



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 27, 2014 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. Memorial Building Brochure
 - b. Donation Letter
 - c. Funding Options
9. Project Updates
 - a. 2014 Goals
10. Other Business
11. Next Meeting: April 24, 2014
12. Adjournment

Thursday March 27, 2014

8 a.m.

This Institution is an Equal Opportunity Provider, Employer and Housing Employer/Lender



**Proceedings of the Downtown Ironwood Development Authority
Thursday February 27, 2014**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, February 27, 2014 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			
Garske, Lea-ann	X			
Peterson, Larry		X		X
Schwartz, Becky	X			
Sim, David	X			
Smith-Furgason, Eva	X			
Tacconelli, Peter	X			
Tippett, Rick	X			
	8	2	Quorum	

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

3. Approval of Minutes:

Motion by Garske to accept the meeting minutes from the January 23, 2014 meeting. **Second** by Tippett. **Motion Carried 8 to 0.**

4. Approval of the Agenda:

Motion by Schwartz to approve the Agenda. **Second** by Tacconelli. **Motion** carried **8 to 0.**

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

None

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

None

7. Financial Report. Director Brown presented the financials for consideration for Director Linn.

Motion by Tacconelli to accept the financials as presented. **Second** by Garske. **Motion Carried 8 to 0.**

- a. Budget 2014-2015: Director Brown presented the upcoming budget issues for 2014-2015.
- i. The donations letter will be modified to include flower baskets and wreaths. The Authority will need to raise \$3,100 in donations for the next year's purchases of wreaths and flower baskets.
 - ii. Williams asked about the brochures for the Memorial Building. Director Brown stated that this expenditure would come out of fund balance.

Motion by Tippett to approve the budget as modified by the Authority. **Second** by Garske. **Motion Carried 8 to 0.** (Rick Tippett left the meeting at 8:25 a.m.).

- b. Vendor Fee for Farmer's Market: Last year the fees were waived for the market. The fee could go for such items as signs and other advertising. The consensus of the Authority would be to suggest a per year fee for farmer's market vendors. Williams does not want to incur administration management fees.
- c. Sandy Sharp – Memorial Building Brochure. Director Brown said that Sandy did get printing quotes from a local vendor, which was very high. Schwartz inquired why the DIDA was the only one paying for this. Smith-Furgason said that yes, DIDA is the only one paying for it. She indicated that the current brochure is a disgrace. Williams stated there is a proprietary agreement that was signed with Sandy Sharp last month that this is not to be distributed or discussed this information with anyone else until we have approved this and it is available. Williams said that Ms. Sharp was on the agenda for March. Williams will get the proprietary agreement to Kim Coon. No action taken. Place on agenda for next meeting.
- d. Depot Park Playground DNR Trust Fund: Director Brown stated that the playground was cut out of the program last year and wanted to know if the Authority would entertain applying for a DNR Trust Fund Grant, under \$50,000. The Curry Park project is applying under this DNR Trust Fund Grant. The second item under this Grant is a match amount of 25% (\$12,500.00 match from the City). Would the DIDA be willing to commit a dollar amount from their fund balance to provide a match for this? Discussion ensued by the Authority.

Motion by Schwartz to recommend to the City Commission to apply for this grant and for the DIDA to contribute \$1,000 towards the local match. **Second** by Smith-Furgason. **Motion carried 7 to 0.**

- e. Flower Basket Watering Contract:

Motion by Garske to approve the contract with Carianne Casieta. **Second** by Tacconelli.
Motion carried 7 to 0.

f. Pocket Park Maintenance Contract:

Motion by Garske to approve the contract with Range Master Gardener. **Second** by Tacconelli.
Motion carried 7 to 0.

- g. 215 Lowell Street: Williams said that at last month's meeting the Blight Officer and Assessor was here. Director Brown indicated that the legal process has been completed and there is a warrant for the Owner's arrest. The only other option available is that the City or the DIDA could purchase this property then fix it up or tear it down. Director Brown inquired if the DIDA was interested in the property. Smith-Furgason indicated that the DIDA could buy the property through tax sale. Williams would like to explore the process for tax sale and Director Brown will follow up with the City Assessor.
- h. 36" Snowflake Purchase: The Range Master Gardener would like to know if the DIDA would like to purchase a 36" Snowflake for the Pocket Park. It is \$72.00 plus shipping.

Motion by Smith-Furgason to purchase one (1) Snowflake at \$72.00 plus shipping. **Second** by Tacconelli. **Motion carried 7 to 0.**

- i. Going out of Business Ordinance: Director Brown presented the Going out of Business Ordinance that is in place. Superior Shoes is going out of business and the City Clerk had to send them a notice that they have to get a license to go out of business for a fee of \$75.00. Staff's opinion is that the ordinance is not necessary and the City would like the DIDA's and EDC's comments on this. Director Brown is not sure about the consistency of enforcing this Ordinance. DIDA would like to see uniform enforcement and a time frame for going out of business once it is announced.
- j. Joint Governmental Meeting: Director Brown stated that the Joint Governmental Meeting will be held March 31, 2014 from 4:00 p.m. to 6:00 p.m. at Gogebic Community College. Williams stated that each group will have 5 minutes to explain what it is they are doing.

8. Items for Discussion and Consideration:

2014 Goals: Director Brown reviewed the goals. Williams complimented Tim Erickson on his excellent emails promoting the City.

9. Downtown Infrastructure – Depot Park DNR grant will be recommended to the City Commissioners for approval to apply for this grant.

- a. Garske said that they are exploring about putting a new roof on the Historic Ironwood Theatre.
- b. Signage on highway entrance. The DAP has been looking at signing for US 2 to get folks downtown. She has contacted Bob Jacquart about his Pure Michigan Sign like the one for Stormy Kromer Factory Tours. It is a Tourist Oriented Directional Sign through Pure Michigan that you can apply for. The DAP and Theatre, Library and

Depot could be on there. It is a \$350 rental per year on the sign. Garske said this is something to work towards.

10. Other Business: Smith-Furgason stated that the holiday wreaths are still up, they are brown and she is under the impression that we had approved the funding to get a lift truck and get these down. Director Brown stated that it was approved; however, the DIDA did bring this back and decided not to hire a rental truck. Director Brown stated that the City crews have been very busy with thawing waterlines and repair. On top of that, the crews have been busy plowing snow. Director Brown said that the Authority could look at hiring an outside crew to come and do this if that is their request.

Smith-Furgason would like to address how the DIDA can raise revenue for projects. She stated that the group can raise funds under the Authority of the DDA. She asked if this could be brought to the next meeting. Director Brown will look at options.

11. Next Meeting: March 27, 2014.

12. Adjournment at 9:11 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

COMPARATIVE BALANCE SHEET

FEBRUARY

Page: 1
3/20/2014
9:45 am

City Of Ironwood

As of: 2/28/2014

CY Balances

PY Balances

Year-Over-Year

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	11,133.12	10,590.88	542.24
020.000 TAXES RECEIVABLE-REAL-CURRENT	2,812.83	3,132.75	-319.92
028.000 TAXES RECEIVABLE-DQ PER PROP	364.91	524.11	-159.20

Total Assets	<u>14,310.86</u>	<u>14,247.74</u>	<u>63.12</u>
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Liabilities

279.000 DEFERRED REVENUE	3,989.04	3,938.19	50.85
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Total Liabilities	<u>3,989.04</u>	<u>3,938.19</u>	<u>50.85</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	794.47	676.84	117.63

Total Reserves/Balances	<u>10,321.82</u>	<u>10,309.55</u>	<u>12.27</u>
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Total Liabilities & Balances	<u>14,310.86</u>	<u>14,247.74</u>	<u>63.12</u>
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INCOME STATEMENT
FEBRUARY

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3/20/2014
9:46 am

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	11,900.00	7,978.08
675.000 CONTRIBUTIONS AND DONATION	600.00	120.00
Dept: 000.000	12,500.00	8,098.08
Revenues	12,500.00	8,098.08
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	2,153.04
940.000 RENTALS OTHER	100.00	0.00
DOWNTOWN DEVELOPMENT	12,500.00	7,303.61
Expenditures	12,500.00	7,303.61
 Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	 0.00	 794.47
Grand Total Net Effect:	0.00	794.47

REVENUE/EXPENDITURE REPORT
FEBRUARY

City Of Ironwood
 For the Period: 2/1/2014 to 2/28/2014

Page: 1
 3/20/2014
 9:47 am

	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							
378682 02/28/2014 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							
378687 02/28/2014 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				



MEMO

To: Chair Williams and the DIDA

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

Date: March 20, 2014

Meeting Date: March 27, 2014

Re: Memo on Agenda Items

1. Memorial Building Brochure: As previously discussed, attached is a proposal from Sandy Sharp to create a brochure for the Memorial Building. If the DIDA decides to make a purchase it has three choices to make
 - A. Choose from Option 1 or 2
 - B. Choose the quantity
 - C. Choose Printer 1 or Local Printer

As a reminder, you have already committed \$1,000 of fund balance for the Depot Park Playground DNR Trust Fund application as well as \$2,500 to the Library for demolition of the building adjacent to it.

2. Donation Letter: Attached is a draft of the donation letter to be delivered/mailed to local businesses for flower baskets and wreaths. The DIDA should decide how it would like to deliver/mail the letters. Last year DIDA members hand delivered the letters to downtown merchants and mailed letters to the remaining businesses in town.
3. Funding Options: Staff was asked to look into other funding options available to the DIDA. Currently a tax is collected, as reflected in your monthly financials and budget. In addition, the City once had an active Tax Increment Finance District (TIF) it deactivated, which may be a source of additional income; staff is looking into how this can be reactivated. If the DIDA would like a full review of the state statute completed it would require a review by the City attorney, in which case the DIDA would have to vote to authorize such a review.

SANDY SHARP
GRAPHIC DESIGN / ADVERTISING
906.364.1296

QUOTE

January 30, 2014

City of Ironwood/ DIDA
213 S. Margaret St.
Ironwood, MI 49938

PROJECT: MEMORIAL BUILDING BROCHURE

Graphic Design fee \$ 700

Option #1: Print: 17" x 22", 4 color process, folded brochure

Quantity	#1 Printer	Local Printer
5,000	\$1,695	\$3,740
10,000	\$2,630	\$4,070
15,000	\$3,283	

Option #2: Print: 11" x 8 1/2", 4 color process, tri-folded brochure

Quantity	#1 Printer	Local Printer
5,000	\$ 630	\$ 935
10,000	\$ 915	\$ 1,705
15,000	\$1,185	

Thank you for considering Sandy Sharp/Sharp Graphic Design for the Memorial Building brochure project.

13811 N Flower Rd
Hurley WI 54534
906.364.1296
sandysharp.upnorth@gmail.com



DOWNTOWN IRONWOOD
DEVELOPMENT AUTHORITY
Flower Basket and Christmas Wreath Fund
Donation Form

The Downtown Ironwood Development Authority (DIDA) has again undertaken the job of collecting money for the Downtown area hanging flower baskets and Christmas wreaths. The DIDA is thankful for the support of those who have donated in the past to help with this project.

To continue this tradition, donations will be needed from businesses and people like you, who are interested in the beautification of our city. We hope you will be able to assist us this year. With the renovation of Main Street and Depot Park complete the baskets will truly add to the beauty of our town! A total of 69, 16" flower baskets have been purchased already. The donation request is again \$35.00 for a flower basket and \$25 for a wreath, if the funds exceed the cost of the baskets and wreaths, they will be used for watering of the plants and equipment maintenance.

If you are able to help us with this beautification project, please send your check made payable to "Downtown Ironwood Development Authority, Attention Kim Coon", earmarked "Flower Basket and Christmas Wreath Fund 2014" along with this form to the City of Ironwood, 213 S Marquette Street, Ironwood, MI 49938.

Thank you in advance for your help!!

DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

Tom Williams, Chair

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Name _____

Address _____ Phone _____

Amt. Donated _____

Mail to: City of Ironwood, Attn. Kim Coon, 213 S. Marquette, Ironwood MI 49938.

REMINDER

THANK YOU! *Donations may be tax-deductible under IRS Section 501 (c)(3).*