



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 July 24, 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. Comprehensive Plan Implementation Priorities
 - b. Pocket Park Snow Removal Contract
 - c. Purchase of Christmas Wreaths
 - d. Art Park
9. Project Updates
 - a. Comprehensive/Blueprint Plan Implementation Status
 - b. Business Retention Program
10. Other Business
11. Next Meeting: September 25, 2014
12. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday July 24, 2014**

A regular meeting of the Downtown Ironwood Development Authority was held on Thursday, July 24, 2014 at 8:00 A.M. in Conference Room #1, 2nd Floor, Memorial Building, Ironwood, Michigan.

1. Call to Order:

Director Brown 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	X	
Corcoran, Kim		X	X	
Garske, Lea-Ann	X			
Peterson, Larry		X		X
Schwartz, Becky	X			
Sim, David	X			
Gaunt, Andrew	X			
Tacconelli, Peter		X	X	
Tippett, Rick	X			
	5	4	Quorum	

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

3. Nomination and Election of Chair and Vice-Chair

Chair

Motion by Garske to nominate Tom Williams as Chair of the DIDA.

Second by Sim. **Motion Carried 5 to 0**

Vice Chair

Motion by Schwartz to nominate Peter Tacconelli as Vice-Chair of the DIDA

Second by Garske. **Motion Carried 5 to 0.**

4. Approval of Minutes:

Motion by Sim to accept the meeting minutes from the June 26, 2014 meeting. **Second** by Tippet. **Motion Carried 5 to 0.**

5. Approval of the Agenda:

Motion by Garske to approve the Agenda. **Second** by Sim. Motion carried **5 to 0**.

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

None

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

None

8. Financial Report.

Director Brown presented the financials.

Motion by Garske to accept the financials as presented. **Second** by Schwartz. **Motion carried 5 to 0**.

9. Items for Discussion and Consideration:

- a. Memorial Building Brochure: Sandy Sharp addressed the committee with the new Memorial Building Brochure. The 4 panel draft brochure was passed around for the committee to review and to input comments for change if necessary. Sharpe indicated that the brochures will be available on location, at various locations around town and will supplement the Historical Society's effort to build a kiosk display in the lobby with more details about the Memorial Building.

Director Brown suggested that Sharp email a PDF so that he can distribute via email to the rest of the board for review and to display on the City's Website. After review the committee will vote to approve the final draft at the next scheduled meeting.

Sim asked if the brochure had been reviewed yet for accuracy.

Sharp had mentioned that the Historical Society will be reviewing for historical and grammatical errors.

Garske added that the Historical Society's review is sufficient and the brochure should be printed upon their review.

Motion by Sim to approve the Memorial Building Brochure upon review by the Historical Society. **Second** by Garske. **Motion carried 5 to 0**.

- b. Flower Basket Contributions: Director Brown updated the commission that the DIDA is about \$600 short of breaking even. He encouraged people to visit businesses and residents to contribute to the donations. He also noted that the DIDA will do the same process of looking for donations for the wreaths for winter.
- c. Flower Basket Watering: Director Brown stated that there had been some issues with the watering. He was updated that the watering person had some equipment malfunctions prohibiting her from watering the flowers so baskets did go a number of days without

watering. The person watering was notified to contact the city if something like that occurred in the future. For a number of years the DIDA just hired them without a bid on the project. Director Brown is looking for discussion on whether to go out for bid on the project for next year.

Garske had asked if she had fixed it herself.

Brown indicated that she did but was recommended to take the issue to his department for resolution.

Garske would like her to submit a bid even if we have the intentions to go with her.

After hearing the cost of \$564 per month Sim would like to consider going out for bids in the future.

In the future Director Brown will discuss going out to bids with the group on all contracts and purchases.

- d. Facebook: Former Member Eve Smith-Ferguson had been tasked to create and maintain the Facebook page. The page hasn't been updated for quite a while and Eva is no longer on the DIDA Committee. Director Brown asked the questions: 1) does the DIDA want the Facebook page, 2) who will maintain it. This would require continual update every day.

Garske had mentioned that the Chamber already has a good website and there is no need for this overlap.

Mr. Brown had indicated that in years past he would use the Chamber as his tool. He also mentioned that he invited the new chamber director to join the DIDA and to use the Chamber for promotions.

Motion by Sim to delete the Facebook Page, **Second** by Tippet. **Motion carried 5 to 0.**

10. Project Updates:

- a. Business Retention Program: Director Brown stated that this will be a monthly item and is looking for updates from everyone as time goes on. He had also asked if anyone had gone out and encouraged everyone to continue. Director Brown stressed the importance of meeting businesses face to face. He has had much success in the past when visiting businesses with the Chamber.
- b. 2014 Goals: Brochure for the Memorial Building, the new Ironwood Visitor Guide that had been completed which is a project that Tim was working on and was completed by Sandy Sharp. The Chamber will also have to update every year because their membership was added to the brochure.

11. Other Business: Garske inquired about the green space between Mattson's TV & Appliance and Book World. Director Brown stated that they had met in June and that there is a concept drawn on paper that he is trying to get it on the computer to scale and to show the DIDA to bring them up to speed on the project. Brown hopes that he will have something by August.

Director Brown also updated the group about the grant application for the Depot Park playground. He has applied and is waiting a pre score response from the DNR

The TIF district is also being researched.

Garske applauded Festival Ironwood and stated that the festival week was very good for the community.

Director Brown updated everyone on the Comprehensive Plan and he would like the DIDA to review along with the Downtown Blueprint. On a monthly basis the DIDA will go through it and make sure that the DIDA is on the right track.

12. Next Meeting: August 21, 2014 at 8:00 a.m.

13. Adjournment at 8:34 a.m.

Respectfully Submitted

Thomas Williams, Chair

Tim Erickson, Community Development Assistant



MEMO

To: Chair Williams and the DIDA

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

Date: August 21, 2014

Meeting Date: August 28, 2014

Re: Memo on Agenda Items

Financials are not available as Director Linn is still performing year end close out.

- a. Comprehensive Plan Implementation Priorities: I will present the implementation matrix and priority action items for discussion.
- b. Pocket Park Snow Removal Contract: In the past the DIDA has contracted with James Gregory to remove snow on the sidewalk in front of the pocket park for \$500 a year. Last month the DIDA discussed staff bringing back a discussion on bidding out purchases and contracted services due to issues with the flower watering this year. The DIDA should discuss how it would like to proceed with contracting for snow removal. Staff recommends being consistent with its decision to either hire directly or go through a bidding process. If you decide to go out for bids on snow removal, then all other services and purchases in the future should use a bidding process, until some point it would like to switch to just hiring direct. \$500 has been budgeted.
- c. Purchase of Christmas Wreaths: In the past the City has purchased Christmas Wreaths from Santa's Wreaths for \$25 per wreath (48" Double Wreath). The DIDA should discuss how it would like to proceed with the purchase. As mentioned above, it should be consistent in its decision regarding purchasing directly or going out for bids.

Last year the DIDA purchased 49 wreaths; the wreaths and SISU signs were hung alternating one another. It has budgeted for 49 wreaths this year at \$25 a piece (\$1,225) in addition to \$225 worth of supplies (zip ties and wire) to hang the wreaths. Member Garske has been successful in having lights donated by Walmart and we have had high school kids string the lights.

The total budgeted is \$1,450 assuming the lights are donated and the high school kids are able to string the lights. As discussed with the flower baskets, the DIDA is going to seek contributions towards the wreaths. The DIDA is still short about \$600 on the flower basket purchase for breaking even.

The DIDA should discuss how many wreaths it would like to purchase and how it would like to purchase them.

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- d. Art Park: Attached is a concept drawing staff and the Downtown Art Place (DAP) designed for the Art Park between Mattson's and Book World. We are still getting cost estimates for the work and hope to raise funds for this through the Michigan Economic Development Corporation's (MEDC) crowdfunding grant program Patronicity <https://patronicity.com/puremichigan> as well as through other art grant opportunities such as the Michigan Council for Arts and Cultural Affairs (MCACA), which is also through the MEDC. The City and DAP have been successful in securing grant funding through MCACA already for DAP related projects.

Staff is looking for your support of this concept plan.



ALLEYWAY

FENCE/WALL
HANGING ART

PARKING

* LIGHTING TO BE
DETERMINED

Ø20' STAMPED
CONCRETE PAD
FOR PERFORMANCES

BOOKWORLD

Ø3' CONCRETE PADS
FOR ART DISPLAY

WALL MURAL

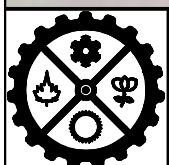
Ø5' STAMPED
CONCRETE
SIDEWALK

CHALK BOARD

MATTSONS TV &
APPLIANCE

FRUIT TREES

AURORA ST



CITY OF IRONWOOD
"LIVE WHERE YOU PLAY"
EST. 1889

213 S. MARQUETTE ST.
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TITLE: CITY OF IRONWOOD ART PARK SITE PLAN		DRAWING NO.
DATE: 8/6/2014	DRAWN BY: J. ALONEN APPROVAL BY: M. BROWN	S-1