



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 22, 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. Audience: Safe Routes to School, Ian Shackleford
9. Items for Discussion and Consideration
 - a. Wreaths
 - b. Downtown Infrastructure Grant (DIG)
 - c. Only Ghouls Run At Midnight Donation Request
 - d. Downtown Tours (Larry Peterson)
10. Project Updates
 - a. 2013 Goals
 - b. Comprehensive Plan
11. Other Business
12. Next Meeting: October 24, 2013
13. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday August 22, 2013**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, August 22, 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			
Erickson, Tim	X			
Garske, Lea-ann	X			
Peterson, Larry		X		X
Schwartz, Becky	X			
Semo, Rick,		X	X	
Smith-Furgason, Eva		X	X	
Taconneli, Peter	X			
Tippett, Rick	X			
	7	3	Quorum	

Also present: Community Development Director Michael J. D. Brown, City of Ironwood, Scott Erickson City of Ironwood City of Ironwood Manager. Officer Chiapuzio from Ironwood Police Department was also in attendance.

3. Approval of Minutes:

Motion by Corcoran to accept the meeting minutes from the Meeting on July 22, 2013.
Second by Garske. **Motion Carried 7 to 0.**

4. Approval of the Agenda:

Motion by Garske to approve the Agenda. **Second** by Schwartz. **Motion** carried **7 to 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. Financials are not ready as the year end is still being closed out.

8. Items for Discussion and Consideration:

- a. Holiday Wreaths: Director Brown stated that he went and counted the number of light poles. He also received an informational brochure for wreaths. The wreaths are \$25 each. In the past, lights were bought inexpensive and taken to the high school, where the students would put the lights on the wreaths.

Motion by Garske to purchase 66 wreaths and inquire about having the manufacturer put the lights on them, if at a reasonable cost or in the alternative taking them to the high school for inclusion of the lights.

Further discussion was had including the banners for the light poles. Garske is going to talk to Neal Corcoran and Bill Ritchie at SISU about the lights and banners and see if there could be an option of placing banners and wreaths, every other one with the SISU banners.

The **motion was left unresolved** until the Committee can ascertain the actual number of wreaths that will need to be ordered and if SISU will work with the committee on placing of the wreaths and SISU banners.

- b. Pocket Park Snow Shoveling: Director Brown stated that the contract for the snow shoveling was attached to the Agenda. He met with Mr. Gregory and the price will continue to be \$500.00 for the upcoming year.

Motion by Corcoran to sign the contract for the Pocket Park Snow Shoveling with Mr. Gregory for \$500.00 for the year. **Second by** Tippet. **Motion carried 7 to 0.**

- c. Downtown Infrastructure Grant: Director Brown stated The DIG grant is due in October. There is a 10% minimum match, but past projects have been selected because they contributed a match of 15 to 25%. On last year's submittal for the DIG grant, we didn't get it because of the low match, but our written proposal was very good.
- d. Certified Local Government Program Update. Director Brown suggested that this program be set aside for now and revisit at a later time.
- e. Banners for the Farmer's Market: Rich Duncanson, the manager of the Farmer's Market let Ass't. Coon know he has farmers coming to Ironwood and that they will be here at the August 23 market. Director Brown presented an invoice from Jacquarts Fabric for the banners for the Market and asked the Authority if they would like to make a \$64.00 donation to cover these banners.

Motion by Garske to reimburse Mr. Duncanson \$64.00 for the banners. **Second** by Williams. **Motion carried 7 to 0.**

9. Project Updates:

- a. 2013 Goals: Ongoing.
- b. Depot Park: Corcoran gave a thank you to Director Brown, Ass't Coon, Member Garske of Coleman Engineers and Chamber of Commerce Erickson on their hard work during the LT. Governor's visit, as well as the Governor's visit this past month. Corcoran also stated that Neal of Public Works is working on trying to remove the bicycle tire streaks from the Depot Pavilion.
- c. There was a request to run a 5K through the cemetery on Halloween to the City of Ironwood Commissioners. This was turned down but the group was told they could run around the cemetery.

10. Other Business:

- a. Painting of Light Poles: Committee asked what the status of the light painting was. Ass't. Coon, told the group that she had emailed Sternberg lighting for their recommendations as to paint type and kind and will advise the Authority when that information is received so that Paul Garthwaite of the Boy Scouts can be contacted to get them painted before winter settles in.

11. Next Meeting: September 26, 2013

12. Adjournment at 9:10 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

REVENUE/EXPENDITURE REPORT
JULY AND AUGUST

City Of Ironwood
For the Period: 7/1/2013 to 8/31/2013

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	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept: 000.000							
403.000 CURRENT PROPERTY TAXES							
07/28/2013 GJ RECORD MONTHLY DEFERRED TAXES			997.26				REJE01
08/28/2013 GJ RECORD MONTHLY DEFERRED TAXES			997.26				REJE01
CURRENT PROPERTY TAXES	11,900.00	11,900.00	1,994.52	997.26	0.00	9,905.48	16.8
675.000 CONTRIBUTIONS AND DONATION							
07/09/2013 CR Rcd From: FLOORS AND MORE WEST			35.00	Drawer:DRWRL Type: DIDAR			148092
07/10/2013 CR Rcd From: HITT'S FINE FURNITURE			50.00	Drawer:DRWRL Type: DIDAR			148173
07/24/2013 CR Rcd From: R T WILLIAMS			35.00	Drawer:DRWRB Type: DIDXS			145658
CONTRIBUTIONS AND DONATION	600.00	600.00	120.00	0.00	0.00	480.00	20.0
Dept: 000.000	12,500.00	12,500.00	2,114.52	997.26	0.00	10,385.48	16.9
Revenues	12,500.00	12,500.00	2,114.52	997.26	0.00	10,385.48	16.9
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
SALARIES AND WAGES	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.0
SOCIAL SECURITY	100.00	100.00	0.00	0.00	0.00	100.00	0.0
OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
728.000 OPERATING SUPPLIES							
08/31/2013 AP DUNCANSON/RICH//			64.00	INV#:			64108
08/31/2013 AP RIVER VALLEY STATE BANK			249.99	INV#:			64255
OPERATING SUPPLIES	2,719.00	2,719.00	313.99	313.99	0.00	2,405.01	11.5
POSTAGE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
801.000 CONTRACTUAL SERVICES							
07/31/2013 AP RANGE MASTER GARDENERS			275.00	INV#:			63886
08/31/2013 AP KASIETA/CARIANN//			564.00	INV#:			64032
08/31/2013 AP RANGE MASTER GARDENERS			275.00	INV#:			64279
08/31/2013 AP KASIETA/CARIANN//			564.00	INV#:			64320
08/31/2013 AP GREGORY/ JAMES//			500.00	INV#:			64250
CONTRACTUAL SERVICES	4,681.00	4,681.00	2,178.00	1,903.00	0.00	2,503.00	46.5
PROFESSIONAL SERVICES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
ADVERTISING AND PROMOTION	100.00	100.00	0.00	0.00	0.00	100.00	0.0
910.000 INSURANCE AND BONDS							
07/28/2013 GJ REC MONTHLY LIABILITY INSURANCE			269.13				
08/28/2013 GJ REC MONTHLY LIABILITY INSURANCE			269.13				
INSURANCE AND BONDS	3,300.00	3,300.00	538.26	269.13	0.00	2,761.74	16.3
RENTALS OTHER	100.00	100.00	0.00	0.00	0.00	100.00	0.0
DOWNTOWN DEVELOPMENT	12,500.00	12,500.00	3,030.25	2,486.12	0.00	9,469.75	24.2
Expenditures	12,500.00	12,500.00	3,030.25	2,486.12	0.00	9,469.75	24.2
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	0.00	0.00	-915.73	-1,488.86	0.00	915.73	
Change in Fund Balance:			-915.73				

INCOME STATEMENT
AUGUST

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City Of Ironwood

YEAR: THROUGH AUGUST	YTD Amd. Bud.	YTD Actual
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,900.00	1,994.52
675.000 CONTRIBUTIONS AND DONATION	600.00	120.00
Dept: 000.000	12,500.00	2,114.52
Revenues	12,500.00	2,114.52
Expenditures		
Dept: 735.000 DOWNTOWN DEVELOPMENT		
702.000 SALARIES AND WAGES	1,200.00	0.00
715.000 SOCIAL SECURITY	100.00	0.00
727.000 OFFICE SUPPLIES	100.00	0.00
728.000 OPERATING SUPPLIES	2,719.00	313.99
730.000 POSTAGE	100.00	0.00
801.000 CONTRACTUAL SERVICES	4,681.00	2,178.00
802.000 PROFESSIONAL SERVICES	100.00	0.00
851.000 ADVERTISING AND PROMOTION	100.00	0.00
910.000 INSURANCE AND BONDS	3,300.00	538.26
940.000 RENTALS OTHER	100.00	0.00
DOWNTOWN DEVELOPMENT	12,500.00	3,030.25
Expenditures	12,500.00	3,030.25
Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	0.00	-915.73
Grand Total Net Effect:	0.00	-915.73

COMPARATIVE BALANCE SHEET

AUGUST

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City Of Ironwood

As of: 8/31/2013

CY Balances

PY Balances

Year-Over-Year

Fund Type: 21 Enterprise Funds

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	14,547.68	16,076.02	-1,528.34
020.000 TAXES RECEIVABLE-REAL-CURRENT	4,053.36	4,417.38	-364.02
028.000 TAXES RECEIVABLE-DQ PER PROP	785.20	537.92	247.28

Total Assets	<u>19,386.24</u>	<u>21,031.32</u>	<u>-1,645.08</u>
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Liabilities

202.000 ACCOUNTS PAYABLE	839.00	118.80	720.20
279.000 DEFERRED REVENUE	9,972.60	9,845.43	127.17

Total Liabilities	<u>10,811.60</u>	<u>9,964.23</u>	<u>847.37</u>
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Reserves/Balances

390.000 Fund Balance	9,490.37	9,632.71	-142.34
398.000 CHANGE IN FUND BALANCE	-915.73	-540.62	-375.11

Total Reserves/Balances	<u>8,574.64</u>	<u>9,092.09</u>	<u>-517.45</u>
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Total Liabilities & Balances	<u>19,386.24</u>	<u>19,056.32</u>	<u>329.92</u>
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Santa's Wreaths
Box 216
Gile, WI. 54525

7/30/13

City of Ironwood
Attn: Karen Gullan
Memorial Bldg.
Ironwood, MI. 49938

Dear Karen:

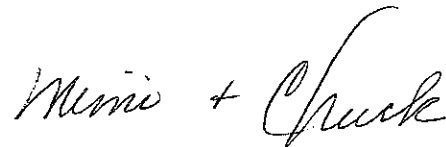
It's that time of the year again to talk of wreaths. We first of all want to thank you for continuing to use our double faced 48" wreaths.

We appreciate your business so much that we are not increasing your cost again this year. It makes us proud each year to see them in our home town.

Chuck will contact you soon.

Again thank you.

Very truly yours,

A handwritten signature in cursive script that reads "Mimi + Chuck". The signature is written in black ink and is positioned to the right of the typed name below.

Mimi and Chuck Moncher

Santa's Wreaths
715-862-0283

SANTA'S WREATHS
BOX 216
GILE, WI. 54525

WORK: 715-561-3312
CELL: 715-862-0283

2011 PRICE LIST

48" DOUBLE SIDED BALSAM WREATH \$ 25.00

ONLY GHOULS RUN AT MIDNIGHT



IRONWOOD, MI
October 26, 2013

August 23, 2013

Dear Sir or Madam,

I am organizing a new event here in the City of Ironwood and am asking for your business to be a sponsor. The "Only Ghouls Run at Midnight" 5K (3.1 miles) run/walk race will be held on Saturday, October 26, 2013 and will have a Halloween theme. The race itself will take place at midnight. I'm hoping that this event will carry on from year to year and with your help will be a huge success!

Sponsorship of this event would be a \$100 donation to help with the costs of running the event. Your donation will reserve your place on our race tee-shirts as a sponsor, your business will also be mentioned in advertising in local newspapers, radio stations, websites, etc... Any proceeds will be donated to local High School Cross Country Running Teams, GCC Cross Country Running Team, as well as BSA Troop #323 all of whom will be volunteering for this event. The deadline to insure that you will be included on the tee-shirt and printed advertising will be September 20, 2013. We will accept donations after that date, but you may not be included in the advertising.

If you are not able to donate \$100 at this time, we would appreciate any donation you could make. These will be used as door prizes and/or for the costume contest. Your support of this event is much appreciated!

Thanks for your time and consideration!

Jen Starkey

Snap Fitness –Ironwood Manager

906-364-7687

onlyghoulsrun@gmail.com

Checks can be made out to:

Only Ghouls Run at Midnight

And mailed to :

Snap Fitness –Ironwood

Only Ghouls Run at Midnight

629 W. Cloverland Dr

Ironwood MI 49938

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 – Complete
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, ongoing project
5. Expand / add Downtown events. (1 vote) **Tim, Rick.** Status – Expanded Car Show, Initiated Farmer's and Artesian Market
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 – Performed tours during Festival Ironwood
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