



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 May 22, 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. Motion of Support for the Comprehensive Plan
 - b. Flower Basket Contribution Update
 - c. Memorial Building Brochure
 - d. Art Park
9. Project Updates
 - a. Business Retention Program
 - b. 2014 Goals
10. Other Business
11. Next Meeting: July 24, 2014
12. Adjournment

Thursday June 26, 2014

8 a.m.

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



**Proceedings of the Downtown Ironwood Development Authority
Thursday May 22 2014**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, May 22 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			
Schwartz, Becky		X	X	
Sim, David		X	X	
Smith-Furgason, Eva	X			
Tacconelli, Peter	X			
Tippett, Rick	X			
	7	3	Quorum	

Also present: Community Development Director Michael J. D. Brown and Finance Director Paul Linn; Sandy Sharp, Gary Harrington and Phil Kucera were also in the audience.

3. Approval of Minutes:

Motion by Tippett to accept the meeting minutes from the April 24, 2014 meeting.
Second by Peterson. **Motion Carried 7 to 0.**

4. Approval of the Agenda:

Motion by Tacconelli to approve the Agenda. **Second** by Tippett. **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. Finance Director Linn presented the financials for consideration.

Williams indicated that the monthly financial report could be combined with the Budget Amendment in item 8a.

8. Items for Discussion and Consideration:

- a. Budget Amendment. Director Linn presented the budget amendments and explained each.

Motion by Garske to approve the budget amendments as presented. **Second** by Furgason. **Motion carried 7 to 0.**

- b. Memorial Building Brochure: Sandy Sharp presented. Ms. Sharp has an idea for a smaller brochure. She was approached by people asking for a smaller, walking brochure. She believes that she needs to redo the size. One is a flat, 11" x 8.5", trifold. The next is a 14" x 8.5, double parallel fold into four 3.5" x 8.5" panels, 4 color process. The printing costs are less for these two options, and will fit into a rack. Sandy also believes she needs to do a brochure for the historic downtown buildings. This could be part of the walking/driving tour.

Garske said that after the 125th celebration, people commented to her that a walking tour brochure would be great.

Smith-Furgason said she was absolutely blindsided by all this. The larger brochure had already been voted on and approved. Phil Kucera from the Historical Society spoke and gave a brief history of the building since 1996 when the Memorial Building was rehabilitated. Mr. Kucera believes that the current brochure is too large for a walking tour and for brochure racks around town. He believes that the smaller brochure would be a better design for the walking/driving tour. Mr. Kucera asked if the original Motion to approve the brochure could be amended. Smith-Furgason stated that Robert's Rules of Order states that the person who made the original motion must make the motion to amend. Director Brown interjected and said that he spoke with attorney Pope and asked him about a Motion to Amend under Roberts Rules of Order. It was Pope's opinion that a person who voted in favor of the original motion could make the motion to amend. Attorney Pope said that Robert's Rules is a guide, not law.

Gary Harrington of the Historical Society spoke and said that the Society is happy to be a part of this process.

Director Brown indicated that the Smithsonian is interested in the downtown as well; and he encouraged Sandy to meet with Rick Semo and Nancy Korpella on this project. Much

discussion ensued. Director Brown reminded the Authority that there is only \$827 in fund balance after the recent purchase and future commitments and that additional fundraising will be required to ensure all the project the Authority desires to do are able to be completed.

Motion by Erickson to amend the prior, original Motion and to amend the brochure to be Option #2, Flat: 14" x 8.5" double parallel fold into 3.5" x 8.5" panels, 4 –color process of 5,000 copies of the brochure for \$830.00 plus \$250.00 fee from Printer #1. **Second** by Garske. **Motion carried 6 to 1 with Smith-Furgason dissenting.**

- c. Business Retention Program: Director Brown presented the Business Retention Program as it is laid out in the Comprehensive Plan. He passed out the binders with pertinent information for each member of the Authority. Smith-Furgason indicated that she did not want a binder as she only had one month left with the Authority and wouldn't be participating in this program. Smith-Furgason then indicated she was leaving the meeting and that we could put her down as "Excused" at the next meeting. The time of Smith-Furgason leaving was 8:36 a.m. Further discussion was had regarding the business retention program.
- d. 215 Lowell Street (House behind the Fabric Patch): Chair Williams said he spoke to Sue Pertile at the Land Bank. Williams indicated that Ms. Pertile said that the DIDA could buy this property from the land bank; we can demolish it or rehabilitate; however, any proceeds recovered from a sale in excess of what was paid at a tax sale when the DIDA sells this property in the future, would need to be repaid to the Land Bank.

Director Brown said he spoke with Joann at the Fabric patch and she would be interested in buying the building; however, they won't be able to renovate the building due to costs. Director Brown spoke to Assessor Hewitt and learned that it would be about \$20,000 to re-side and roof and get the exterior of the house up to an acceptable aesthetic appearance. No further action was taken.

- e. Downtown Business Signs during US 2 Construction: Director Brown said that the Chamber has been working with the businesses on US 2 with regard to directional signage. A business in downtown called and asked for assistance in getting general directional signs from the DIDA. Is there any interest in putting up a general sign directing traffic to downtown; or putting a sign at the entrance from Hurley into Ironwood? The business owners need to work with the Chamber regarding signage. Erickson indicated that signage has been running \$40.00 per business.

Motion by Garske to expend up to \$100 for general business signs on US2 and Lowell Streets. **Second** by Tacconelli **Motion carried 6 to 0.**

- d. Project Updates: Chair Williams dispensed with the remainder of the meeting due to time constraints.

9. Next Meeting: June 26, 2014.

10. Adjournment at 9:08 a.m.

Respectfully Submitted

Thomas Williams, Chair

Kim M. Coon, Community Development Assistant

REVENUE/EXPENDITURE REPORT
MAY

City Of Ironwood
For the Period: 5/1/2014 to 5/31/2014

Page: 1
6/19/2014
12:34 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							
390098 05/28/2014 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
675.000 CONTRIBUTIONS AND DONATION							
386967 05/12/2014 CR Rcd From: FLOWER BASKETS			435.00	Drawer:DRWRL Type:DIDAR			160806
386995 05/19/2014 CR Rcd From:			375.00	Drawer:MAIL Type:DIDXS			9897
387150 05/20/2014 BA ADDITIONAL FLOWER BASKETS/DONATIC			700.00				
390371 05/29/2014 CR Rcd From: FLOWER BASKETS			245.00	Drawer:DRWRL Type:DIDAR			161165
390878 05/31/2014 GJ RECLASS FLOWER BASKET DONATIONS			245.00				
CONTRIBUTIONS AND DONATION	0.00	700.00	1,300.00	1,300.00	0.00	-600.00	185.7
USE OF ASSIGNED FUND BALANCE	0.00	5,200.00	0.00	0.00	0.00	5,200.00	0.0
Dept: 000.000	0.00	5,900.00	2,297.26	2,297.26	0.00	3,602.74	38.9
Revenues							
	0.00	5,900.00	2,297.26	2,297.26	0.00	3,602.74	38.9
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
OPERATING SUPPLIES							
	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
801.000 CONTRACTUAL SERVICES							
387151 05/20/2014 BA INCREASE CONTRACTUAL SERVICE BUD			500.00				
387057 05/31/2014 AP RANGE MASTER GARDENER			275.00	INV#:			66789
CONTRACTUAL SERVICES	0.00	500.00	275.00	275.00	0.00	225.00	55.0
851.000 ADVERTISING AND PROMOTION							
387152 05/20/2014 BA COMMITTED FUNDS - MEM BLDG BROCH			2,400.00				
387201 05/27/2014 CR Rcd From: SANDY SHARP			-117.50	Drawer:DRWRL Type:MISC			161123
ADVERTISING AND PROMOTION	0.00	2,400.00	-117.50	-117.50	0.00	2,517.50	-4.9
910.000 INSURANCE AND BONDS							
390103 05/28/2014 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	5,900.00	426.63	426.63	0.00	5,473.37	7.2
Expenditures							
	0.00	5,900.00	426.63	426.63	0.00	5,473.37	7.2
Net Effect for DOWNTOWN DEVELOPMENT AUTHORITY							
Change in Fund Balance:	0.00	0.00	1,870.63	1,870.63	0.00	-1,870.63	

INCOME STATEMENT
MAY

Page: 1
6/19/2014
12:31 pm

City Of Ironwood

YEAR: THROUGH MAY	YTD Amd. Bud.	YTD Actual
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,900.00	10,969.86
675.000 CONTRIBUTIONS AND DONATION	1,300.00	1,550.00
689.003 USE OF ASSIGNED FUND BALANCE	5,202.00	0.00
Dept: 000.000	18,402.00	12,519.86
Revenues	18,402.00	12,519.86
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	5,719.00	1,858.57
730.000 POSTAGE	100.00	0.00
801.000 CONTRACTUAL SERVICES	5,181.00	3,767.00
802.000 PROFESSIONAL SERVICES	100.00	0.00
851.000 ADVERTISING AND PROMOTION	2,500.00	1,080.00
910.000 INSURANCE AND BONDS	3,300.00	2,960.43
917.000 WORKERS COMPENSATION	1.00	0.00
940.000 RENTALS OTHER	100.00	0.00
956.000 MISCELLANEOUS EXPENSE	1.00	0.00
DOWNTOWN DEVELOPMENT	18,402.00	9,666.00
Expenditures	18,402.00	9,666.00
Net Effect for Fund DOWNTOWN DEVELOPMENT AUTHORITY	0.00	2,853.86
Grand Total Net Effect:	0.00	2,853.86

COMPARATIVE BALANCE SHEET

MAY

Page: 1
6/19/2014
12:22 pm

City Of Ironwood

As of: 5/31/2014

CY Balances

PY Balances

Year-Over-Year

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	12,791.38	13,549.58	-758.20
020.000 TAXES RECEIVABLE-REAL-CURRENT	222.18	218.32	3.86
028.000 TAXES RECEIVABLE-DQ PER PROP	364.91	524.11	-159.20

Total Assets	<u>13,378.47</u>	<u>14,292.01</u>	<u>-913.54</u>
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Liabilities

279.000 DEFERRED REVENUE	997.26	984.57	12.69
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Total Liabilities	<u>997.26</u>	<u>984.57</u>	<u>12.69</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	2,853.86	3,674.73	-820.87

Total Reserves/Balances	<u>12,381.21</u>	<u>13,307.44</u>	<u>-926.23</u>
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Total Liabilities & Balances	<u>13,378.47</u>	<u>14,292.01</u>	<u>-913.54</u>
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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, Sandy Sharp working on Memorial Building Brochure
2. Develop green space across from Theater (**3 votes**) Tom, Eva/ Met with DAP in June, design coming along.
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) Identified DIDA made TIF dormant in 2000 per DIDA minutes. Working on getting a meeting with State regarding next steps and possibilities.
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