



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 December 20, 2012 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. Depot Park Plan
 - c. Flower Basket Donation Letter
 - d. Project Drivers for Goals
 - e. Facebook
 - f. Artificial Wreaths
 - g. Depot Park Sculpture
9. Project Updates
10. Other Business
11. Next Meeting: February 28, 2013
12. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday December 20, 2012**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, December 20, 2012 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			
Garske, Lea-ann	X			
Johnston, Gail	X			
Peterson, Larry	X			
Schwartz, Becky	X			
Smith-Furgason, Eva	X			
Tippett, Rick		X		X
Vacancy	-	-	-	-

Also present: Community Development Director Michael J. D. Brown.

3. Approval of Minutes:

The meeting minutes from November 29, 2012 were presented for approval.

Motion by Schwartz to accept the meeting minutes from the Special Meeting on November 20, 2012 and the Regular Meeting on November 29, 2012. Second by Johnson. Motion Carried 7 - 0.

4. Approval of the Agenda:

Motion by Garske to approve the Agenda. Second by Corcoran. Motion carried 7 - 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:

Paul Linn presented the financial reports for the month. The DIDA is in good financial condition.

Note: Eva Furgason-Smith arrived at 8:09 a.m.

8. Items for Discussion and Consideration:

- a. Review Goals for 2013:

Project drivers may be needed.

- b. Flower Baskets:

Last year, 45 baskets were ordered.

The City has 61 total lights in the downtown area.

Garske will begin to send out the letters for donations for the baskets.

Motion by Garske to order 61 baskets and then send fundraising letter explaining we have raised the number of baskets to 61. The basket price will be \$35.00. Second by Schwartz. Motion carried 7 - 0.

Director Brown will prepare a letter to Lakes Nursery for the 61 baskets. The DIDA will look at the letter and the costs associated with ordering the additional baskets at next meeting.

- c. Pocket Park Clock:

Director Brown will remind the Master Gardeners that all costs need to be approved by the DIDA before an item is purchased. Director Brown to put this item on the Agenda for January 2013.

- d. Facebook:

Director Brown stated that he has inquired about social media and his findings that the group needs to be aware of. (1) Social Media could be seen as an open meetings violation. (2) Freedom of information Act.

Furgason-Smith commented that Facebook has a timeline feature and that as the administrator she can set for "like" and "dislike" comments only. She sees this as being a great way to promote on-goings in the community. She believes that upkeep on the Facebook page should be updated twice a week.

Furgason-Smith would like to see a social media policy be drawn up exacting as to what can and cannot be posted.

Furgason-Smith also would like a yearly events calendar, showing items such as the SISU and Jack Frost events.

Note: Mr. Peterson left at 8:36 a.m.

Garske would like to see that more than one person has administrative privileges to the page. She and Director Brown will work on this together.

9. Project Updates:

Grant due December 22, 2012, and we should know by mid-March whether or not the City will receive this grant.

10. Other Business:

Corcoran will be absent at the next meeting in January.

Corcoran stated the wreaths that are in Downtown look nice; however, could DIDA look at artificial ones for next year.

Corcoran stated there is a Community Excellence Award conference coming up in April 2013. She would like to put the Depot Park project up for presentation. This conference is usually held in Lansing in the spring for presentation, and announcement in Detroit, Michigan in the fall. The DIDA will discuss this more in January 2013.

Smith-Furgason commented that the bike rack placement plan is not working well. She wanted to know where the bike racks were to be placed and commented that the placement of the racks need to please all businesses as well as users of the racks. The DIDA will discuss this more at the January 2013 meeting.

Smith-Furgason also commented on the Superior Education Building. Bricks are falling off of the building causing possible injuries. Director Brown will talk to Mr. Hewett and ascertain the status of the building.

11. Next Meeting:

January 24, 2013.

12. Adjournment at 8:59 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

COMPARATIVE BALANCE SHEET

DECEMBER

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1/16/2013

1:11 pm

City Of Ironwood

As of: 12/31/2012

CY Balances

PY Balances

Year-Over-Year

Fund Type: 21 Enterprise Funds

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	13,647.40	10,383.15	3,264.25
020.000 TAXES RECEIVABLE-REAL-CURRENT	3,340.36	3,583.35	-242.99
028.000 TAXES RECEIVABLE-DQ PER PROP	537.92	366.26	171.66

Total Assets	<u>17,525.68</u>	<u>14,332.76</u>	<u>3,192.92</u>
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Liabilities

202.000 ACCOUNTS PAYABLE	750.00	0.00	750.00
214.101 DUE TO GENERAL FUND	1,975.00	0.00	1,975.00
279.000 DEFERRED REVENUE	5,907.27	5,776.80	130.47

Total Liabilities	<u>8,632.27</u>	<u>5,776.80</u>	<u>2,855.47</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	-739.30	85.14	-824.44

Total Reserves/Balances	<u>8,893.41</u>	<u>8,555.96</u>	<u>337.45</u>
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Total Liabilities & Balances	<u>17,525.68</u>	<u>14,332.76</u>	<u>3,192.92</u>
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INCOME STATEMENT

DECEMBER

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1/16/2013

1:12 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	5,907.24
675.000 CONTRIBUTIONS AND DONATION	500.00	470.00
Dept: 000.000	<u>12,000.00</u>	<u>6,377.24</u>
Revenues	12,000.00	6,377.24
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	0.00
728.000 OPERATING SUPPLIES	2,000.00	1,904.54
730.000 POSTAGE	200.00	0.00
801.000 CONTRACTUAL SERVICES	4,000.00	3,600.00
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	1,594.80
917.000 WORKERS COMPENSATION	30.00	12.90
940.000 RENTALS OTHER	250.00	4.30
DOWNTOWN DEVELOPMENT	<u>12,000.00</u>	<u>7,116.54</u>
Expenditures	12,000.00	7,116.54
Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	<u>0.00</u>	<u>-739.30</u>
Grand Total Net Effect:	0.00	-739.30

* Skipped Unbudgeted \$0 Balance Accounts

REVENUE/EXPENDITURE REPORT
DECEMBER

City Of Ironwood
For the Period: 12/1/2012 to 12/31/2012

Page: 1
1/16/2013
1:12 pm

	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							
12/28/2012 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
Dept: 000.000	0.00	0.00	984.54	984.54	0.00	-984.54	0.0
Revenues	0.00	0.00	984.54	984.54	0.00	-984.54	0.0
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
801.000 CONTRACTUAL SERVICES							
12/31/2012 AP POTLICKEK CUSTOM CHAIN SAW 1/2 OF WOOD CAVING @ DEPOT			750.00	INV#:			62110
CONTRACTUAL SERVICES	0.00	0.00	750.00	750.00	0.00	-750.00	0.0
910.000 INSURANCE AND BONDS							
12/28/2012 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							
12/28/2012 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	1,017.95	1,017.95	0.00	-1,017.95	0.0
Expenditures	0.00	0.00	1,017.95	1,017.95	0.00	-1,017.95	0.0
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	0.00	0.00	-33.41	-33.41	0.00	33.41	
Change in Fund Balance:			-33.41				

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

2012 BENCHMARK REPORT*

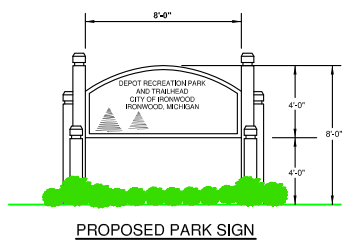
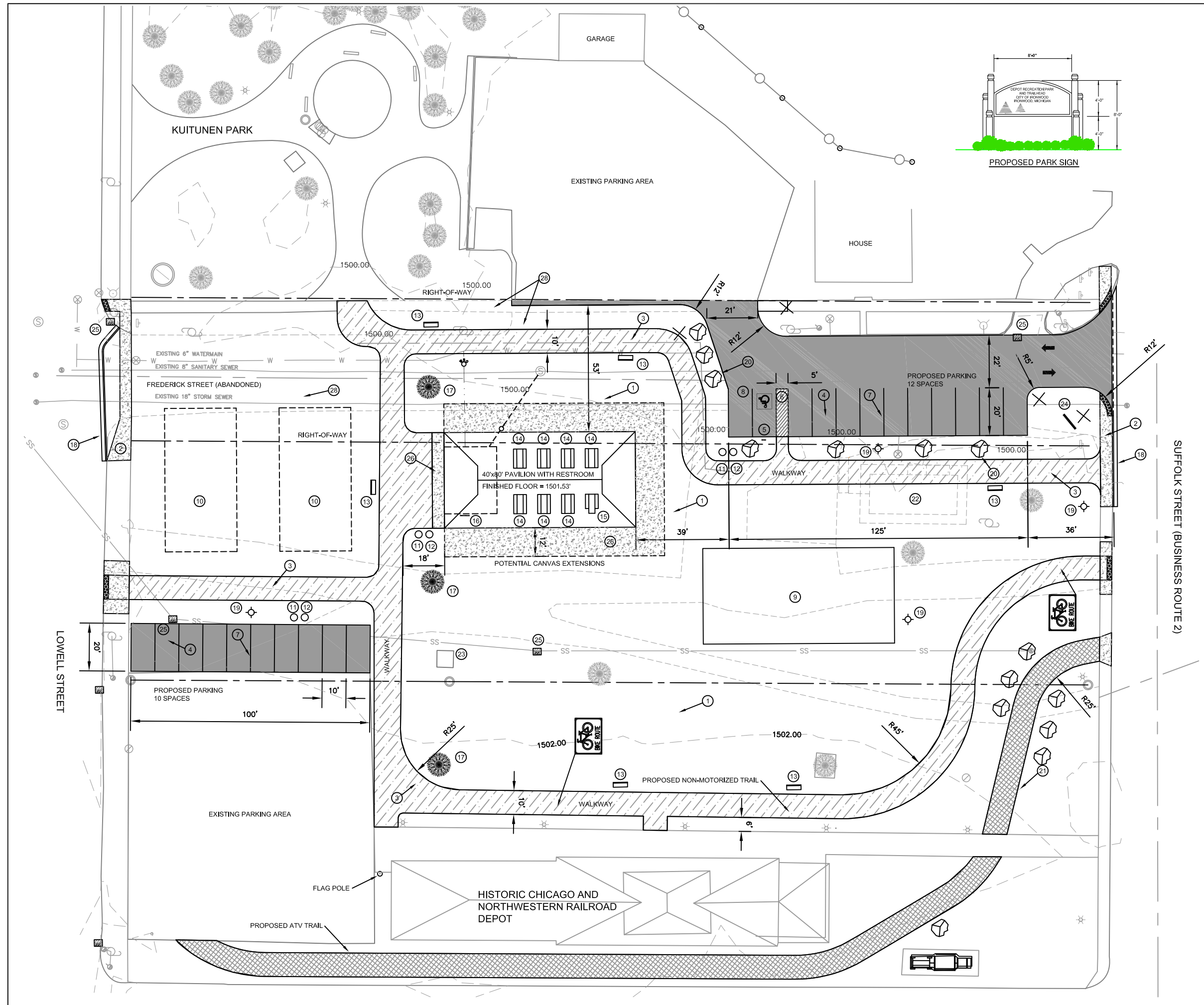
- 1. Total taxable value of property in the Downtown:** \$5,452,880
- 2. Number of new jobs created:** 9 new jobs were created between January 2012 and December 2012. 11 jobs were lost during this period for a net loss of 2 jobs.
- 3. Dollar amount of new private investment:** \$223,170
- 4. Public improvements & their costs:**

Downtown CDBG & MDOT Enhancement Project ~ \$798,243
MDNR Trust Fund and CDBG Depot Park Pavilion Project ~ \$133,270
Rental Rehab Program ~ \$162,703
Home Housing Grant ~ \$172,634
- 5. Economic development tools utilized:** CDBG Rental Rehab Grant, Northern Initiatives Loan Fund, 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 January 2013, as part of developing a DIDA Work Plan for 2013, members reviewed progress to-date on all Downtown Blueprint implementation items.


Work Items & Projects	Done**	Partially Done	Still to Do
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.



KEY NOTE SCHEDULE

1	TOPSOIL, SEED, FERTILIZE AND MULCH ALL DISTURBED AREAS
2	4" CONCRETE SIDEWALKS
3	2" HMA WALKING TRAIL
4	3" HMA PARKING LOT
5	HANDICAP PARKING SIGNAGE
6	HANDICAP ACCESS AISLE
7	PAVEMENT MARKINGS
8	PAINTED HANDICAP SYMBOL 
9	PLAYGROUND EQUIPMENT
10	FUTURE 30'x60' VOLLEYBALL COURT
11	TRASH RECEPTACLE
12	RECYCLING RECEPTACLE
13	6' BENCH WITH BACKREST
14	8' HEAVY DUTY ALUMINUM PICNIC TABLE
15	6' HEAVY DUTY PICNIC TABLE WITH ACCESS
16	KIOSK
17	TREES, TO BE DETERMINED BY MASTER GARDENERS
18	CONCRETE CURB, TO MATCH EXISTING TYPE
19	LIGHTING, TO MATCH EXISTING TYPE AT THE DEPOT PARK
20	BOULDERS BY OTHERS
21	EXISTING SIGNAGE TO BE REMOVED
22	EXISTING BUILDING TO BE REMOVED
23	EXISTING BELL AND PAD TO BE REMOVED
24	PROPOSED PARK SIGN
25	INLET PROTECTION
26	4" CONCRETE APRON
28	EXISTING STREET TO BE ABANDONED, REMOVE EXISTING HMA, AGGREGATE BASE, CONCRETE SIDEWALK, CURB AND GUTTER

COLEMAN ENGINEERING COMPANY
 635 ORCHARD DRIVE • IRON MOUNTAIN, MI 49801 • PHONE 906-774-2440
 200 EAST AVER STREET • IRONWOOD, MI 49938 • PHONE 906-932-5048

SITE PLAN

CLIENT: **CITY OF IRONWOOD**
DEPOT RECREATION PARK AND TRAILHEAD

SURVIVED BY: CEC
 DATE: 6/29/12

DRAWN BY: MOS
 CHECKED BY: MUF

CAD DRAWING: 12113-SITE PLANDWG
 CAD PROJECT: 12113

C-1
 DRAWING NO.

April XX, 2013

FirstName LastName

StreetName

City, State, ZipCode

RE: 2013 Hanging Flower Basket Project

Dear Friends and Area Business Owners:

It is that time of year again to get the 2013 Hanging Flower Basket Beautification Project underway. The Downtown Ironwood Development Authority (DIDA) is looking for your support to help defray the cost of planting 61, 16" flower baskets to be located in the downtown and depot area. The donation request is again \$35.00 and the funds collected if they exceed the cost of the baskets will be used for watering of the plants and equipment maintenance.

If you can help, please submit your check payable to the Downtown Ironwood Development Authority, Attn: Kim M. Coon, Community Development Assistant, 213 S. Marquette Street, Ironwood, MI 49938. If you cannot afford a donation of \$35.00 at this time, any amount would be greatly appreciated.

Thank you for your consideration and continued support.

Sincerely,

Thomas Williams, Chairperson
Downtown Ironwood Development Authority

DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

GOALS – 2013

- 1. Expand on existing work in Downtown infrastructure (6 votes)**
- 2. Depot Park Completion (6 votes)**
- 3. Marketing of Downtown; better communication with/other organizations (ie., Chamber/brochure. (6 votes)**
- 4. Business tool box. (3 votes)**
- 5. Expand / add Downtown events. (1 vote)**
- 6. Work with Owners regarding unsafe structures and buildings. (1 vote)**
- 7. Signage on highway entrance. (1 vote)**
- 8. Funds to renovate Depot Building**
- 9. Walking tour.**
- 10. Working with property owners with regards to blight (garbage and weeds).**
- 11. List of new businesses and out of business businesses.**
- 12. Tax Increment Finance (TIF)**
- 13. Promotional video**