



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 August 28, 2014 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. Pocket Park Snow Removal Contract
 - b. Local Façade Improvement Program Guidelines
 - c. Medical Marihuana
9. Project Updates
 - a. Comprehensive/Blueprint Plan Implementation Status
 - b. Business Retention Program
10. Other Business
11. Next Meeting: September 25, 2014
12. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday August 28, 2014**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, August 28, 2014 at 8:00 A.M. in Conference Room #1, 2nd Floor, Memorial Building, Ironwood, Michigan.

1. Call to Order:

Vice-Chair Tacconelli 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	
Nancy Korpela	X			
Corcoran, Kim		X	X	
Garske, Lea-Ann	X			
Peterson, Larry		X		X
Schwartz, Becky	X			
Sim, David		X	X	
Gaunt, Andrew	X			
Tacconelli, Peter	X			
Tippett, Rick	X			
	6	4	Quorum	

Also present: Community Development Director Michael J. D. Brown and Ironwood Area Chamber of Commerce Executive Director Sandy Harden.

3. Approval of Minutes:

Motion by Garske to accept the meeting minutes from the July 24, 2014 meeting.
Second by Schwartz. **Motion Carried 6 to 0.**

4. Approval of the Agenda:

Motion by Tippet to approve the Agenda. **Second** by Garske. Motion carried **6 to 0.**

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

None

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

None

7. Financial Report.

Director Brown stated that Director Linn will have a report for next meeting.

8. Items for Discussion and Consideration:

- a. Comprehensive Plan Implementation Priorities: Director Brown updated the committee on the concept of the implementation strategies, and how to keep on track with the projects. He then went over the plan on the City's website and the implementation matrix, which outlines strategies and sub-strategies that the City should do. The committee will go through the strategies each year, to see what was accomplished, and what needs to be done. The implementation schedule will be done on a calendar year basis. Each month the committee will review the schedule to stay on track.
- b. Pocket Park Snow Removal Contract: The City contracts with James Gregory to shovel the sidewalk around the pocket park for \$500 per year. The DIDA had previously made comments to bring discussion before the board, to consider obtaining bids for certain projects. Director Brown asked for discussion. Tippet asked how he had done in the past. Director Brown stated that he has done a good job and that he has not had any complaints. Schwatz had concern about the crosswalk. Director Brown suggested that the contract will reiterate the crosswalk be done. Garske asked what the City's policy is with contracts like this. Director Brown stated that the City doesn't need to go out to bid under a certain dollar amount and the DIDA doesn't have a policy on the subject. Director Brown suggested that the DIDA be consistent on the decision. Garske stated that if there is no issue it wouldn't be fair if they chose someone else. The contract will come back to the board for approval at the next meeting with the intention of hiring Gregory.
- c. Purchase of Christmas Wreaths: The DIDA has used Santa's Wreaths in the past and the price will be the same as last year, at \$25 per wreath. Director Brown asked the DIDA whether to purchase from Santa's Wreaths again and second, how many? Last year the DIDA purchased 49 wreaths, at \$25 per wreath, for \$1,225, plus \$225 in supplies for a total of \$1,450. Last year Garske had obtained donated lights for the wreaths as well. Director Brown also stated that the DIDA will send out letters for donations for the wreaths. Schwartz and Tippet both agreed that the price is reasonable.

Motion by Schwartz to purchase 49 wreaths from Santa's Wreaths at \$25 per wreath, **Second** by Tippet. **Motion carried 6 to 0.**

- d. Art Park: Director Brown presented a drawing of an art park between Mattson's TV & Appliance and Book World. He then proceeded to explain funding options through other grant funding options outside of the DIG Grant. The park will display art, host classes, and have performances. A mural is also in discussion, on the book world side of the park. The park will have benches, chalk board, edible garden and concrete pads for performances and art displays. He also talked about funding options through kickstarter online fundraising sources that the MEDC is using, as a 1 to 1 grant match program. The cost can be split up between the art grant and the MEDC grant.

Schwarz stated that the trash behind the park in the alley will need to be maintained and cleaned periodically. The DIDA then gave consensus to move ahead.

9. Project Updates:

- a. Comprehensive/Blueprint Plan Implementation Status: Director Brown will give a quick overview at each meeting. He did have a meeting with Director Linn and Manager Erickson on the TIF district, which he will have more information on, in the future.
- b. Business Retention Program: This will be brought up at each meeting, to see how each committee member is doing with the program. The committee was urged to make this a priority.

The following table identifies Business Retention activities from the past month.

MEMBER	# of Business Visits	Drove around zone to identify new and out of business businesses and available properties
Williams, Tom, Chair	0	No
Nancy Korpela	0	No
Corcoran, Kim	0	No
Garske, Lea-Ann	0	No
Peterson, Larry	0	No
Schwartz, Becky	0	No
Sim, David	0	No
Gaunt, Andrew	0	No
Tacconelli, Peter	0	No
Tippet, Rick	0	No
TOTAL	0	

10. Other Business:

11. Next Meeting: September 25, 2014 at 8:00 a.m.

12. Adjournment at 8:41 a.m.

Motion by Garske to adjourn, **Second** by Schwartz. **Motion Carried 6 to 0.**

Respectfully Submitted

Peter Tacconelli, Vice-Chair

Tim Erickson, Community Development Assistant



DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

POCKET PARK SIDEWALK SNOW SHOVELING CONTRACT

THIS CONTRACT made this _____ day of _____, 2014, between the Downtown Ironwood Development Authority (DIDA) AND James Gregory, whose address is 11090 Hwy. 51, Hurley, WI 54534.

1. James Gregory agrees to perform snow removal services on the sidewalks and ADA ramp at the sidewalk intersection around the Pocket Park in downtown Ironwood located at the northeast corner of E. Aurora Street and N. Suffolk Street. Such snow removal shall be completed within twenty-four (24) hours after each snow fall. Such services shall be performed between the first snow fall of 2014 until the last snow fall of 2015.
2. Compensation for these services shall be an annual amount of \$500.00 upon submission of an invoice (use attached template) to the City of Ironwood Finance Director by June 1, 2014.
3. James Gregory agrees to perform said snow removal services in accordance with standards and inspections by the DIDA.
4. At any point in time should James Gregory fail to satisfactorily perform these services, it shall be considered a default of this contract and the DIDA may immediately terminate and cancel the contract without further liability or obligations whatsoever to James Gregory.
5. James Gregory, agrees to hold the DIDA and the City of Ironwood and any of its employees or board members harmless from any claims arising from any and all activities it conducts and to indemnify the DIDA and the City of Ironwood for any loss or claims which the DIDA and the City of Ironwood may incur or be called upon to defend, including its reasonable Attorney fees and costs and reasonable cost of the DIDA and City Staff in any such loss or claim.
6. Prior to commencement of services James Gregory agrees to apply for a City of Ironwood Business License with the City Clerk.

IN WITNESS WHEREOF the parties have signed this Contract this _____ day of _____, 2014.

**Chairperson, Downtown Ironwood
Development Authority**

James Gregory

**INVOICE FOR POCKET PARK SIDEWALK SNOW SHOVELING SERVICES FOR THE CITY OF
IRONWOOD, MI**

Submitted to Paul Linn, City of Ironwood Finance Director

Submitted By James Gregory

Work Performed for the period from _____ to _____

Invoice Date _____

Invoice

Total _____ **\$500.00**



MEMO

To: Chair Williams and the Downtown Development Authority

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

Date: September 18, 2014

Meeting Date: September 25, 2014

Re: Local Façade Improvement Program

Strategy 6.3(a) of the comprehensive plan recommends improving the City's façade improvement program by developing a local program that compliments the State/Federal program offered. In addition, the City Commission has designated \$2,500.00 in this year's budget towards a local façade program. Below are guidelines for a local program which have been modeled after the State's for review and approval. This memo also describes how the program is consistent with the comprehensive plan. This guide will be discussed with the DIDA and City Commission.

Local Façade Improvement Program Guidelines

The façade program is structured to provide downtown commercial buildings façade improvements that create a high impact visual and minimize deterioration. This program is based on the premise that the exterior improvements will stimulate additional private investment in the buildings and surrounding area, and attract additional customers, thereby resulting in additional economic opportunities.

An application would be required to be submitted that would provide building owner information, improvements they plan to complete with an existing photo of the facade and at least two (2) cost estimates for the work. The program would provide 25% of available funds to each selected building owner or a maximum of 4 building owners.

Applications will be reviewed and scored by a group comprised of the Community Development Director, Building Inspector, DIDA Chair and a member of the Ironwood Historical Society. Applications will be scored based on how high impact of a project it is visually (historic accuracy will be taken into consideration) as well as the cost ratio of building owner contribution to the grant received (the greater owner match the better it will score). The selected applicants will be reimbursed once all approved scope of work items have been completed and inspected by the Building Inspector. A building permit will be required however, the building permit fee will be waived.

Eligible activities would include rehabilitation activities such as: permanent exterior improvements including masonry repairs and tuck-pointing, painting, residing; repair/replace/preserve historically significant architectural details; removal of historically inappropriate materials; window/door restoration/replacement; storefront reconstruction; cornice repair, awnings etc. Facades that face a public street shall take first

F:\Community Development\Economic Development Corporation (EDC)\Facade Program\Memos\Facade
Memo to DIDA.doc

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preference, facades that do not face a public street but are visible from a public street will be given consideration depending on the level of deterioration and need for improvements.

Ineligible activities would include roof repairs; attached, hanging, or projecting signs unrelated to the architecture of the building; maintenance items; interior improvements and furnishings; utility/trash enclosures; parking lots and site improvements.

Comprehensive Plan

The decisions the City makes and policies it sets should align with its comprehensive plan. Therefore, the following should be reviewed for consistency with the comprehensive plan

Guiding Principles

The guiding principles that are consistent are a Friendly Community, a Rich Story and a Thriving Community.

What We've Heard (What did the public say during the planning process?)

Through the survey 68% of respondents said if they had a blank check and unlimited funding they would spend it on economic development, job creation and expansion; 57% said they would spend it in the downtown.

Goals and Policies (Is this consistent with the goals and policies that are in the plan?)

Goal 3.1, 3.2, 3.3, 6.1

Policy 3.1.1, 3.1.3, 3.2.2, 3.2.4, 3.3.1, 6.1.1, 6.1.7

Framing Concepts (Is this consistent with the framing concepts that are in the plan?)

Chapter 3 indicates the City should engage in the following in the downtown: preserve and showcase historic character through the preservation and restoration of historic buildings through use of quality building materials that complement existing historic architecture.

Chapter 6 indicates by activating and beautifying the downtown streetscape and storefronts will support economic activity by creating an attractive environment for visitors, residents and businesses. This program would assist with business attraction and retention and expansion as the premise of the program is that the exterior improvements will stimulate additional private investment in the buildings and surrounding area, and attract additional customers, thereby resulting in additional economic opportunities.

Strategies (Is this consistent with the strategies that are in the plan?)

Strategy 3.3

Sub-Strategy 6.3(a)

Priority Actions (Has the City set this as a priority action?)

The City has set this as a priority action for 2014 as sub-strategy 6.3(a) has been identified as an immediate action item.

Potential Partners (Are there entities that can partner with the City?)

The Historical Society are potential partners on reviewing the applications.

Cost and Funding (What are potential costs and funding sources?)

Potential Cost: \$2,500 has been budgeted in this current fiscal year and will be spread out among four (4) building owners.

Spark Plan (Is there a Spark Plan for this and will it be used as a guide?)

No, however staff modeled the program after the State's program.

Project Drivers (If this is a project, what members will be participating and driving it?)

Staff and the DIDA will be the project drivers on this.

DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

GOALS – 2014

Project Drives in RED / Status In BLUE

1. Marketing of Downtown; better communication with/other organizations (ie., Chamber/brochure (**3 vote**) Tim, Becky / Chamber and Memorial Building Brochure completed.
2. Develop green space across from Theater (**3 votes**) Tom, Eva/ Art Park concept plan completed, looking at applying for MEDC crowdfunding grant.
3. Expand on existing work in Downtown infrastructure (**2 vote**) Tom
4. Depot Park Completion (**2 votes**) Lee-Ann, Tom / Applied for DNR playground grant
5. Expand / add Downtown events (**2 vote**) Tim, Rick
6. Funds to renovate Depot Building (**1 vote**) Lee-Ann
7. Signage on highway entrance
8. Tax Increment Finance (TIF) Identified DIDA made TIF dormant in 2000 per DIDA minutes. Setting meeting with City Manager and Finance Director to discuss next steps.
9. Investigate/implement angled parking
10. Review sign regulations

*Priority goals are intended to be completed in 2014

On-Going Activities that aren't specific projects that don't require a priority vote on

1. Business Tool Box on website
2. Work with Owners regarding unsafe/blighted structures, buildings and property
3. Walking Tours
4. List of new and out of business businesses