



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 September 26, 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. Financial Report
8. Items for Discussion and Consideration
 - a. Blueprint Report
 - b. Flower Baskets
 - c. Lift Truck
9. Project Updates
 - a. 2013 Goals
10. Other Business
11. Next Meeting: **TBD regular meeting is scheduled for a holiday. Suggested date of Wednesday November 27, 2013 at 8am.**
12. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday September 26, 2013**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, September 26, 2013 at 8:00 A.M. in Conference Room #1, 2nd Floor, Memorial Building, Ironwood, Michigan.

1. Call to Order:

Vice-Chair Erickson 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	X	
Corcoran, Kim		X	X	
Erickson, Tim	X			
Garske, Lea-ann		X	X	
Peterson, Larry	X			
Schwartz, Becky	X			
Semo, Rick,	X			
Smith-Furgason, Eva	X			
Taconneli, Peter	X			
Tippett, Rick	X			
	7	3	Quorum	

Also present: Community Development Director Michael J. D. Brown, , City Manager Scott Erickson, Finance Director Paul Linn; Ian Shackelford, Safe Routes to School; Monie Shackelford, and Neal Corcoran, Public Works.

3. Approval of Minutes:

Motion by Semo to accept the meeting minutes from August 22, 2013. **Second** by Tippett. **Motion Carried 7 to 0.**

4. Approval of the Agenda:

Motion by Semo to approve the Agenda. **Second** by Schwartz. **Motion** carried **7 to 0.**

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

None

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

None

7. Financial Report. Director Linn presented the financials for consideration. He noted that an invoice for snowblowing for last year had been received. Director Linn wanted to know if the DIDA wanted to keep this item as posted in this year, or go back and put it into the 2012 budgets and do a number of adjustments.

Motion by Tippet, to keep the \$500.00 entry as is. **Second** by Smith-Furgason.
Motion Carried 7 to 0.

8. Items for Discussion and Consideration:

- a. Safe Routes to School, Ian Shackelford: Mr. Shackelford is spear-heading the Safe Routes to school program, of which everyone received an Action diagram. Mr. Shackelford presented the ideas behind this program, as well as where they are now with attempting to get grants to implement some, or all of the items on the list. Mr. Shackelford is looking for support from the DIDA for the worthy program.

Motion by Smith-Furgason that the DIDA write a letter to the Safe Routes to School and offer support for the plan. **Second** by Schwartz. **Motion Carried 7 to 0.**

9. Wreaths:

- a. Director Brown stated that he went and counted the number of light poles and there are 66. Director Brown also called the wreath company and received a price from them of an additional \$11.00 to put the holiday lights on the wreath (100 lights per wreath). The wreaths by themselves are currently \$25 each still this year. In the past, lights were bought inexpensively and taken to the high school, where the students would put the lights on the wreaths.

Discussion was also had about the number of wreaths to purchase. **Motion** by Semo to purchase 49 wreaths. **Second** by Schwartz. **Motion carried 6 – 1 with one dissent.**

Motion by Schwartz to have the lights strung onto the wreaths by the High school students. **Second** by Tippet. **Motion Carried 7 to 0.**

Further discussion was had including the banners for SISU and the putting up and taking down of the holiday lights. The wreaths together with the SISU makes the SISU banners hard to read. Neal Corcoran from Public Works stated that the wreaths and SISU signs have always been put up at the same time and that is when they can get the bucket truck.

Motion by Semo to take the wreaths down by the 1st week in February, unless their appearance warrants their earlier removal. **Second** by Schwartz. **Motion Carried 7 to 0.** **Motion** by Smith Furgason to authorize spending up to \$500 for a bucket truck rental to put up and take down the wreaths. **Second** by Schwartz. **Motion Carried 7 to 0.**

- b. Downtown Infrastructure Grant: Director Brown stated The DIG grant is due October 1, 2013. The work group met last week and their decision of what to include in the request are to apply to finish the lights downtown, the Welcome to Ironwood sign coming from Hurley to Ironwood to get flood lights; playground equipment at the Depot park; fencing for around the volleyball court at the Depot Park, Banners for the light poles. Director Brown stated that because of the match the City must put in for this grant, that the City is asking the DIDA to put in \$5,000 towards the match. Finance Director Linn indicated that there is \$9,000 in the DIDA's fund balance, so there would be enough to cover this \$5,000.

Smith Furgason stated that she is disappointed that the DIDA is not included in the decisions of what is going into the downtown. Director Brown pointed out that at last month's meeting the DIG grant was discussed with the DIDA first and was voted on to move forward with these items.

Motion by Smith-Furgason to provide \$5,000 towards the grant. **Second** by Tippett. **Motion Carried 7 to 0.**

- c. Only Ghouls Run at Midnight Donation Request. Director Brown stated that the DIDA received a request for donations to support this run on October 26, 2013. Smith-Furgason inquired as to if they had filled out the DIDA Request for Donation Form, of which Director Brown had no knowledge.

Motion by Smith-Furgason to send the group a letter, along with the required donation form to be filled out and returned to the DIDA to be addressed at the October 24 meeting. **Second** by Semo. **Motion Carried 7 to 0.**

10. Downtown Walking Tours by Larry Peterson. Larry spoke to the DIDA about his walking tours and asked for just getting out general information about the tours through downtown, Cemetery and Hurley's downtown. He recently had a tour of 24 students through the Riverside Cemetery with Cindy Frank. Mr. Peterson stated that they stopped at the Memorial Building. It was noted that the informational sign in front of the building is in deplorable condition and needs to be replaced. Manager Erickson indicated that a new sign has been prepared, and will be installed by Public Works as it comes up on their work scheduled.

Motion by Smith-Furgason to respectfully ask Public Works to install the replacement sign in front of the Memorial Building no later than next Friday, September 30, 2013. **Second** by Tippett. **Motion Carried 7 to 0.**

Manager Erickson stated he would pass on the request.

11. Project Updates:

- a. 2013 Goals: Ongoing. Director Brown stated that the DIDA needs to be thinking about goals for 2014 as the group will be discussing them in November or December.

Smith –Ferguson stated that the Downtown Art Place (DAP), and Artist's Suites are now open and that she would like to see the DIDA, in a special meeting, go and tour the facilities in an evening and see what is being offered and to be able to show support. Director Brown said he is there every month for the Board meeting and will approach the DAP about an invitation to visit. It was the DIDA's request that this be done after 6:00 p.m. in the evening after their businesses close.

- b. Comprehensive Plan: Director Brown stated that a consult has been hired and is under contract. The next step with the Consultant is set for Monday. Director Brown is encouraging DIDA to be involved in the focus groups.

12. Other Business:

Rick Semo commented that the DAP and the Ironwood Historic Theatre are partnering with the Smithsonian to bring in a trial program – The Way We Worked. This could be a big boon to Ironwood.

Motion by Smith-Ferguson to write a letter of support to the DAP and Theatre. **Second** by Schwatz. **Motion Carried 7 - 0.**

Semo stated that he has been walking around and looking at the Wayfinder signs, and some are incorrect and need to be corrected. He stated that the group should walk around and look for inconsistencies.

Director Brown stated that he was in Detroit last week and the City won the Community Excellence Award for Depot Park. This award was voted on by other communities and this is a big deal. Director Brown thanked those for their hard work in getting the Depot downtown.

Monie Shackelford asked to be heard on behalf of the DAP. Ms. Shackelford indicated that the DAP is applying for a CIP grant for heating and would like a letter of support. **Motion** by Smith-Ferguson to write a letter of support for the DAP in seeking funds for the furnace project. **Second** by Schwartz. **Motion Carried 7 to 0.** Ms. Shackelford will forward the wording for the letter to Director Brown.

Schwartz commented that we need a "Parking Lot is Private" sign down at the Depot Park so folks know that the adjacent parking lot is private. Schwartz said she watched a church group last week take down the barriers and park where it was clearly marked no parking. It was suggested that when individuals/groups come and get a permit for the Park from the Clerk's Office that the applicant/responsible person be handed a map of the parking and told about the no parking zone.

Smith-Ferguson wanted to know if the DIDA could be the recipient of the fees that the City receives for the Depot Park reservations. Director Brown explained that currently there are no fees and that the only "fee" is a deposit for cleaning, which is refunded if the preparation area and surround area is cleaned.

Smith-Ferguson stated that maybe there should be a summit of all the groups and those interested to talk about everything the groups are looking at individually as well as together. Smith-Ferguson volunteered to spear-head this and asked about dates within the next six month. Smith-Ferguson went on to further suggest that this Summit include Civic Groups, other Government and the College.

Motion by Smith-Ferguson that the City Commission consider holding a joint governmental/civic group meeting. **Second** by Schwartz. **Motion Carried 7 to 0.**

13. Next Meeting: October 24, 2013

14. Adjournment at 9:43 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

COMPARATIVE BALANCE SHEET

SEPTEMBER

Page: 1
10/17/2013
9:37 am

City Of Ironwood

As of: 9/30/2013

CY Balances

PY Balances

Year-Over-Year

Fund Type: 21 Enterprise Funds

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	13,822.62	16,151.27	-2,328.65
020.000 TAXES RECEIVABLE-REAL-CURRENT	3,670.29	3,680.38	-10.09
028.000 TAXES RECEIVABLE-DQ PER PROP	785.20	537.92	247.28

Total Assets	<u>18,278.11</u>	<u>20,369.57</u>	<u>-2,091.46</u>
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Liabilities

202.000 ACCOUNTS PAYABLE	839.00	0.00	839.00
279.000 DEFERRED REVENUE	8,975.34	8,860.89	114.45

Total Liabilities	<u>9,814.34</u>	<u>8,860.89</u>	<u>953.45</u>
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Reserves/Balances

390.000 Fund Balance	9,490.37	9,632.71	-142.34
398.000 CHANGE IN FUND BALANCE	-1,026.60	-99.03	-927.57

Total Reserves/Balances	<u>8,463.77</u>	<u>9,533.68</u>	<u>-1,069.91</u>
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Total Liabilities & Balances	<u>18,278.11</u>	<u>18,394.57</u>	<u>-116.46</u>
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INCOME STATEMENT
SEPTEMBER

City Of Ironwood

YEAR: THROUGH SEPTEMBER	YTD Amd. Bud.	YTD Actual
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,900.00	2,991.78
675.000 CONTRIBUTIONS AND DONATION	600.00	120.00
Dept: 000.000	12,500.00	3,111.78
Revenues	12,500.00	3,111.78
Expenditures		
Dept: 735.000 DOWNTOWN DEVELOPMENT		
702.000 SALARIES AND WAGES	1,200.00	0.00
715.000 SOCIAL SECURITY	100.00	0.00
727.000 OFFICE SUPPLIES	100.00	0.00
728.000 OPERATING SUPPLIES	2,719.00	313.99
730.000 POSTAGE	100.00	0.00
801.000 CONTRACTUAL SERVICES	4,681.00	3,017.00
802.000 PROFESSIONAL SERVICES	100.00	0.00
851.000 ADVERTISING AND PROMOTION	100.00	0.00
910.000 INSURANCE AND BONDS	3,300.00	807.39
940.000 RENTALS OTHER	100.00	0.00
DOWNTOWN DEVELOPMENT	12,500.00	4,138.38
Expenditures	12,500.00	4,138.38
 Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	0.00	-1,026.60
Grand Total Net Effect:	0.00	-1,026.60

REVENUE/EXPENDITURE REPORT
SEPTEMBER

City Of Ironwood
 For the Period: 9/1/2013 to 9/30/2013

Page: 1
 10/17/2013
 9:50 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							
09/28/2013 GJ RECORD MONTHLY DEFERRED TAXES			997.26				REJE01
CURRENT PROPERTY TAXES	0.00	0.00	997.26	997.26	0.00	-997.26	0.0
Dept: 000.000	0.00	0.00	997.26	997.26	0.00	-997.26	0.0
Revenues	0.00	0.00	997.26	997.26	0.00	-997.26	0.0
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
801.000 CONTRACTUAL SERVICES							
09/30/2013 AP KASIETA/CARIANN//			564.00	INV#:		64628	
09/30/2013 AP RANGE MASTER GARDENERS			275.00	INV#:		64629	
CONTRACTUAL SERVICES	0.00	0.00	839.00	839.00	0.00	-839.00	0.0
910.000 INSURANCE AND BONDS							
09/28/2013 GJ REC MONTHLY LIABILITY INSURANCE			269.13				
INSURANCE AND BONDS	0.00	0.00	269.13	269.13	0.00	-269.13	0.0
DOWNTOWN DEVELOPMENT	0.00	0.00	1,108.13	1,108.13	0.00	-1,108.13	0.0
Expenditures	0.00	0.00	1,108.13	1,108.13	0.00	-1,108.13	0.0
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	0.00	0.00	-110.87	-110.87	0.00	110.87	
Change in Fund Balance:			-110.87				



MEMO

To: Chair Williams and DIDA Members

From: Michael J. D. Brown, Community Development Director

Date: October 17, 2012

Meeting Date: October 24, 2013

Re: 2013 Downtown Blueprint Report

As part of the Blueprint Plan there are annual reporting requirements to the State. One component of the reporting is the number of new businesses as well as businesses that closed along with employee counts. Staff implemented a new business license questionnaire in 2013 which asked number of employees each business has. Unfortunately, because this was the first year the City implemented this new questionnaire, 2013 is our baseline and we don't have anything to compare to. In addition, not every new business always knows to fill out a business license application and therefore staff doesn't know about those new businesses. Also, when a business leaves or closes they don't typically inform the City either.

Therefore, in order to determine the number of new and closed businesses a physical survey of the downtown will be required. As the DIDA is a working board and you are most familiar with the coming and going of businesses I will ask that all members participate in this survey. Over the next month please canvas the downtown for new and closed businesses and obtain the 1. The Business Name, 2. Type of Business and 3. Number of Employees. The DIDA will then discuss the data next month. I would suggest the members discuss what areas each would like to survey so there isn't any doubling up.



MEMO

To: Chair Williams and DIDA members

From: Michael J. D. Brown, Community Development Director

Date: October 18, 2012

Meeting Date: October 24, 2013

Re: Flower Baskets

Lake's Flower Cabin contacted staff regarding placing an order for flower baskets for next year already. They indicated the baskets would still be \$35 each unless prices increased which could be \$1-2 per basket. Lake's wants to know how many baskets the City would like as well as color; last year purple wave was ordered.

The DIDA budgeted for 69 baskets for the 2014 season at \$35 each which equates to \$2,415; however, there are a total of 66 light poles.

Staff recommends ordering 66 purple wave flower baskets for 2014. Even if the prices increase by as much as \$2, the DIDA would be over budget by only \$27. As a reminder, the DIDA has historically asked for donations to pay for the flower baskets as well.

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**, Status – Applied for DIG in September 2013. Working with MEDC and Local Businesses on Façade Grant.
2. Depot Park Completion (6 votes): **Tom, Lee-Ann**, Status – Complete
3. Marketing of Downtown; better communication with/other organizations (ie., Chamber/brochure/promotional video(CGI Communications). (6 votes) **Becky, Eva, Kim C., Tim**. Status – CGI Communications creating promotional video for City Website, staff and Chamber working on marketing material
4. Business tool box. (3 votes) **Eva** Status – Tool Box started on Business Website Page, ongoing project
5. Expand / add Downtown events. (1 vote) **Tim, Rick**. Status – Expanded Car Show, Initiated Farmer's and Artesian Market
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 – Performed tours during Festival Ironwood
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 – Researching existing status