



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 February 28, 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. Budget/Contracts
 - b. Spot Light
 - c. Portable Restrooms in Green Space
 - d. Project Drivers for Goals
 - e. Facebook
 - f. Downtown Art Place (Larry Peterson)
9. Project Updates
10. Other Business
11. Next Meeting: April 25, 2013
12. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday February 28, 2013**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, February 28, 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	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, City Manager Scott Erickson and Finance Director Paul Linn. Tim Erickson was introduced by Director Brown as a new DIDA member on Monday, March 4, 2013.

Volunteers were garnered to distribute Tools for the Revitalization of Downtown for March 27, 2013.

3. Approval of Minutes:

Motion by Johnston to accept the meeting minutes from the Regular Meeting on December 20 2012. **Second** by Tippett. **Motion Carried 7 – 0.**

4. Approval of the Agenda:

Motion by Johnston to approve the Agenda. **Second** by Tippett. **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:

Director Linn presented the financial reports for the month. The DIDA is in good financial condition. There is a small deficit at the end of January of \$39.00. Director Linn is working on budget items for this next year and will bring those to next month's meeting.

Motion by Tippett to accept the February financial reports. **Second** by Johnston. **Motion Carried 7-0**

8. Items for Discussion and Consideration:

- a. Blueprint report.

DIDA is required to submit a yearly blueprint report to the State. It shows what businesses have opened and closed; taxable values. Director Brown asked for approval to send this to the State.

Motion by Tippett to accept the blueprint report and have Director Brown send on to the State. **Second** by Smith-Ferguson. **Motion carried 7-0.**

- b. Flower Basket Options:

Option #1 would be for \$2135.00 for 61 green baskets (voted December 2012).

Option #2 would be for \$2335 for 61 baskets matching cocoa basket liners. This would increase the per basket cost to \$38.28.

Motion by Smith-Ferguson to Accept Option #1 with 21 green baskets. **Second** by Tippett. **Motion carried 7-0.**

- c. Flower Basket Donation Letter:

Director Brown explained a donation letter has been prepared to be sent out in April 2013. All businesses on file will receive this letter. Add information that this donation is tax deductible. CD Assistant Coon to add beautiful wording and tax donation information and email out to members

- d. Project Drivers for Goals:

Add this to next month's agenda so all who are absent can take ownership. Think about what it is that each member can be the driver of and email to Director Brown.

e. Facebook

Director Brown commented that this needs to be done properly, as the posts will be there for perpetuity. Smith-Ferguson has not been updating the site as she has asked for guidelines – not just general information. Smith-Ferguson wants specifics; ie., meetings, downtown events. This site is for information only, no posting by general public. Stick to Downtown events. Director Brown commented that between the City and the Chamber of Commerce, events should be covered thoroughly.

Ferguson-Smith volunteered to be the one who works on it and someone else from here should be helping her. Ferguson-Smith is going to draw up guidelines and bring it back to the DIDA for their approval. Erickson will assist her and use Facebook to share with the city.

f. Artificial Wreaths

Director Brown has received brochures on wreaths. \$1,200 spent on last year's real wreaths. The average number of wreaths (61) multiplied by \$249 is \$15,189 for artificial wreaths. Can this be brought to the City Commission for financial assistance. Look for some kind of grant opportunity for these wreaths. Jen Tucker will be here for the March 27, 2013 Tools for Revitalization of Downtown and this could be a question to ask her. Tabled until further information is obtained.

g. Light at Ironwood Entrance Sign

Director Brown spoke with Lindquist Electric as well as Dan Adams to get a spot light or some kind of lighting on the sign from Hurley into Ironwood. Lindquist's proposal is \$3,400 to run electrical and put a light on the sign. There is currently no light on the sign.

Ferguson-Smith inquired about a solar light. Director Brown will look into solar and inquire about light at Veteran's Memorial. **Item tabled.**

h. Downtown Workshop March 27, 2013

Tools for Downtown Revitalization is being held March 27, 2013. Garske will be handing out invitations to downtown businesses. Erickson will assist her. Smith-Ferguson will handle her block area.

Director Brown announced the Brownfield Seminar for March 6 at 8:00 a.m.

- i. Steve Lahti Letter received February 26, 2013. He is interested in selling the lot across from Main Street fitness and the lot across the street from the Ironwood Public Safety Building to the City of Ironwood. He is asking \$24,000 for the three lots on Aurora and \$9,500.00 for the unpaved lot across from the Public Safety Building. He is offering to sell the lots to the City for \$30,000.00. Ferguson-Smith commented that this is one of the only buildable lots in Downtown. Mr. Lahti is no longer going to allow parking in these lots.

Motion by Ferguson-Smith to forward the Steve Lahti letter to the City Commission to advise them of this offer as well as to advise them that the DIDA is interested in pursuing grants to obtain and upgrade this property. **Second** by Erickson. **Motion Carried 7-0.**

9. Other Business

Ferguson-Smith stated the Sound of Music sing-along is upcoming April 6, 2013. Come in costume.

Ferguson-Smith announced that Mike's Tattoo is now open as well as a holistic clinic, near the Bales Watch Shop, is opening.

Ferguson-Smith commented that the snow removal in downtown is very bad. She wanted to know if it is against the law for the merchants to pool their money and pay someone to remove the snow. Currently the streets downtown are very narrow because of the snow. Businesses lose money when the snow is piled up.

City Manager Erickson commented that private snow removal is fine. He also stated that it costs the City about \$10,000 to \$12,000 each time for equipment, wages, benefits, etc.

Ferguson-Smith suggested drafting a letter from the DIDA to Dianda and Casperson's and the Governor's office regarding snow removal.

Motion by Ferguson-Smith that a letter be sent to the Dianda, Casperson and the Governor's office that more money be allowed for snow removal as it is affecting the downtown businesses. Director Brown directed to draft this letter and send this out; also that the DIDA recommend that the City Commission back the DIDA with this request. **Second** by Tippet. **Motion carried 7-0.**

10. Next Meeting:

March 28, 2013

11. **Motion** to adjourn by Ferguson-Smith; **Second** by Erickson. **Motion Carried 7-0.**
Adjournment at 9:30 a.m.

Respectfully Submitted

Lea-ann Garske for Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

COMPARATIVE BALANCE SHEET

FEBRUARY

Page: 1
3/20/2013
12:02 pm

City Of Ironwood

As of: 2/28/2013

Fund Type: 21 Enterprise Funds

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	10,590.88	9,779.86	811.02
020.000 TAXES RECEIVABLE-REAL-CURRENT	3,132.75	3,261.97	-129.22
028.000 TAXES RECEIVABLE-DQ PER PROP	524.11	311.74	212.37

Total Assets	<u>14,247.74</u>	<u>13,353.57</u>	<u>894.17</u>
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Liabilities

279.000 DEFERRED REVENUE	3,938.19	3,851.20	86.99
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Total Liabilities	<u>3,938.19</u>	<u>3,851.20</u>	<u>86.99</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	676.84	1,086.07	-409.23

Total Reserves/Balances	<u>10,309.55</u>	<u>9,556.89</u>	<u>752.66</u>
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Total Liabilities & Balances	<u>14,247.74</u>	<u>13,408.09</u>	<u>839.65</u>
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INCOME STATEMENT

FEBRUARY

Page: 1

3/20/2013

12:01 pm

City Of Ironwood

YEAR: THROUGH FEBRUARY

YTD Amd. Bud.

YTD Actual

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,500.00	7,876.32
675.000 CONTRIBUTIONS AND DONATION	500.00	470.00
Dept: 000.000	<u>12,000.00</u>	<u>8,346.32</u>
Revenues	<u>12,000.00</u>	<u>8,346.32</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	0.00
728.000 OPERATING SUPPLIES	2,000.00	1,921.58
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	2,126.40
917.000 WORKERS COMPENSATION	30.00	17.20
940.000 RENTALS OTHER	250.00	4.30
DOWNTOWN DEVELOPMENT	<u>12,000.00</u>	<u>7,669.48</u>
Expenditures	<u>12,000.00</u>	<u>7,669.48</u>
Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	<u>0.00</u>	<u>676.84</u>
Grand Total Net Effect:	0.00	676.84

REVENUE/EXPENDITURE REPORT
FEBRUARY

City Of Ironwood
For the Period: 2/1/2013 to 2/28/2013

Page: 1
3/20/2013
12:01 pm

	Original Bud.	Amended Bud.	MTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<hr/>							
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept: 000.000							
403.000 CURRENT PROPERTY TAXES							
02/28/2013 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
Dept: 000.000	0.00	0.00	984.54	984.54	0.00	-984.54	0.0
<hr/>							
Revenues	0.00	0.00	984.54	984.54	0.00	-984.54	0.0
<hr/>							
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
910.000 INSURANCE AND BONDS							
02/28/2013 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							
02/28/2013 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	267.95	267.95	0.00	-267.95	0.0
<hr/>							
Expenditures	0.00	0.00	267.95	267.95	0.00	-267.95	0.0
<hr/>							
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	0.00	0.00	716.59	716.59	0.00	-716.59	
Change in Fund Balance:			716.59				



MEMO

To: Chair Williams and DIDA Members

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

Date: March 21, 2013

Meeting Date: March 28, 2013

Re: Budget & Contracts

Staff has started working on preliminary budgets for the upcoming fiscal year for the Downtown Ironwood Development Authority (DIDA). Based on preliminary budget figures anticipated expenditures exceed anticipated revenues.

The cost of maintenance services and flower baskets and wreath purchases has increased due to the additional lights that have been added to the downtown. In addition, I added banners as a budget item for consideration as that was discussed recently.

The DIDA also needs to discuss how it wants to establish its maintenance contracts for flower basket watering, pocket park maintenance and snow shoveling of the sidewalk in front of the pocket park. There are two options which I understand both have been used in the past.

1. Hire who you would like or
2. Go out to bid

More detailed discussion will be had at the meeting with me and Paul Linn, Finance Director regarding these items.



MEMO

To: Chair Williams and DIDA Members

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

Date: March 21, 2013

Meeting Date: March 28, 2013

Re: Spot Light

Installation of a spot light at the entrance sign coming from Hurley into Ironwood was discussed at the February 28, 2013 Downtown Ironwood Development Authority (DIDA) meeting. Based on the discussion I contacted Lindquist Electric and asked them about connecting to the existing light pole on the same side of the street and about solar power options. Lindquist's responses are attached. I have also attached the original proposal for reference. The DIDA should discuss how it would like to proceed. Based on preliminary budget figures anticipated expenditures exceed anticipated revenues.

Michael Brown

From: Lindquist Electric <lindquistelectric@gmail.com>
Sent: Thursday, March 07, 2013 11:50 AM
To: Michael Brown
Subject: Answers re Light from Lindquist Electric

Michael,

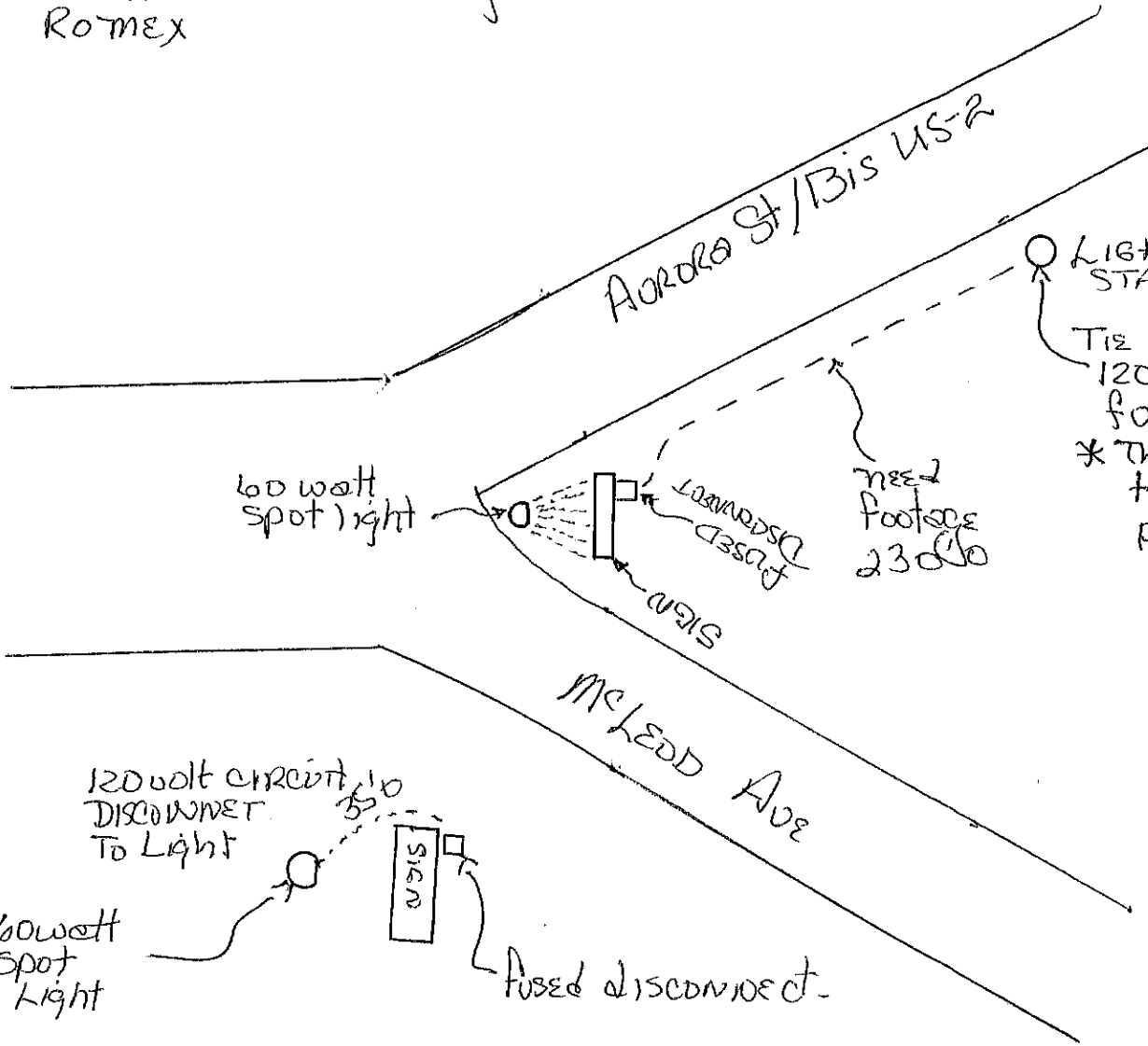
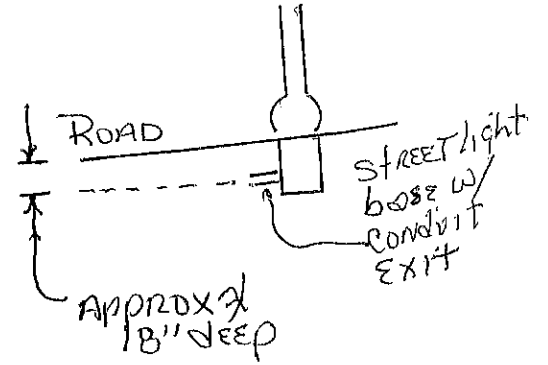
My answers to the questions presented:

1) I figured to run the new wire to the new street light control box near Kaufman's store in order to put the sign lights & receptacle (for Christmas lights, etc) on their own separate circuits.

To tap off the nearest new street light pole (about 250 ft up the hill) & the existing circuits in it, the price would be \$2525.00

2) Solar power light: The kind one would find at Wal-Mart or Home Depot will not do the job. I checked with a solar power light company that specializes in lighting signs & billboards. They recommend system with 2-10 watt LED lights, storage batteries & solar panels installed up on a 4' pipe. The system is designed for Ironwood's latitude & amount of sunshine/ year. It would light the sign for 6 hours/ evening. They gave me a preliminary cost for their system and the cost of this system installed would be about \$4800.00

- How permit needed?
- Footage from sign to light?
- Direct buried underground Romex



LIGHT STANDARD
 Tie into street light
 120 volt circuit
 fused connection
 * There is an existing conduit
 to enter street light inspection
 plate & circuit.

60 watt spot light
 120 volt circuit DISCONNECT To Light
 50'00"
 SIGN
 fused disconnect

License No: 6100619-Michigan

Page No. 1 of 1

Expires: 12/31/2015

Lindquist Electric, Inc
500 E Cloverland Drive
PO Box 177
Ironwood, MI 49938

PROPOSAL

PROPOSAL SUBMITTED TO City of Ironwood		TODAY'S DATE January 29, 2013	DATE OF PLANS/PAGE #'S
PHONE NUMBER	FAX NUMBER	JOB NAME entry sign	
ADDRESS, CITY, STATE, ZIP		JOB LOCATION Y on Business US 2 from Hurley	

We propose hereby to furnish material and labor necessary for the completion of:

Installation of: 2- LED flood lights from top side of sign.

1- receptacle

2 circuit electric feed from new street light control near Kaufman's power disconnect at sign

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:
three thousand four hundred five dollars (\$ 3405.00)

Payment as follows: upon completion

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Accounts overdue beyond 30 days of billing will be charged at an interest rate of _____ per annum. Customer is also liable for an additional _____ of unpaid balance plus incidental collections costs, including attorney fees. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized Signature 

Note: this proposal may be withdrawn by us if not accepted within 90 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____

License No: 6100619-Michigan

Page No. 1 of 1

Expires: 12/31/2015

Lindquist Electric, Inc
500 E Cloverland Drive
PO Box 177
Ironwood, MI 49938

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ADDRESS, CITY, STATE, ZIP		JOB LOCATION Y on Business US 2 from Hurley	

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Authorized Signature 

Note: this proposal may be withdrawn by us if not accepted within 90 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
Signature _____
Date of Acceptance _____



MEMO

To: Chair Williams and DIDA Members

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

Date: March 21, 2013

Meeting Date: March 28, 2013

Re: Portable Restroom

A request has been made to install a portable restroom for public use on the lot owned by the City across from the Ironwood Theater. Items to consider are cost of installation and maintenance costs; cost estimates have not been acquired at this time. Based on preliminary budget figures anticipated expenditures exceed anticipated revenues.

DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

GOALS – 2013

1. Expand on existing work in Downtown infrastructure (6 votes): **Tom, Lee-Ann**
2. Depot Park Completion (6 votes): **Tom, Lee-Ann**
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: **Lee-Ann**
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): **Lee-Ann**
13. Promotional video