



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 June 27, 2013 Meeting Minutes
4. Approval of the Agenda
5. Nominations and Elections of Chair and Vice-Chair
6. Citizens wishing to address the Board on Items on the Agenda (Three-Minute Limit)
7. Citizens wishing to address the Board on Items not on the Agenda (Three-Minute Limit)
8. Financial Report
9. Items for Discussion and Consideration
 - a. Purchase of a watering tank for flower baskets
 - b. Temporary Flower Basket Watering
10. Project Updates
 - a. 2013 Goals
11. Other Business
12. Next Meeting: August 22, 2013
13. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday June 27, 2013**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, June 27, 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			
Corcoran, Kim		X	X	
Garske, Lea-ann	X			
Johnston, Gail		X	X	
Peterson, Larry	X		Arrived after Roll Call	
Schwartz, Becky	X			
Smith-Furgason, Eva	X			
Tippett, Rick		X	X	
Erickson, Tim	X			
	6	3	Quorum	

Also present: Community Development Director Michael J. D. Brown, City of Ironwood and Paul Linn, Finance Director. Steve Frank was in the audience.

3. Approval of Minutes:

Motion by Garske to accept the meeting minutes from the Meeting on May 23, 2013.
Second by Schwartz. **Motion Carried 6 to 0.**

4. Approval of the Agenda:

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

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

Steve Frank asked to be heard. Chair Williams reminded Mr. Frank of the three-minute limit on comments.

Mr. Frank said he read through the answers that had been provided from the last meeting.

Frank indicated that he represents a business owner as well as a property owner Downtown and as such thinks that to get an answer to his questions after two months or even one month is not pro-business. Frank said that as the DIDA they need to be aware of these issues and address them.

Frank was on the Parks and Rec Committee and attended an emergency meeting regarding the Depot Park changes and that the project is over estimate by 36%. DIDA should be aware of this. He is sure that the DIDA was not consulted.

When I asked about the net change in the Downtown businesses. What businesses are open, plus what businesses have closed. This is not something Mr. Brown should not be addressing. The Committee should know these numbers. What number of businesses are for sale? Eva, you should know this.

As far as snow shoveling goes, he had multiple questions. Putting trees on the sidewalk makes snowblowing more difficult. Does the City of Ironwood shovel their sidewalks? These are non-answers to the vast majority of my questions.

Furgason-Smith stated that she does not speak for the DIDA and does not know what things go on other blocks, much less her block.

As far as snow shoveling; Furgason-Smith has called the State, local officials; she has brought it up in front of the DIDA. The DIDA does not have a \$250,000.00 budget for snowblowing. The blueprint does state that the sidewalks are to be cleared at all times.

Chair Williams asked Mr. Frank to be civil.

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

Steve Frank was heard. Frank wants to know if the light pole on Suffolk street will be fixed before the Ayer Street light. Frank stated that the light pole was damaged during the flower baskets being hung. Chair Williams stated that he had not heard that poles were damaged. Frank asked what it was the DIDA does. Frank stated the one on Ayer is gone. The one across from the Post Office is covered with an orange cover. He indicated he represented businesses and property owners in the downtown. During the time Mr. Frank was speaking, he was using expletives and was threatening in his demeanor. A verbal altercation broke out and Mr. Frank left using heavy expletives and \$1.00.

7. Financial Report. Director Brown presented the financials. The property taxes are being processed and to be mailed out at the end of this week. **Motion** by Garske to accept the financials as presented. **Second** by Smith-Furgason. **Motion carried 6 to 0.**

8. Items for Discussion and Consideration:

a. Public Comments/Questions

Director Brown: Directed attention to Jim Albert's questions of April 26, 2013. This is multiple persons input to these questions. Garske stated that this is not Director Brown's responsibility to respond to this. Williams said to put the answers to the questions in the packet, but not put these into the agenda as an item to review

The City of Ironwood is aware of the light pole issues. It is an insurance claim and is a long process. Furgason-Smith indicated the pole across from the Post Office she believes is an Xcel problem, and Xcel should be contacted.

Furgason-Smith indicated that the light pole across from the Pine's Restaurant is damaged. The pole banner holders were damaged by Al's Furniture delivery truck. It was suggested to take off that banner holder as well.

No further action at this time.

- b. Main Street Program follow-up (Garske): Garske contact several cities in the Upper Peninsula regarding the Main street program. She received a response from Escanaba, MI, who thought the process was confusing. Also received a response from Marquette MI. Marquette was a Main Street participant in the 1980's. The City of Marquette did not continue in the program as their program at this time is flourishing. Marquette indicated that the State was very helpful. Garske indicated that we can't afford to join this program at this at this time.

Director Brown indicated we have the blueprint to follow. Garske said we should continue to stay in touch with the Director of the Main Street program and let them know that at this time, we can't afford to do this.

- c. Temporary Flower Basket Watering. Director Brown told the group that Carianne Kasieta is going on maternity leave at the end of July for about two weeks. Ms. Kasieta has hired a young man to water the baskets and take care of them. Ms. Kasieta also requested that we purchase fertilizer for the baskets. She has used Miracle Grow in the past. Director Brown will go and purchase the fertilizer.

Peterson indicated that he has heard a number of positive comments about the flower baskets.

Chair Williams stated that a contract should be drafted between the City and the temporary helper.

d. Slide Conversion

Furgason-Smith indicated we have a number of slides which we'd like to convert to DVD's to digital from Jerry Kinnunen that we could use as a fund raiser. Director Brown stated this will cost about \$250 for the conversion, DVD and slide-setup. Furgason-Smith volunteered to go through the slides and pick out appropriate slides and to find out a least inexpensive way to get these converted. Ass't. Coon asked that she come to the office to do the review of the slides.

9. Project Updates:

- a. 2013 Goals: Director Brown ran down the list of items on the 2013 Goal List and their status. Director Brown did meet with four property owners regarding the Façade Grant.
- b. Depot Park is coming along nicely. Chair Williams indicated there were about 80 volunteers over the two nights. Garske indicated that 5 ½ times around the trail is one-mile. Schwartz asked if the lights were on all night? Garske doesn't think they are set yet, but she will check.
- c. CGI communications group: Free service that will showcase the City of Ironwood in a video. CGI will be here here June 30, 2013 to do a video shoot with the Mayor. On the day Festival Ironwood starts, they will be here the whole day.
- d. Walking Tour: On July 12, Peterson is having a walking tour with a group from Minneapolis. He stated that this was a very generous group of people.
- e. Blight: Ironwood Police Department is now handling blight issues.

10. Other Business: Director Brown stated that Peter Tacconelli will start July 25, 2013 and that elections will be next month.

Williams will not be at the July 25, 2013 meeting.

Schwartz asked if there were extra benches. Director Brown indicated some are out, some need to be installed. Schwartz indicated that there are none at the Post Office.

11. Next Meeting: July 25, 2013

12. Adjournment at 9:06 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

REVENUE/EXPENDITURE REPORT
JUNE

City Of Ironwood
For the Period: 6/1/2013 to 6/30/2013

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12:39 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							
06/28/2013 GJ RECORD MONTHLY DEFERRED TAXES			984.54				REJE01
06/30/2013 GJ CLEAR TAX RECEIVABLE ACCOUNT			-218.32				
06/30/2013 GJ WARRANT TO COLLECT 2012 DQ PP			300.86				
06/30/2013 GJ CLEAR DEFERRED REVENUE A/C			0.03				
CURRENT PROPERTY TAXES	0.00	0.00	1,067.11	1,067.11	0.00	-1,067.11	0.0
675.000 CONTRIBUTIONS AND DONATION							
06/21/2013 CR Rcd From: BUSINESSES			130.00	Drawer:DRWRL Type:DIDAS		147481	
CONTRIBUTIONS AND DONATION	0.00	0.00	130.00	130.00	0.00	-130.00	0.0
Dept: 000.000	0.00	0.00	1,197.11	1,197.11	0.00	-1,197.11	0.0
Revenues	0.00	0.00	1,197.11	1,197.11	0.00	-1,197.11	0.0
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
702.000 SALARIES AND WAGES							
06/30/2013 GJ RECLASS WAGES - ALLOCATE TO DIDA			1,400.00				
SALARIES AND WAGES	0.00	0.00	1,400.00	1,400.00	0.00	-1,400.00	0.0
728.000 OPERATING SUPPLIES							
06/30/2013 AP LAKE'S FLOWER CABIN			2,135.00	INV#:		63544	
06/30/2013 AP KMART STORE			45.96	INV#:		63717	
OPERATING SUPPLIES	0.00	0.00	2,180.96	2,180.96	0.00	-2,180.96	0.0
801.000 CONTRACTUAL SERVICES							
06/30/2013 AP RANGE MASTER GARDENERS			275.00	INV#:		63412	
06/30/2013 AP RANGE MASTER GARDENERS			275.00	INV#:		63529	
06/30/2013 AP KASIETA/CARIANN//			564.00	INV#:		63530	
CONTRACTUAL SERVICES	0.00	0.00	1,114.00	1,114.00	0.00	-1,114.00	0.0
910.000 INSURANCE AND BONDS							
06/28/2013 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							
06/28/2013 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
956.000 MISCELLANEOUS EXPENSE							
06/30/2013 GJ RECORD JUDGEMENT STRIKING 2006 DC			39.77				
MISCELLANEOUS EXPENSE	0.00	0.00	39.77	39.77	0.00	-39.77	0.0
DOWNTOWN DEVELOPMENT	0.00	0.00	5,002.68	5,002.68	0.00	-5,002.68	0.0
Expenditures	0.00	0.00	5,002.68	5,002.68	0.00	-5,002.68	0.0
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	0.00	0.00	-3,805.57	-3,805.57	0.00	3,805.57	
Change in Fund Balance:			-3,805.57				

INCOME STATEMENT

JUNE

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7/19/2013

11:05 am

City Of Ironwood

YEAR: THROUGH JUNE	YTD Amd. Bud.	YTD Actual
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,500.00	11,897.02
675.000 CONTRIBUTIONS AND DONATION	1,500.00	1,920.00
689.000 USE OF UNASSIGNED FUND BALANCE	1,000.00	0.00
Dept: 000.000	14,000.00	13,817.02
Revenues	14,000.00	13,817.02
Expenditures		
Dept: 735.000 DOWNTOWN DEVELOPMENT		
702.000 SALARIES AND WAGES	1,600.00	1,400.00
715.000 SOCIAL SECURITY	130.00	0.00
718.000 RETIREMENT	320.00	0.00
727.000 OFFICE SUPPLIES	100.00	18.44
728.000 OPERATING SUPPLIES	3,000.00	4,127.02
730.000 POSTAGE	200.00	103.96
801.000 CONTRACTUAL SERVICES	4,000.00	5,039.00
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	3,189.60
917.000 WORKERS COMPENSATION	30.00	25.80
940.000 RENTALS OTHER	250.00	4.30
956.000 MISCELLANEOUS EXPENSE	0.00	39.77
976.000 CONTRIBUTION TO GENERAL FUND	1,000.00	0.00
DOWNTOWN DEVELOPMENT	14,000.00	13,947.89
Expenditures	14,000.00	13,947.89
Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	0.00	-130.87
Grand Total Net Effect:	0.00	-130.87

COMPARATIVE BALANCE SHEET

JUNE

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City Of Ironwood

As of: 6/30/2013

CY Balances

PY Balances

Year-Over-Year

Fund Type: 21 Enterprise Funds

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	11,736.63	11,444.79	291.84
028.000 TAXES RECEIVABLE-DQ PER PROP	785.20	537.92	247.28

Total Assets	<u>12,521.83</u>	<u>11,982.71</u>	<u>539.12</u>
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Liabilities

202.000 ACCOUNTS PAYABLE	3,019.96	375.00	2,644.96
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Total Liabilities	<u>3,019.96</u>	<u>375.00</u>	<u>2,644.96</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	-130.84	1,161.89	-1,292.73

Total Reserves/Balances	<u>9,501.87</u>	<u>9,632.71</u>	<u>-130.84</u>
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Total Liabilities & Balances	<u>12,521.83</u>	<u>10,007.71</u>	<u>2,514.12</u>
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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 Dec 2012, not awarded. Working with MEDC and Local Businesses on Façade Grant.
2. Depot Park Completion (6 votes): **Tom, Lee-Ann**, Status – working on punchlist items
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, on going project
5. Expand / add Downtown events. (1 vote) **Tim, Rick**. Status – No Action
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 – No Action
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

Public Comment Questions from the May and June DIDA meetings of 2013

1. When there were cost overruns on the building and all the downtown improvements, how much has the DIDA kicked in on the overruns? Have you kicked in money for the projects? *The DIDA donate \$1,000.00 towards sod in May of 2013.*
2. Who has been ticketed in the downtown for code compliance since the Blueprint Plan was adopted? *For specific questions related to code enforcement please contact Public Safety for information.*
3. When will the light poles that were damaged downtown be fixed? *The City has filed claims with its insurance company; repairs are unknown at this time.*