



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 November 21, 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. Blight Update
9. Sandy Sharp regarding Memorial Building Brochure proposal
10. Items for Discussion and Consideration
 - a. 2014 Goals
 - b. Blueprint Report
 - c. Flower Basket Watering Contract
 - d. Pocket Park Maintenance Contract
 - e. Wreath removal
11. Project Updates
 - a. 2014 Goals
12. Other Business
13. Next Meeting: February 27, 2014
14. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday November 21, 2013**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, November 21, 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	
Erickson, Tim		X	X	
Garske, Lea-ann	X			
Peterson, Larry		X		X
Schwartz, Becky	X			
Sims, David	X			
Smith-Furgason, Eva	X		Arr'd. 8:07 a.m.	
Tacconelli, Peter	X			
Tippett, Rick		X		X
	6	4	Quorum	

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

3. Approval of Minutes:

Motion by Tacconelli to accept the meeting minutes from October 24, 2013.
Second by Garske. **Motion Carried 5 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):

None

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

None

7. Financial Report. Chair Williams commented that it is nice to get the financials.

8. Items for Discussion and Consideration:

- a. Flower Baskets: Director Brown indicated that there is enough money in the bank for 25 baskets at this time and that last month the DIDA voted to order 69 baskets. Director Brown said that last year the DIDA collected \$1,900 in donations for the baskets. Discussion ensued and the consensus was that the group will be able to get donations for the total 69 baskets and to continue with ordering the 69 baskets otherwise the remaining balance would be paid out of fund balance.
- b. Blue Print Report: Director Brown indicated that at last meeting he asked for the group to start canvassing the downtown for new businesses as well as those who have gone out of business in preparation for the blueprint report. The draft report needs to be completed in December with the final report being mailed out in January, 2014. Director Brown asked the group what they had identified so far:

New Businesses: Uncommon Goods
 Michigan Works
 Interior Gardens
 Tattoo Business across from the Post Office
 Social Security

Out of Business: Little Pizza Place
 Gasparuks (Uncommon Goods moved in)
 Antique Place (Interior Gardens moved in)
 Old World Meats
 Resale Boutique

Smith-Furgason volunteered to go around and canvas the downtown businesses for information needed for the Blue Print report. Director Brown to get Smith-Furgason the information needed.

c. 2014 Goals: The DIDA discussed their goals for 2014 and came up with the following list:

- 1) Expand on existing work in Downtown infrastructure
- 2) Depot Park Completion
- 3) Marketing of Downtown; better communication with/other organizations (i.e., Chamber/brochure
- 4) Expand / add Downtown events
- 5) Signage on highway entrance
- 6) Funds to renovate Depot Building
- 7) Tax Increment Finance (TIF)
- 8) Develop green space across from Theater
- 9) Investigate/implement angled parking
- 10) Review sign regulations

Director Brown will send the above list to the members of the DIDA and ask them to rate their priorities and then send the information back to him. Director Brown will compile the projects and present at the December 2014 meeting.

d. 2014 Meeting Schedule: Director Brown discussed the 2014 Meeting Schedule. No Action needed.

9. Project Updates – 2013 Goals: On-Going Activities that aren't specific projects that don't require a priority vote, but will be worked on as the year progresses are:

- 1) Business Tool Box on website
- 2) Work with Owners regarding unsafe/blighted structures, buildings and property
- 3) Walking Tours
- 4) List of new and out of business businesses

10. Other Business: The blight issue was discussed and the DIDA would like both Jason Alonen and Dennis Hewitt to attend the December meeting to discuss options.

11. Next Meeting: December 19, 2013

12. Adjournment at 8:38 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

COMPARATIVE BALANCE SHEET

DECEMBER

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1/15/2014

1:07 pm

City Of Ironwood

As of: 12/31/2013

CY Balances

PY Balances

Year-Over-Year

Fund Type: 21 Enterprise Funds

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	11,380.41	13,647.40	-2,266.99
020.000 TAXES RECEIVABLE-REAL-CURRENT	3,040.10	3,340.36	-300.26
028.000 TAXES RECEIVABLE-DQ PER PROP	428.61	524.11	-95.50

Total Assets	<u>14,849.12</u>	<u>17,511.87</u>	<u>-2,662.75</u>
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Liabilities

279.000 DEFERRED REVENUE	5,983.56	5,907.27	76.29
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Total Liabilities	<u>5,983.56</u>	<u>5,907.27</u>	<u>76.29</u>
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Reserves/Balances

390.000 Fund Balance	9,527.35	9,632.71	-105.36
398.000 CHANGE IN FUND BALANCE	-661.79	-739.30	77.51

Total Reserves/Balances	<u>8,865.56</u>	<u>8,893.41</u>	<u>-27.85</u>
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Total Liabilities & Balances	<u>14,849.12</u>	<u>14,800.68</u>	<u>48.44</u>
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INCOME STATEMENT

DECEMBER

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1/15/2014

1:10 pm

City Of Ironwood

	YTD Amd. Bud.	YTD Actual
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Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,900.00	5,983.56
675.000 CONTRIBUTIONS AND DONATION	600.00	120.00
Dept: 000.000	<u>12,500.00</u>	<u>6,103.56</u>
Revenues	<u>12,500.00</u>	<u>6,103.56</u>
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	1,858.57
730.000 POSTAGE	100.00	0.00
801.000 CONTRACTUAL SERVICES	4,681.00	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	3,300.00	1,614.78
940.000 RENTALS OTHER	100.00	0.00
DOWNTOWN DEVELOPMENT	<u>12,500.00</u>	<u>6,765.35</u>
Expenditures	<u>12,500.00</u>	<u>6,765.35</u>
Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	<u>0.00</u>	<u>-661.79</u>
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Grand Total Net Effect:	0.00	-661.79

REVENUE/EXPENDITURE REPORT
DECEMBER

City Of Ironwood
For the Period: 12/1/2013 to 12/31/2013

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1/15/2014
1:13 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							
12/28/2013 GJ RECORD MONTHLY DEFERRED TAXES			997.26				REJE01
CURRENT PROPERTY TAXES	0.00	0.00	997.26	997.26	0.00	-997.26	0.0
Dept: 000.000	0.00	0.00	997.26	997.26	0.00	-997.26	0.0
Revenues	0.00	0.00	997.26	997.26	0.00	-997.26	0.0
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
910.000 INSURANCE AND BONDS							
12/28/2013 GJ REC MONTHLY LIABILITY INSURANCE			269.13				
INSURANCE AND BONDS	0.00	0.00	269.13	269.13	0.00	-269.13	0.0
DOWNTOWN DEVELOPMENT	0.00	0.00	269.13	269.13	0.00	-269.13	0.0
Expenditures	0.00	0.00	269.13	269.13	0.00	-269.13	0.0
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	0.00	0.00	728.13	728.13	0.00	-728.13	
Change in Fund Balance:			728.13				

DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

GOALS – 2014

Project Drives in RED / Status In BLUE

1. Expand on existing work in Downtown infrastructure (**2 vote**) Tom
2. Depot Park Completion (**2 votes**) Lee-Ann, Tom
3. Marketing of Downtown; better communication with/other organizations (ie., Chamber/brochure (**2 vote**) Tim, Becky
4. Expand / add Downtown events (**1 vote**)
5. Signage on highway entrance
6. Funds to renovate Depot Building (**1 vote**) Lee-Ann
7. Tax Increment Finance (TIF)
8. Develop green space across from Theater (**2 votes**) Tom
9. Investigate/implement angled parking
10. Review sign regulations

*Priority goals are intended to be completed in 2014

On-Going Activities that aren't specific projects that don't require a priority vote on

1. Business Tool Box on website
2. Work with Owners regarding unsafe/blighted structures, buildings and property
3. Walking Tours
4. List of new and out of business businesses

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

2013 BENCHMARK REPORT

- 1. Total taxable value of property in the Downtown:** \$6,036,040
- 2. Number of new jobs created:** 34 new jobs were created between January 2013 and December 2013. 8.5 jobs were lost during this period for a net gain of 25.5 jobs.
- 3. Dollar amount of new private investment:** \$74,802
- 4. Public improvements & their costs:**

MDNR Trust Fund Depot Park Pavilion Project \$451,484.61
Home Housing Grant ~ \$246,900.00
- 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 December of 2013, as part of developing a DIDA Work Plan for 2014, 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.

Downtown Ironwood Development Authority						TABLE 1						
Downtown Blueprint Implementation												
Business Openings & Closings 2013												
	# of Businesses					Total	# of Jobs					Total
Business Openings	Retail	Office	Service	Comm/Ind	Food/Res	Biz	Retail	Office	Service	Comm/Ind	Food/Res	Jobs
Uncommon Goods	1						3					
Michigan Works		1						2				
Tattoo Parlor	1						1					
Downtown Art Place	1	1	1				1	19	5			
Social Security Office			1						2			
Interior Garden	1						1					
Totals	4	2	2	0	0	8	6	21	7	0	0	34
	# of Businesses					Total	# of Jobs					Total
Business Closings	Retail	Office	Service	Comm/Ind	Food/Res	Biz	Retail	Office	Service	Comm/Ind	Food/Res	Jobs
The Little Pizza Shop					1						5	
Gaspareks	1						1.5					
Antique Store	1						2					
Totals	2	0	0	0	1	3	3.5	0	0	0	5	8.5
				Net New Business		5				Net Job Changes		25.5

Downtown Ironwood Development Authority			TABLE 2		
Downtown Blueprint Benchmarks					
Windshield Survey_Final Results_December 2013					
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	29	22%	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	37	29%	1	3%	
Other services, except public admin	25	19%	3	8%	
Public administration & programs	5	4%			
Former Business Use**			28	74%	
Totals	129	100%	38	100%	167
	Occupied		Vacant		
Housing	Number	Percent	Number	Percent	
Residential - Single Family or Duplex	27	17%	4	11%	
Residential - Apartment Units***	134	83%	33	89%	
Totals	161	100%	37	100%	198
NOTES:			Total # of Properties		365
*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					
Downtown Blueprint Benchmarks					
Windshield Survey_Preliminary Results_December 2013					
By Square Feet By Type of Use					
	Occupied		Vacant		
Type of Business Activity on 1st Floor*	Sq Ft	Percent	Sq Ft	Percent	Totals
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%	544,743
	Occupied		Vacant		
Housing	Sq Ft	Percent	Sq Ft	Percent	
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%	295,823
NOTES:			Total Square Footage		840,566
*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.					