



213 S. Marquette St. Ironwood, MI 49938
Memorial Building, Conference Room #1, 2nd Floor

Downtown Ironwood Development Authority Meeting Agenda

1. Call to Order
2. Recording of the Roll
3. Approval of the April 25, 2013 Meeting Minutes
4. Approval of the Agenda
5. Citizens wishing to address the Board on Items on the Agenda (Three-Minute Limit)
6. Citizens wishing to address the Board on Items not on the Agenda (Three-Minute Limit)
7. Audience: Rich Duncanson regarding a City Farmer's Market
8. Financial Report
9. Items for Discussion and Consideration
 - a. Public Comments/Questions
 - b. Pocket Park Shoveling
 - c. Main Street and Certified Local Government Programs
 - d. Façade Grant
 - e. Adopt a tree program
 - f. Farmer's Market
 - g. Depot Park Sod
 - h. DIDA meeting schedule
10. Project Updates
 - a. 2013 Goals
 - b. Flower basket donations
11. Other Business
12. Next Meeting: June 27, 2013
13. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday April 25, 2013**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, April 25, 2013 at 8:00 A.M. in Conference Room #1, 2nd Floor, Memorial Building, Ironwood, Michigan.

1. Call to Order:

Chair Williams called the meeting to order at 8:00 A.M.

2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Williams, Tom, Chair	X			
Corcoran, Kim		X	X	
Garske, Lea-ann	X			
Johnston, Gail	X			
Peterson, Larry	X			
Schwartz, Becky	X			
Smith-Furgason, Eva	X			
Tippett, Rick	X			
Erickson, Tim	X			

Also present: Community Development Director Michael J. D. Brown. Ms. Karla Magdziak appeared but excused herself. Also in the audience Michael Foley of Coleman Engineering. Steve Frank and Jim Albert were in the audience.

3. Approval of Minutes:

Motion by Smith-Furgason to accept the meeting minutes from the Meeting on March 28, 2013.
Second by Garske. **Motion Carried 8 – 0.**

4. Approval of the Agenda:

Item 7 has been deleted.

Motion by Schwartz to approve the Agenda. **Second** by Smith-Furgason. **Motion carried 8 - 0.**

5. Citizens wishing to address the Committee on Items on the Agenda (Three-Minute Limit):

Please see comments by Steve Franks in #6. Chair Williams agreed that Mr. Franks could speak under #6 below, for six minutes.

6. Citizens wishing to address the Committee on Items not on the Agenda (Three-Minutes Limit):

Steve Frank asked to be heard under Agenda Numbers 5 and #6 this morning. He had general comments about the Blue Print Plan and Depot Park Plan:

- a. How do you justify failing to implement the Blueprint Plan? I've read through the DIDA's 2013 goals and think that these items should have been taken care of in the earlier years after the Blueprint was passed.
- b. Why wasn't the DIDA consulted about the Depot Park changes? The project is 36% over estimate. The city manager indicated that this is standard business. There was an emergency meeting of Parks and Recreation about this; why weren't you asked for your recommendations? The City of Ironwood Commission took no action on this on Monday night.
- c. Four years after the blueprint was adopted, what is the net change in the number of downtown businesses and the number of people employed? Not the numbers reported to the state, but the net change since the blueprint was adopted.
- d. What is the net change in value of downtown property? What is the net change in occupied apartments? I've noticed that tax revenue is down. Is that because property values have decreased or is it because property owners haven't paid their taxes?
- e. How many businesses are for sale downtown?
- f. The \$30,000 Blueprint plan adopted in May 2009 states that the City of Ironwood should make the maximum possible effort to remove the snow, including snow banks, quickly and much more aggressively after each event. Owners must clear their business sidewalks of snow immediately after a snow event, and if they don't, the City of Ironwood should aggressively seek out and fine the Owners.
 - i. Has the City of Ironwood made the maximum effort to remove the snow? Are you aware that snow was piled in the handicap spaces on the McLeod lot? Have you done anything to lobby for increased funding for snow removal? Do you know which homeowners are habitual offenders for not shoveling sidewalks? Have habitual homeowners' been fined? Has the City of Ironwood shovel their sidewalks around city-owned property? Has the City of Ironwood instructed the City of Ironwood Manage or Code Enforcement officer, to prioritize enforcing the snow shoveling ordinance? Has the City reviewed the enforcement codes for written instructions on how the shoveling should be done, for example, depth, width?
 - ii. When placing trees and light posts, do you think about the effect of snow removal?

- iii. Are you aware that most access to sidewalks this winter were too narrow to allow wheelchair access?
- g. Today I spoke just about snow issues in the downtown area. At future meetings I will be addressing other items that you have failed to implement.

Chair Williams thanked Mr. Frank for his comments.

7. Removed from Agenda.

8. Financial Report:

Director Brown presented the financial reports for the month. The DIDA is in good financial condition.

Motion by Schwartz to accept the March 2013 financial reports as presented. **Second** by Johnston. **Motion Carried 8-0.**

9. Items for Discussion and Consideration:

a. Depot Park Bid

Michael Foley of Coleman Engineering was introduced to the DIDA. The project came in, over budget. He provided an explanation on the history of the project to this point, along with how we got to today. The tasks in front of us are to eliminate some of the work to bring the budget into line. Parks and Recreation agreed that this Board should be asked to request that \$20,000.00 from the timber sales be allocated to this project. Coleman Engineering has been negotiating with the Department of Natural Resources on what can and can't be removed. There will be some items not installed at this time; awnings, appurtenances and playground equipment. Mr. Foley indicated that if the \$20,000.00 is approved by the City Commission he will know what amounts to be discussing with the Department of Natural Resources.

Motion by Garske to recommend to the City Commission to transfer \$20,000.00 from the timber sales to the Depot Park Budget. **Second by** Tippett. **Motion Carried 8 – 0.**

b. Flower Basket Watering Contract approval

Ms. Kasieta's prices for flower basket watering have increased slightly and staff feels that this is reasonable. Director Brown wanted to know if Ms. Kasieta would need a business license. It was the consensus of the Committee that she does not need a business license as she is providing a service and so line item #6 in the Contract has been removed.

Garske indicated that the Committee let Ms. Kasieta know that if she has any problems with the baskets, that she advise us. There are twice the number of baskets this year.

Motion by Garske to approve the compensation for flower basket watering as per the contract. **Second by** Smith-Ferguson. **Motion Carried 8-0.**

c. Pocket Park Maintenance Contract Approval

Director Brown stated that nothing has changed since last year, and the current year contract was signed by Range Master Gardeners. Range also submitted an invoice for April 2013 for \$275.00 for approval.

Motion by Garske to pay the invoice of April 2013 for \$275.00 and to approve the contract. **Second** by Tippett. **Motion Carried 8-0.**

d. Postage Budget:

Director Brown indicated that last month DIDA sent out flower basket donation request letters and the postage was \$235. It was discussed about the best way to handle future large mailings. DIDA's current year's budget is only \$200 and DIDA spent \$235 on mails for the flower basket donations alone. Talk ensued about sending out donation letters for wreaths. Brown asked how DIDA wants to proceed? Director Brown stated there is a fund balance, but believes the DIDA should rather spend this on more important items. The budget for the city must be approved today, but this will be a line item in the budget.

e. Flower Basket Donation Thank you letters:

Coon commented that \$440 was received for the baskets from ten donors.

Garske stated that we should put an article into the paper talking about the flower baskets and asking for donations; as well as commenting on Carianne Kasieta, and the Range Master Gardeners and the job they do to keep these looking great.

Schwartz asked if we sent these letters to the service organizations, such as the Professional Business Women's Club. We did not, but will. Garske to send Coon a list of the service organizations.

The group discussed on how they want to send thank you letters and how do they want them delivered? Coon will put together the thank you letters as donations come in and the DIDA members will hand-deliver the thank you letters. Director Brown will put together a press release and will get it to the members for approval.

f. Finalize Budget:

Brown indicated operating expenses exceed income. We put in the numbers for snowplowing, watering, and maintenance. Postage budget went from \$200 to \$100. Brown indicated that we need to approve this budget today so that Linn can get this put into the City of Ironwood's budget.

Brown indicated that we will get a jump start on the flowers and wreaths so we aren't fleshing this out at the last minute.

Motion by Schwartz to adopt the budget as presented. **Second** by Garske. **Motion Carried 8-0.**

g. Facebook Policy

Brown stated that last month Smith-Furgason put together a policy on Facebook and the group should have taken a look at it. It is a policy that down the road can be changed.

Garske asked about what the staff would be doing. Security/Administration items will be handled by Coon. City of Ironwood staff will not be doing updates or comments.

Smith-Furgason asked if there was anything that should not be included. Brown indicated that this information is Freedom of Information Access obtainable.

Peterson asked if there was some way of compensating for the fact that items are on Facebook, for the people who don't Facebook, Tweet or have a computer. Brown stated that all agendas are sent to the Daily Globe

Motion by Schwartz to adopt the Facebook policy as presented. **Second** by Tippet.
Motion carried 8 - 0.

10. Project Updates:

Brown talked about the MEDC Façade Improvement Program. The city will be attempting to find those who would be interested in the program.

Brown stated that on May 10, 2013 in Marquette, there is a free MEDC program on the Main Street Program from 2:00 p.m. – 5:00 pm. (Eastern).

Brown said that if there were businesses who wanted to participate in the program, we would notify the MEDC, who would then send someone to review the building and request and make a good decision and to let the party know expectations. This is an open-ended program, so when the money is spent, it's gone.

11. Other Business:

Smith-Furgason commented on the digital pictures from slides. She indicated that she talked to the person who was responsible for converting the slides and that person is no longer interested in doing this. Smith-Furgason indicated that at one time, these pictures were going to be a fund raiser for the DIDA. Director Brown said he could call Jim Lawrence at the Gogebic Community College and see if this is a project that they could help us with. The City owns the slides so there should not be any copyright issues. Smith-Furgason indicated that these could be sold at Festival Ironwood as a fundraiser.

Peterson said that a project is in conceptual design for an artists' festival.

12. Next Meeting: May 30, 2013

13. Adjournment at 9:47 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

COMPARATIVE BALANCE SHEET

APRIL

Page: 1
5/20/2013
10:45 am

City Of Ironwood

As of: 4/30/2013

Fund Type: 21 Enterprise Funds

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	13,257.53	10,838.62	2,418.91
020.000 TAXES RECEIVABLE-REAL-CURRENT	218.32	2,622.20	-2,403.88
028.000 TAXES RECEIVABLE-DQ PER PROP	524.11	311.74	212.37

Total Assets	<u>13,999.96</u>	<u>13,772.56</u>	<u>227.40</u>
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Liabilities

202.000 ACCOUNTS PAYABLE	275.00	275.00	0.00
279.000 DEFERRED REVENUE	1,969.11	1,925.60	43.51

Total Liabilities	<u>2,244.11</u>	<u>2,200.60</u>	<u>43.51</u>
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Reserves/Balances

390.000 Fund Balance	9,632.71	8,470.82	1,161.89
398.000 CHANGE IN FUND BALANCE	2,123.14	3,155.66	-1,032.52

Total Reserves/Balances	<u>11,755.85</u>	<u>11,626.48</u>	<u>129.37</u>
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Total Liabilities & Balances	<u>13,999.96</u>	<u>13,827.08</u>	<u>172.88</u>
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INCOME STATEMENT

APRIL

Page: 1

5/20/2013

10:45 am

City Of Ironwood

YEAR: THROUGH APRIL

YTD Amd. Bud.

YTD Actual

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,500.00	9,845.40
675.000 CONTRIBUTIONS AND DONATION	500.00	905.00
Dept: 000.000	<u>12,000.00</u>	<u>10,750.40</u>
Revenues	<u>12,000.00</u>	<u>10,750.40</u>
Expenditures		
Dept: 735.000 DOWNTOWN DEVELOPMENT		
702.000 SALARIES AND WAGES	1,600.00	0.00
715.000 SOCIAL SECURITY	130.00	0.00
718.000 RETIREMENT	320.00	0.00
727.000 OFFICE SUPPLIES	100.00	18.44
728.000 OPERATING SUPPLIES	2,000.00	1,946.06
730.000 POSTAGE	200.00	103.96
801.000 CONTRACTUAL SERVICES	4,000.00	3,875.00
802.000 PROFESSIONAL SERVICES	100.00	0.00
851.000 ADVERTISING AND PROMOTION	270.00	0.00
910.000 INSURANCE AND BONDS	3,000.00	2,658.00
917.000 WORKERS COMPENSATION	30.00	21.50
940.000 RENTALS OTHER	250.00	4.30
DOWNTOWN DEVELOPMENT	<u>12,000.00</u>	<u>8,627.26</u>
Expenditures	<u>12,000.00</u>	<u>8,627.26</u>
Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	<u>0.00</u>	<u>2,123.14</u>
Grand Total Net Effect:	0.00	2,123.14

* Skipped Unbudgeted \$0 Balance Accounts

REVENUE/EXPENDITURE REPORT
APRIL

City Of Ironwood
For the Period: 4/1/2013 to 4/30/2013

Page: 1
5/20/2013
10:46 am

	Original Bud.	Amended Bud.	MTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept: 000.000							
403.000 CURRENT PROPERTY TAXES							
04/28/2013 GJ RECORD MONTHLY DEFERRED TAXES			984.54				REJE01
CURRENT PROPERTY TAXES	0.00	0.00	984.54	984.54	0.00	-984.54	0.0
675.000 CONTRIBUTIONS AND DONATION							
04/15/2013 CR Rod From:			330.00	Drawer:DRWR1 Type:DIDAR			60164
04/23/2013 CR Rod From: DONATIONS FLOWERS			105.00	Drawer:DRWRL Type:DIDAR			145420
CONTRIBUTIONS AND DONATION	0.00	0.00	435.00	435.00	0.00	-435.00	0.0
Dept: 000.000	0.00	0.00	1,419.54	1,419.54	0.00	-1,419.54	0.0
Revenues							
	0.00	0.00	1,419.54	1,419.54	0.00	-1,419.54	0.0
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
727.000 OFFICE SUPPLIES							
04/30/2013 AP RELIABLE CORPORATION/THE// OFFICE SUPPLIES			18.44	INV#: DNV63200			63050
OFFICE SUPPLIES	0.00	0.00	18.44	18.44	0.00	-18.44	0.0
730.000 POSTAGE							
04/30/2013 GJ POSTAGE USAGE - MARCH - APRIL			103.96				
POSTAGE	0.00	0.00	103.96	103.96	0.00	-103.96	0.0
801.000 CONTRACTUAL SERVICES							
04/30/2013 AP RANGE MASTER GARDENERS POCKET PARK MAINT-APRIL			275.00	INV#:			63145
CONTRACTUAL SERVICES	0.00	0.00	275.00	275.00	0.00	-275.00	0.0
910.000 INSURANCE AND BONDS							
04/28/2013 GJ REC MONTHLY LIABILITY INSURANCE			265.80				
INSURANCE AND BONDS	0.00	0.00	265.80	265.80	0.00	-265.80	0.0
917.000 WORKERS COMPENSATION							
04/28/2013 GJ REC MONTHLY WORKERS COMP INS			2.15				REJE43
WORKERS COMPENSATION	0.00	0.00	2.15	2.15	0.00	-2.15	0.0
DOWNTOWN DEVELOPMENT	0.00	0.00	665.35	665.35	0.00	-665.35	0.0
Expenditures							
	0.00	0.00	665.35	665.35	0.00	-665.35	0.0
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY							
Change in Fund Balance:	0.00	0.00	754.19	754.19	0.00	-754.19	

SERVICE REQUEST QUESTIONS

Form Name : Ironwood Service Request
Date Submitted : 04/26/2013 10:15:33 AM ~~~~~

Name:
Jim Albert

Email Address:
deaf_services@sbcglobal.net

Phone Number:
(906) 932-1810

Contact Me Via:
Email

Service Requested:
Other

If Other, List Here::
DIDA Tax and the DIDA

Address of Problem::

Please provide a brief description::
How can the City legally collect a special "DIDA" tax when it doesn't even have a legally established TIF District? And, even if the DIDA was a legal entity by the laws of MI, how is it that a specially defined segment of the population can be singled out and assessed such a specific tax?

Form Name : Ironwood Service Request
Date Submitted : 04/26/2013 10:18:36 AM ~~~~~

Name:
Jim Albert

Email Address:
deaf_services@sbcglobal.net

Phone Number:
(906) 932-1810

Contact Me Via:
Email

Service Requested:

Other

If Other, List Here::

DIDA

Address of Problem::

Please provide a brief description::

Why is the DIDA's budget part of the City's budget? Why is the City's Financial Director in charge of DIDA funds? How is it legal for the City to be controlling the DIDA's decision-making process; their finances; their directorship; etc. DDA's are supposed to be autonomous. They are also supposed to be independent from City government.

DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

GOALS – 2013

Project Drives in RED / Status In BLUE

1. Expand on existing work in Downtown infrastructure (6 votes): **Tom, Lee-Ann, Gail.** Status – Applied for DIG in Dec 2012, not awarded.
2. Depot Park Completion (6 votes): **Tom, Lee-Ann, Gail.** Status – In Progress
3. Marketing of Downtown; better communication with/other organizations (ie., Chamber/brochure/promotional video(CGI Communications). (6 votes) **Gail, Becky, Eva, Kim C., Tim.** Status – CGI Communications creating promotional video for City Website
4. Business tool box. (3 votes) **Eva** Status – Tool Box started on Business Website Page
5. Expand / add Downtown events. (1 vote) **Tim, Rick.** Status – No Action
6. Work with Owners regarding unsafe structures and buildings. (1 vote) **Rick.** Status – On Going
7. Signage on highway entrance. (1 vote) **Eva.** Status – No Action
8. Funds to renovate Depot Building: **Lee-Ann.** Status – No Action
9. Walking tour. **Larry.** Status – No Action
10. Working with property owners with regards to blight (garbage and weeds). **Rick.** Status – On Going
11. List of new businesses and out of business businesses. **Staff.** Status – On Going
12. Tax Increment Finance (TIF): **Lee-Ann.** Status – No Action

DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY
Downtown Hanging Baskets - Donations Received as of 5/16/2013

FirstName	LastName	BusinessName	BusinessAddress	BusinessCity	BusinessState	BusinessZip	Donation
George	Sheet	Americas Best Value Inn of Ironwood	160 E. Cloverland Dr.	Ironwood	MI	49938	\$ 35.00
Jess & Jake	DeSanto	America	1117 Cloverland Dr.	Ironwood	MI	49938	\$ 35.00
Franz	Aukee	Aukee Chiropractic	200 E. Ayer Street	Ironwood	MI	49938	\$ 35.00
Marge	Silva	Ben Franklin	121 E. Aurora St.	Ironwood	MI	49938	\$ 35.00
Jay	Walla	Chief Oil Co.	100 E. Aurora St.	Ironwood	MI	49938	\$ 35.00
Timothy & Michael	Dean & Pope, P.C.	Dean & Pope, P.C.	204 N. Harrison St.	Ironwood	MI	49938	\$ 35.00
Greg	Polich	Elle Stevens	135 E. Aurora St.	Ironwood	MI	49938	\$ 35.00
Dan	Berlin	Ironwood Historical Society	PO Box 553	Ironwood	MI	49938	350
Jacobs, McDonalds, Silc & Fauerbach PC.		Jacobs, McDonalds & Silc PC.	319 E. Aurora St.	Ironwood	MI	49938	\$ 35.00
Timothy	Makela, Joki, Pollack	Joki, Makela Pollack & Ahonen, PLLC	301 N. Suffolk St.	Ironwood	MI	49938	\$ 35.00
Darryl	Mattson	Mattson T. V. & Appliance	122 E. Aurora St.	Ironwood	MI	49938	\$ 35.00
Michael	Patrick	Mckevitt-Patrick Funeral Home, Inc.	305 N. Lowell St.	Ironwood	MI	49938	\$ 35.00
Annette Dalio	Burchell	Classic Motor Inn	1200 E. Cloverland Dr.	Ironwood	MI	49938	\$ 50.00
Paul R.	Flateau	Gene's Service & Radiator, Inc.	200 W. Aurora St.	Ironwood	MI	49938	\$ 70.00
Robert & Denise	Jacquart	Jacquart Fabric Products, Inc.	1238 Wall St.	Ironwood	MI	49938	\$ 100.00
John	Garske	Coleman Engineering Co.	200 E. Ayer Street	Ironwood	MI	49938	\$ 140.00
		SubTotal					\$ 1,095.00
		Less Postage for Don.					\$235.00
		Net					\$ 860.00