



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

### *Downtown Ironwood Development Authority Meeting Agenda*

---

1. Call to Order
2. Recording of the Roll
3. Approval of the November 20, 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. Approve Downtown Blueprint Report
  - b. Approve 2015 Goals
  - c. Economic Development Presentation
  - d. Review Status of Business Retention Program
  - e. Flower Watering Contract
  - f. Pocket Park Contract
  - g. Outdoor Ice Rink
9. Project Updates
  - a. Comprehensive/Blueprint Plan Implementation Status
  - b. Business Retention Program
  - c. Art Park
  - d. Façade Grant
10. Other Business
11. Next Meeting: February 26, 2015
12. Adjournment



**Proceedings of the Downtown Ironwood Development Authority  
Thursday, November 20, 2014**

---

A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, November 20, 2014 at 8:00 A.M. in Conference Room #1, 2<sup>nd</sup> 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			
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	X	
Tacconelli, Peter	X			
Tippet, Rick	X			
	<b>6</b>	<b>4</b>	<b>Quorum</b>	

Also present: Community Development Director Michael J. D. Brown and Community Development Assistant Tim Erickson.

3. Approval of Minutes:

**Motion** by Tacconelli to accept the meeting minutes from the September 25, 2014 meeting. **Second** by Schwartz. **Motion Carried 6 to 0.**

4. Approval of the Agenda:

**Motion** by Tacconelli to approve the Amended Agenda to include item 8f. **Second** by Tippet. 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 updated the Authority on the Financial Report and highlighted an expenditures that has been earmarked for demolition for the Authority to be aware of.

**Motion** by Schwartz to accept the Financial Report, **Second** by Korpela. **Motion carried 6 to 0.**

8. Items for Discussion and Consideration:

a. Downtown Blueprint Report: Director Brown presented the Downtown Blueprint Report and discussion ensued with Director Brown urging the Authority to review and report on their zones. The Report will be brought back to the Authority in December for approval.

b. Flower Baskets: Director Brown updated the Authority stating that the cost of the flower baskets have gone up for the 2015 creating a budget deficit. The Authority then discussed their options.

**Motion** by Garske to purchase 50 baskets at \$40/each from the same grower, **Second** by Tippet. **Motion carried 6 to 0.**

c. Façade Program: Director Brown presented the Façade Program and the application process. Discussion followed. Director Brown was directed to send direct mailings to the businesses.

d. Art Park: Director Brown presented the Art Park with the crowdfunding website and video. Discussion followed.

**Motion** by Garske to donate \$1,000 toward the Art Park, **Second** by Tippet. **Motion carried 6 to 0.**

**Motion** by Tacconelli to wait until the last minute, to give up to \$3,000 to meet the deficit if needed, **Second** by Tippet. **Motion carried 6 to 0.**

e. Goal Setting: Director Brown presented the accomplishments and goals from 2014 then asked the Authority for direction for 2015. Discussion followed. The

Authority chose to focus 2015 on developing a vacant parking lot using a site specific study as a priority goal.

- f. Letter to the Department of Public Works (DPW): Chair Williams discussed writing a letter on behalf of the DIDA to the DPW, thanking them for their hard work during the previous week snowstorm.

**Motion** by Tippet to have Chair Williams write a letter thanking the DPW for their hard work, **Second** by Schwartz. **Motion carried 6 to 0.**

9. Project Updates:

- a. Comprehensive/Blueprint Plan Implementation Status: Director Brown updated the Authority stating that he had submitted for an award for the plan itself.
- b. Business Retention Program: Director Brown asked for the Authority's status with the program. Garske informed that she had some complaints on dog walking in the pocket park and the Authority discussed ways to prevent it. There was also more discussion on the snow removal with the Authority deciding to make the thank you letter to the DPW more public.

10. Other Business: Schwartz asked about the Ironwood Area Chamber of Commerce Director status. Director Brown stated that the Community Development Staff will be attending their meetings to maintain direct communication with the Chamber.

11. Next Meeting: December 18, 2014 at 8:00 a.m.

12. Adjournment at 9:15 a.m.

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

Respectfully Submitted

---

Tom Williams, Chair

---

Tim Erickson, Community Development Assistant

**REVENUE/EXPENDITURE REPORT**  
DECEMBER

City Of Ironwood  
For the Period: 12/1/2014 to 12/31/2014

Page: 1  
1/19/2015  
2:32 pm

	Original Bud.	Amended Bud.	MTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY</b>							
Revenues							
Dept: 000.000							
403.000 CURRENT PROPERTY TAXES							
405072 12/28/2014 GJ RECORD MONTHLY DEFERRED TAXES			992.65			REJE01	
CURRENT PROPERTY TAXES	0.00	0.00	992.65	992.65	0.00	-992.65	0.0
675.000 CONTRIBUTIONS AND DONATION							
403003 12/03/2014 CR Rcd From: IABPW			50.00	Drawer:DRWR1 Type:DIDAR		64840	
403007 12/04/2014 CR Rcd From: AUKEE CHIROPRACTIC			25.00	Drawer:DRWRL Type:DIDAR		167856	
CONTRIBUTIONS AND DONATION	0.00	0.00	75.00	75.00	0.00	-75.00	0.0
Dept: 000.000	0.00	0.00	1,067.65	1,067.65	0.00	-1,067.65	0.0
Revenues	0.00	0.00	1,067.65	1,067.65	0.00	-1,067.65	0.0
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
910.000 INSURANCE AND BONDS							
405076 12/28/2014 GJ REC MONTHLY LIABILITY INSURANCE			146.58				
INSURANCE AND BONDS	0.00	0.00	146.58	146.58	0.00	-146.58	0.0
976.000 TRANSFER TO GENERAL FUND							
405285 12/31/2014 GJ DIDA DONATION FOR ART PARK			1,000.00				
TRANSFER TO GENERAL FUND	0.00	0.00	1,000.00	1,000.00	0.00	-1,000.00	0.0
DOWNTOWN DEVELOPMENT	0.00	0.00	1,146.58	1,146.58	0.00	-1,146.58	0.0
Expenditures	0.00	0.00	1,146.58	1,146.58	0.00	-1,146.58	0.0

**INCOME STATEMENT**  
DECEMBER

Page: 1  
1/19/2015  
2:31 pm

City Of Ironwood

YEAR: THROUGH DECEMBER	YTD Amd. Bud.	YTD Actual
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,500.00	5,955.90
675.000 CONTRIBUTIONS AND DONATION	3,114.00	1,120.00
Dept: 000.000	14,614.00	7,075.90
Revenues	14,614.00	7,075.90
Expenditures		
Dept: 735.000 DOWNTOWN DEVELOPMENT		
702.000 SALARIES AND WAGES	1,000.00	0.00
715.000 SOCIAL SECURITY	100.00	0.00
727.000 OFFICE SUPPLIES	100.00	0.00
728.000 OPERATING SUPPLIES	4,119.00	1,639.93
730.000 POSTAGE	250.00	0.00
801.000 CONTRACTUAL SERVICES	5,245.00	3,292.00
802.000 PROFESSIONAL SERVICES	100.00	0.00
851.000 ADVERTISING AND PROMOTION	100.00	0.00
910.000 INSURANCE AND BONDS	3,500.00	879.48
940.000 RENTALS OTHER	100.00	0.00
967.000 TRANSFER TO LIBRARY	0.00	500.00
976.000 TRANSFER TO GENERAL FUND	0.00	1,000.00
DOWNTOWN DEVELOPMENT	14,614.00	7,311.41
Expenditures	14,614.00	7,311.41
Grand Total Net Effect:		
	0.00	-235.51

**COMPARATIVE BALANCE SHEET**

DECEMBER

Page: 1

1/19/2015

2:31 pm

City Of Ironwood

As of: 12/31/2014

CY Balances

PY Balances

Year-Over-Year

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	12,222.84	11,380.41	842.43
020.000 TAXES RECEIVABLE-REAL-CURRENT	3,275.97	3,040.10	235.87
028.000 TAXES RECEIVABLE-DQ PER PROP	399.76	428.61	-28.85

Total Assets	15,898.57	14,849.12	1,049.45
--------------	-----------	-----------	----------

Liabilities

279.000 DEFERRED REVENUE	5,955.89	5,983.56	-27.67
--------------------------	----------	----------	--------

Total Liabilities	5,955.89	5,983.56	-27.67
-------------------	----------	----------	--------

Reserves/Balances

390.000 Fund Balance	10,178.19	9,527.35	650.84
398.000 CHANGE IN FUND BALANCE	-235.51	-661.79	426.28

Total Reserves/Balances	9,942.68	8,865.56	1,077.12
-------------------------	----------	----------	----------

Total Liabilities & Balances	15,898.57	14,849.12	1,049.45
------------------------------	-----------	-----------	----------

# CITY OF IRONWOOD

213 S. Marquette Street  
Ironwood, Michigan 49938



Telephone: (906) 932-5050  
FAX: (906) 932-5745

January 22, 2015

Scott Woosley, Executive Director  
Michigan State Housing Development Authority  
735 E. Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909

Re: Ironwood Downtown Blueprint 2009  
2014 Benchmark Report

Dear Mr. Woosley:

As required by the Michigan State Housing Development Authority (MSHDA) for participation in the Blueprints for Michigan's Downtown program, enclosed is the annual 2014 Benchmark Report. The Downtown Ironwood Development Authority reviewed the report at their regular meeting on January 22, 2015. The fifteen Benchmarks noted in the Blueprint Plan are addressed in this report. In addition, Item 16 Progress Report reviews the progress to date on all Downtown Blueprint implementation items.

The City of Ironwood and the Downtown Ironwood Development Authority appreciates the opportunity MSHDA has given us to improve our downtown. We look forward to the positive impact this program will generate for our community.

Sincerely,

Michael J. D. Brown  
Community Development Director  
[brownm@cityofironwood.org](mailto:brownm@cityofironwood.org)  
906-932-5050 x 126



**CITY OF IRONWOOD  
DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY (DIDA)  
IRONWOOD DOWNTOWN BLUEPRINT 2009**

**2014 BENCHMARK REPORT**

- 1. Total taxable value of property in the Downtown:** \$6,860,630
- 2. Number of new jobs created:** Please see attached table
- 3. Dollar amount of new private investment:** \$41,500
- 4. Public improvements & their costs:**  
  
Installation of HVAC system in City Centre Building: \$73,080
- 5. Economic development tools utilized:** Housing Rehab Funds, City of Ironwood Business Assistance Webpage.
- 6. List of business openings:** Please see attached table.
- 7. List of business closings:** Please see attached table.
- 8. Total number of businesses in Downtown District:** Please see attached table.
- 9. Total number of housing units:** Please see attached table.
- 10. Occupied retail space:** Because the Retail and Office categories do not fully capture the diversity of Downtown business, we've created a more detailed set of categories. Please see attached table.
- 11. Vacant retail space:** Please see attached table.
- 12. Occupied office space:** Please see attached table.
- 13. Vacant office space:** Please see attached table.
- 14. Occupied residential space:** Please see attached table.
- 15. Vacant residential space:** Please see attached table.
- 16. Progress Report ~ Ironwood Downtown Blueprint 2009:** in November of 2014, as part of developing a DIDA Work Plan for 2014, members reviewed progress to-date on all Downtown Blueprint implementation items.

<b>Work Items &amp; Projects</b>	<b>Done**</b>	<b>Partially Done</b>	<b>Still to Do</b>
DIDA adopts Downtown Blueprint as enhancement guide	✓		
DIDA assume lead role in Downtown Blueprint implementation	✓		
City formally adopts Blueprint as Downtown plan	✓		
City's Community Development Director staffs DIDA	✓		
Downtown Merchants Association formed; plays marketing role		✓	
Seek volunteers from Next Generation organization			✓
Recreate the Downtown TIF District			✓
Document results via Benchmarks & provide to MSHDA	✓		
Remove Downtown litter	✓		
Augment way finding system	✓		
Enhance downtown entrances – lighting, signage		✓	
Expand Depot Park	✓		
Erect on-street parking signs	✓		
Erect directional signs to public parking lots	✓		
Mark spaces in public parking lots	✓		
Plan for public art placements	✓		
Prepare/Promote Incentive Toolkit for new "Top List" businesses	✓		
Enforce codes in the Downtown more diligently	✓		
Encourage/Assist more Downtown housing	✓		
Promote City's pro-business role	✓		
Maintain friendly police presence in the Downtown	✓		
Create incentives and support for existing businesses – signs, hours	✓		
Create/Seek Top List businesses in Downtown Blueprint		✓	
Enhance snow removal efforts (per Blueprint)	✓		
Conduct story placement initiatives (per Blueprint)			✓
Target cultural and eco-tourists		✓	
Create Downtown lure brochure & distribute	✓		
Help create new Downtown events	✓		
Enhance Downtown's presence on the Internet	✓		
Provide input on specific implementation items of Phase 1-4 grants and complete construction	✓		
Establish consistent sign design theme in the Downtown			✓
Fill every storefront in the Focus Block			✓
Revamp flowers, plantings	✓		

\*Submitted to the Michigan State Housing Development Authority in line with reporting requirements of Downtown Blueprint adoption.

\*\*Can mean that work on this item is complete or that there is a viable program in place to address.

Downtown Ironwood Development Authority						<b>TABLE 1</b>						
Downtown Blueprint Implementation												
Business Openings & Closings 2014												
	# of Businesses					Total	# of Jobs					Total
Business Openings	Retail	Office	Service	Comm/Ind	Food/Res	Biz	Retail	Office	Service	Comm/Ind	Food/Res	Jobs
Bueno Appetito					1						1.5	
The Other Side Glass	1						1					
Focused Girl			1						1			
Stems Flower Shop	1						1					
Dancing Raven Art Work	1						1					
<b>Totals</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1.5</b>	<b>5.5</b>
	# of Businesses					Total	# of Jobs					Total
Business Closings	Retail	Office	Service	Comm/Ind	Food/Res	Biz	Retail	Office	Service	Comm/Ind	Food/Res	Jobs
Superior Shoes	1						4.5					
The Print Shop			1						1			
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4.5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5.5</b>
				<b>Net New Business</b>		<b>3</b>				<b>Net Job Changes</b>		<b>0</b>

Downtown Ironwood Development Authority			TABLE 2		
Downtown Blueprint Benchmarks					
Windshield Survey_Final Results_December 2014					
By Number of Properties by Type of Use					
	Occupied		Vacant		
Type of Business Activity on 1st Floor*	Number	Percent	Number	Percent	Totals
Forestry, fishing, hunting & mining		0%		0%	
Construction		0%		0%	
Manufacturing	2	2%	1	3%	
Wholesale trade	1	1%		0%	
Retail trade	30	23%	3	8%	
Transportation, warehousing, storage & utilities	5	4%		0%	
Information services or technology	2	2%		0%	
Finance & insurance, real estate, rental & leasing	8	6%		0%	
Professional, scientific, & management	3	2%	2	5%	
Educational, non-profit, health & social services	12	9%		0%	
Arts, entertainment, recreation, lodging & food services	38	29%	1	3%	
Other services, except public admin	26	20%	3	8%	
Public administration & programs	5	4%			
Former Business Use**			28	74%	
<b>Totals</b>	<b>132</b>	<b>100%</b>	<b>38</b>	<b>100%</b>	<b>170</b>
	Occupied		Vacant		
Housing	Number	Percent	Number	Percent	
Residential - Single Family or Duplex	27	17%	4	11%	
Residential - Apartment Units***	134	83%	33	89%	
<b>Totals</b>	<b>161</b>	<b>100%</b>	<b>37</b>	<b>100%</b>	<b>198</b>
NOTES:			<b>Total # of Properties</b>		<b>368</b>
*In the few instances where business uses are present above the 1st floor, those uses are counted in this section.					
**Where a business use was clearly present in past just not clear what it was or will be.					
***Includes 2nd and 3rd floor apartments by # of dwelling units. For some properties the # of apts had to be estimated.					

**TABLE 3**

<b>Downtown Blueprint Benchmarks</b>					
<b>Windshield Survey_Preliminary Results_December 2014</b>					
<b>By Square Feet By Type of Use</b>					
	<b>Occupied</b>		<b>Vacant</b>		
<b>Type of Business Activity on 1st Floor*</b>	<b>Sq Ft</b>	<b>Percent</b>	<b>Sq Ft</b>	<b>Percent</b>	<b>Totals</b>
Forestry, fishing, hunting & mining		0%		0%	
Construction		0%		0%	
Manufacturing	13,776	3%	5,033	4%	
Wholesale trade	1,484	0%		0%	
Retail trade	137,498	33%	10,231	8%	
Transportation, warehousing, storage & utilities	16,468	4%	26,000	21%	
Information services or technology	17,619	4%		0%	
Finance & insurance, real estate, rental & leasing	24,262	6%		0%	
Professional, scientific, & management	8,007	2%	2,012	2%	
Educational, non-profit, health & social services	39,566	9%		0%	
Arts, entertainment, recreation, lodging & food services	50,156	12%	8,400	7%	
Other services, except public admin	93,999	22%	3,553	3%	
Public administration & programs	19,812	5%			
Former Business Use**		0%	66,867	55%	
Totals	422,647	100%	122,096	100%	<b>544,743</b>
	<b>Occupied</b>		<b>Vacant</b>		
<b>Housing</b>	<b>Sq Ft</b>	<b>Percent</b>	<b>Sq Ft</b>	<b>Percent</b>	
Residential - Single Family or Duplex	51,435	21%	8,016	15%	
Residential - Apartment Units***	189,752	79%	46,620	85%	
Totals	241,187	100%	54,636	100%	<b>295,823</b>
NOTES:			<b>Total Square Footage</b>		<b>840,566</b>
*In the few instances where business uses are present above the 1st floor, those uses are counted in this section, unless part of business on the 1st floor.					
**Where a business use was clearly present in past just not clear what it was or will be.					
***Includes 2nd and 3rd floor apartments.					

## **DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY**

### **GOALS – 2015**

#### **Project Drives in RED / Status In BLUE**

Because the City's Comprehensive Plan was just adopted in July of 2014 and many of the projects identified for the first year are related to economic development the DIDA decided to focus on a few main goals identified below.

1. Work with the property owner to study the redevelopment/reuse feasibility of the parking lot at the SW Corner of Aurora St and Lowell St.
2. Work with the City of Ironwood Code Enforcement Officer on blight issues.
3. Continue implementation of the Comprehensive Plan first year priority action items.