



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 March 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. 215 S. Lowell Street (house adjacent the Fabric Patch)
 - b. Memorial Building Brochure Draft
 - c. Comprehensive Plan
 - d. Funding Options
 - e. Donation Letters
9. Project Updates
 - a. 2014 Goals
10. Other Business
11. Next Meeting: May 22, 2014
12. Adjournment

Thursday April 24, 2014

8 a.m.

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



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

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, March 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	X	
Peterson, Larry	X			
Schwartz, Becky	X			
Sim, David	X			
Smith-Furgason, Eva	X			
Tacconelli, Peter	X			
Tippett, Rick		X	X	
	7	3	Quorum	

Also present: Community Development Director Michael J. D. Brown. Sandy Sharp in audience.

3. Approval of Minutes:

Motion by Smith-Furgason to accept the meeting minutes from the February 27, 2014 meeting. **Second** by Schwartz. **Motion Carried 7 to 0.**

4. Approval of the Agenda:

Motion by Smith-Furgason to approve the Agenda. **Second** by Schwartz. **Motion carried 7 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 Smith-Furgason to accept the financials as presented. **Second** by Schwartz.
Motion Carried 7 to 0.

8. Items for Discussion and Consideration:

- a. Memorial Building Brochure: Sandy Sharp was present and showed the large sized brochure mock-up. Discussion was had regarding the pricing of the large and trifold brochures. Director Brown reminded the Authority that the DIDA has already committed \$1,000 for a local match on the Depot Park and \$2,500 for demolition of the building next to the Carnegie Library. The group expressed dismay that the local printer quotes were so high.

Motion by Smith-Furgason to accept the quote for 5,000 brochures (Option 1) at a price of \$1,695.00 plus \$700 for the design fee. **Second** by Peterson. **Motion carried 4 to 3** with Williams, Tacconelli and Sim dissenting.

- b. Donation Letter: Director Brown said that he modified the donation letter to add holiday wreaths. Tacconelli inquired if it would be possible to ask for sponsorships versus donations as well as if the wording for donations was tax deductible. Director Brown indicated he would ask Director Linn.
- c. Funding Options: Director Brown said that he has been trying to research the T.I.F. funding option for the Authority. The City may need to call Julie Frederickson and ask for her input on this program. Director Brown also said that he may need to contact Attorney Pope to review the Statues for additional resources to raise funds for the DIDA. The Authority asked for the DIDA Statute to review funding options, Director Brown indicated he would email them to the group for discussion at the next meeting.

9. Project Updates

- a. 2014 Goals - Moving forward

10. Other Business: Smith-Furgason spoke regarding the vote being taken back September 26, 2013 regarding spending \$500 to rent a lift truck to take down and dispose of the wreaths and SISU signs. She indicated that the vote taken to rescind this when she was not present at the October 26, 2013 meeting was an illegal action according to Robert's Rules of Order.

Smith-Furgason said that the parking lots are getting unusable and handicaps spots are not being cleared out. Smith-Furgason also said that under federal law that City owned spaces need to be cleaned out within a certain time period. Director Brown said he would bring this to the attention of Public Works.

Erickson presented a request for a donation of \$425.00 for detour signage for the businesses. This would include two signs that would be going up in the April/May 2014 time frame. These signs would include the name of the business. Smith-Furgason said the DIDA cannot promote one business or others. Sim said that he could bring this up with the City Commissioners.

Peterson wanted to know why the Little League Field had been blown off of snow (both fields) but the City is not taking care of the handicap parking spaces.

11. Next Meeting: April 24, 2014.

12. Adjournment at 9:07 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

REVENUE/EXPENDITURE REPORT
MARCH

City Of Ironwood
 For the Period: 3/1/2014 to 3/31/2014

Page: 1
 4/21/2014
 8:31 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							
383434 03/28/2014 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							
801.000 CONTRACTUAL SERVICES							
381702 03/31/2014 AP GREGORY/ JAMES//			200.00	INV#:		66268	
CONTRACTUAL SERVICES	0.00	0.00	200.00	200.00	0.00	-200.00	0.0
910.000 INSURANCE AND BONDS							
383439 03/28/2014 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	469.13	469.13	0.00	-469.13	0.0
Expenditures	0.00	0.00	469.13	469.13	0.00	-469.13	0.0
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY	0.00	0.00	528.13	528.13	0.00	-528.13	
Change in Fund Balance:			528.13				

INCOME STATEMENT
MARCH

Page: 1
4/21/2014
8:27 pm

City Of Ironwood

YEAR: THROUGH MARCH	YTD Amd. Bud.	YTD Actual
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,900.00	8,975.34
675.000 CONTRIBUTIONS AND DONATION	600.00	120.00
Dept: 000.000	12,500.00	9,095.34
Revenues	12,500.00	9,095.34
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	3,492.00
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	2,422.17
940.000 RENTALS OTHER	100.00	0.00
DOWNTOWN DEVELOPMENT	12,500.00	7,772.74
Expenditures	12,500.00	7,772.74
 Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	 0.00	 1,322.60
Grand Total Net Effect:	0.00	1,322.60

COMPARATIVE BALANCE SHEET

MARCH

Page: 1

4/21/2014

8:25 pm

City Of Ironwood

As of: 3/31/2014

CY Balances

PY Balances

Year-Over-Year

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	10,734.49	10,391.65	342.84
020.000 TAXES RECEIVABLE-REAL-CURRENT	2,742.33	3,039.55	-297.22
028.000 TAXES RECEIVABLE-DQ PER PROP	364.91	524.11	-159.20

Total Assets	<u>13,841.73</u>	<u>13,955.31</u>	<u>-113.58</u>
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Liabilities

279.000 DEFERRED REVENUE	2,991.78	2,953.65	38.13
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Total Liabilities	<u>2,991.78</u>	<u>2,953.65</u>	<u>38.13</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	1,322.60	1,368.95	-46.35

Total Reserves/Balances	<u>10,849.95</u>	<u>11,001.66</u>	<u>-151.71</u>
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Total Liabilities & Balances	<u>13,841.73</u>	<u>13,955.31</u>	<u>-113.58</u>
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MEMO

To: Chair Williams and the DIDA

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

Date: April 17, 2014

Meeting Date: April 24, 2014

Re: Memo on Agenda Items

1. Financials: Will be provided prior to the meeting.
2. 215 S. Lowell Street: Dennis Hewitt will provide an update on its status.
3. Memorial Building Brochure: Sandy Sharp will present a draft of the brochure.
4. Comprehensive Plan: I will be presenting the draft plan.
5. Funding Options: Staff was asked to send the DIDA Statute for the DIDA to review. The DIDA wanted to discuss addition funding options after it reviewed the statute.
6. Donation Letters: Staff will provide hard copies for your distribution to the downtown businesses.

DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

GOALS – 2014

Project Drives in RED / Status In BLUE

1. Marketing of Downtown; better communication with/other organizations (ie., Chamber/brochure (**3 vote**) Tim, Becky, Eva / In progress, Tim working on booklet
2. Develop green space across from Theater (**3 votes**) Tom, Eva/ Met with DAP reps in March
3. Expand on existing work in Downtown infrastructure (**2 vote**) Tom
4. Depot Park Completion (**2 votes**) Lee-Ann, Tom / Applied for DNR playground grant
5. Expand / add Downtown events (**2 vote**) Tim, Rick
6. Funds to renovate Depot Building (**1 vote**) Lee-Ann
7. Signage on highway entrance
8. Tax Increment Finance (TIF) Setting up meeting with former finance director to discuss TIF history
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