain (Ben Kalvosky). Roll Call: Blake (Yay), Dan (Yay), Larry (Yay), Matt (Yay), and Melissa(Yay). 5 – Yay. 0 – Nay. Motion Carried.

Funds to be presented to the City to disperse BID Monies:

John Adamo – Adamo Properties – 400 N Main St. - $10,000.00

Jay & Janet Fritzemeier – Crane Realty – 200 N Main St. - $8,238.50

Eric Palmer – 114 N Main - $10,000.00

Matt Doer – Fingerprint Group, LLC – 415 N Main St. - $10,000.00

Ben Kalvosky – The Window Shop – 124 S. Main St. - $10,000.00

Total Grant Dollars Awarded $48,238.50

14. Motion to establish the "Lights, Camera, & Action" program with $5,000 allocated from the BID #3 Board Project Fund, with Elizabeth presenting the application and process in May 2026, made by Ben K. and seconded by Melissa S. 6 – Yay. 0 – Nay.

15. Motion to update the wording on the BID #3 Grant Application by changing "Grant requests are not to exceed $10,000" to "Grant requests are not to exceed $15,000," effective immediately, made by Melissa S. and seconded by Larry J. 6 – Yay. 0 – Nay.

16. Meeting Adjourned by Melissa S. and seconded by Ben K. at 6:49 PM. 6 – Yay. 0 – Nay.

Respectfully Submitted,
Elizabeth Luczak
Mitchell Main Street & Beyond