



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 September 25, 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. Downtown Blueprint Report
 - b. Flower Baskets
 - c. Façade Program
 - d. Art Park
 - e. Goal Setting
9. Project Updates
 - a. Comprehensive/Blueprint Plan Implementation Status
 - b. Business Retention Program
10. Other Business
11. Next Meeting: December 18, 2014
12. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday September 25, 2014**

A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, September 25, 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			
Nancy Korpela	X			
Corcoran, Kim		X	X	
Garske, Lea-Ann	X			
Peterson, Larry		X		X
Schwartz, Becky	X			
Sim, David	X			
Gaunt, Andrew	X			
Taconelli, Peter	X			
Tippett, Rick	X			
	7	3	Quorum	

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

3. Approval of Minutes:

Motion by Sim to accept the meeting minutes from the August 28, 2014 meeting.
Second by Schwartz. **Motion Carried 8 to 0.**

4. Approval of the Agenda:

Motion by Tacconelli to approve the Agenda. **Second** by Garske. 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 stated that Director Linn will have a 3 month financial report for next meeting.

8. Items for Discussion and Consideration:

- a. Pocket Park Snow Removal Contract: Director Brown stated that James Gregory had agreed to shovel the sidewalks around the Pocket Park, for \$500 in 2014 and 2015.

Motion by Garske to accept James Gregory Pocket Park Snow Removal Contract, **Second** by Tacconelli. **Motion carried 8 to 0.**

- b. Local Façade Improvement Program Guidelines: Director Brown updated the Authority with the Local Façade Improvement Plan, which is highlighted in the Comprehensive Plan. Based on figures from 2007 provided by Housing and Urban Development (HUD), the City is no longer classified as low – moderate income. Director Brown is currently petitioning the state to look at 2014 figures. This new scoring has increased the requirements for the Community Development Block Grant (CDBG) Façade program. A new objective is job creation or have blight removal completed. He stated that the DIDA can petition the state to use more accurate and current data. The City Commission has dedicated \$2,500 for the local program. The idea is to show small impact and overtime obtain more funds through the budget process, or other means. The program is a maximum of \$625 for 4 property owners. A committee comprised of the Building Inspector, DIDA Chair, CD Director and a Historical Society representative will select the recipients. Williams asked if the program is required to pay federal wages. Director Brown stated no. The applications process will be done throughout the winter and the work will be done in the spring. Williams is concerned about the small amount of funds available. Garske stated that it can at least paint a few buildings and have small improvements. Director Brown stated that the hope is to show improvements to get more money over time. The program is a 1 to 1 match, which means that the owner will have to match the amount of the grant. A business with a higher match will score higher in the process.

Motion by Garske to recommend to the City Commission to adopt the guidelines as presented, **Second** by Korpela. **Motion carried 8 to 0.**

- c. Medical Marihuana: Director Brown opened the discussion. He noted the new medical marihuana bill that will potentially be adopted soon, to allow commercial medical marihuana centers. This law will or will not allow provisioning centers to come into the community. If the answer is to allow them, the municipalities will create laws to regulate the facilities. Currently law enforcement agencies have very little power or control, with the current law. This new bill will give the public safety the ability to inspect the provisioning centers, know who the patients are and know who is selling to the provisioning centers. The police will have a better understanding of where it's being grown in the community, and it will give them control of the situation. Garske asked if giving the police control is a primary purpose of this law. Director Brown stated that he doesn't think that this is the purpose, but it is a benefit. He stated that the Planning Commission has already gone through their discussion. They have then discussed the zoning, which they agreed on a high visibility zone with heavy foot traffic. Their thought is the C-2 downtown district. The Planning Commission also thought that this will improve the economic situation in the downtown. Discussion ensued. Police Chief DiGiorgio addressed the authority with the standpoint of obtaining control of the situation. This proposed law will allow public safety to create rules to control. DiGiorgio stated that visibility helps public safety do their job. He then stated that if they do allow this in the Downtown, the ordinance can be very restrictive to any odors. Garske stated that with the visibility of the downtown and the recommendation from public safety, it should be in the downtown. There was consensus to allow it in the downtown.

9. Project Updates:

- a. Comprehensive/Blueprint Plan Implementation Status:
 - a> Marketing of the Downtown: Memorial building and chamber brochure are now completed.
 - b> Develop the green space across from the theatre: The city is looking into the Michigan Economic Development Corporation (MEDC) and Michigan Council for Arts and Cultural Affairs (MCACA) grant funding.
 - c> Depot Park Completion: The City has applied for the Department of Natural Resources (DNR) grant. Director Brown has received comments from the DNR to help the City score higher.
 - d> TIF: There is new TIF legislation that is being proposed.

Director Brown updated the Authority on the progress with the portions of the Comprehensive Plan, that relate to the DIDA: Façade Improvement Program, Marketing the Community, which staff is currently looking at Branding and Marketing, Housing Rehab Toolkit, Community Wide Arts Plan and the Art Park.

- b. Business Retention Program: Garske asked about the new business opening up next to the Fabric Patch. Williams suggested to the Authority to dedicate 1 or 2 hours after each meeting and schedule their business visits. Garske agreed that each member should schedule business visits in their calendar, to work on after each meeting.

10. Other Business:

Schwartz asked about the trailer parked in Lahti's parking lot. Director Brown stated that she does have a license and that she is operating on private property.

Williams stated that the Ironwood Chamber of Commerce will be visiting next month to discuss moving Hiawatha Statue to Depot Park.

Director Brown updated the group on the Farmers Market, which is still happening on Friday's. October 10th is the 1st annual Harvest Fest & Pumpkin Patch. The Parent Teach Organization (PTO) will be helping with the festival, along with the Farmers Market group.

11. Next Meeting: October 23, 2014 at 8:00 a.m.

12. Adjournment at 9:00 a.m.

Motion by Garske to adjourn, **Second** by Schwartz. **Motion Carried 8 to 0.**

Respectfully Submitted

Tom Williams, Chair

Tim Erickson, Community Development Assistant

INCOME STATEMENT
SEPTEMBER

City Of Ironwood

YEAR: THROUGH SEPTEMBER	YTD Amd. Bud.	YTD Actual
Fund Type: 21 Enterprise Funds		
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,500.00	2,977.95
675.000 CONTRIBUTIONS AND DONATION	3,114.00	20.00
Dept: 000.000	14,614.00	2,997.95
Revenues	14,614.00	2,997.95
Expenditures		
Dept: 735.000 DOWNTOWN DEVELOPMENT		
702.000 SALARIES AND WAGES	1,000.00	0.00
715.000 SOCIAL SECURITY	100.00	0.00
727.000 OFFICE SUPPLIES	100.00	0.00
728.000 OPERATING SUPPLIES	4,119.00	114.36
730.000 POSTAGE	250.00	0.00
801.000 CONTRACTUAL SERVICES	5,245.00	2,517.00
802.000 PROFESSIONAL SERVICES	100.00	0.00
851.000 ADVERTISING AND PROMOTION	100.00	0.00
910.000 INSURANCE AND BONDS	3,500.00	439.74
940.000 RENTALS OTHER	100.00	0.00
967.000 TRANSFER TO LIBRARY	0.00	500.00
DOWNTOWN DEVELOPMENT	14,614.00	3,571.10
Expenditures	14,614.00	3,571.10
Net Effect for Fund Type Enterprise Funds	0.00	-573.15
Grand Total Net Effect:	0.00	-573.15

COMPARATIVE BALANCE SHEET

SEPTEMBER

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City Of Ironwood

As of: 9/30/2014

CY Balances

PY Balances

Year-Over-Year

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	15,374.22	13,822.62	1,551.60
020.000 TAXES RECEIVABLE-REAL-CURRENT	3,675.90	3,670.29	5.61
028.000 TAXES RECEIVABLE-DQ PER PROP	155.85	428.61	-272.76

Total Assets	<u>19,205.97</u>	<u>17,921.52</u>	<u>1,284.45</u>
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Liabilities

202.000 ACCOUNTS PAYABLE	911.00	839.00	72.00
214.101 DUE TO GENERAL FUND	0.00	-393.57	393.57
279.000 DEFERRED REVENUE	8,933.84	8,975.34	-41.50

Total Liabilities	<u>9,844.84</u>	<u>9,420.77</u>	<u>424.07</u>
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Reserves/Balances

390.000 Fund Balance	9,934.28	9,527.35	406.93
398.000 CHANGE IN FUND BALANCE	-573.15	-1,026.60	453.45

Total Reserves/Balances	<u>9,361.13</u>	<u>8,500.75</u>	<u>860.38</u>
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Total Liabilities & Balances	<u>19,205.97</u>	<u>17,921.52</u>	<u>1,284.45</u>
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REVENUE/EXPENDITURE REPORT
JULY THROUGH SEPTEMBER

City Of Ironwood
For the Period: 7/1/2014 to 9/30/2014

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9:38 am

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund Type: 21 Enterprise Funds							
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept: 000.000							
403.000	CURRENT PROPERTY TAXES						
401471	07/28/2014	GJ RECORD MONTHLY DEFERRED TAXES	992.65				REJE01
401505	08/28/2014	GJ RECORD MONTHLY DEFERRED TAXES	992.65				REJE01
401539	09/28/2014	GJ RECORD MONTHLY DEFERRED TAXES	992.65				REJE01
	CURRENT PROPERTY TAXES	11,500.00	11,500.00	2,977.95	992.65	0.00	8,522.05 25.9
675.000	CONTRIBUTIONS AND DONATION						
395647	07/18/2014	CR Rcd From: BOB BURCHELL	20.00	Drawer:DRWRL Type:DIDAR			162644
	CONTRIBUTIONS AND DONATION	3,114.00	3,114.00	20.00	0.00	0.00	3,094.00 0.6
Dept: 000.000		14,614.00	14,614.00	2,997.95	992.65	0.00	11,616.05 20.5
Revenues		14,614.00	14,614.00	2,997.95	992.65	0.00	11,616.05 20.5
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
	SALARIES AND WAGES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00 0.0
	SOCIAL SECURITY	100.00	100.00	0.00	0.00	0.00	100.00 0.0
	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00 0.0
728.000	OPERATING SUPPLIES						
394727	08/31/2014	AP RIVER VALLEY STATE BANK	42.36	INV#:			67885
395210	09/30/2014	AP RANGE MASTER GARDENER	72.00	INV#:			68114
	OPERATING SUPPLIES	4,119.00	4,119.00	114.36	72.00	0.00	4,004.64 2.8
	POSTAGE	250.00	250.00	0.00	0.00	0.00	250.00 0.0
801.000	CONTRACTUAL SERVICES						
394036	07/31/2014	AP RANGE MASTER GARDENER	275.00	INV#:			67549
394538	08/31/2014	AP RANGE MASTER GARDENER	275.00	INV#:			67808
394548	08/31/2014	AP KASIETA/CARIANN//	564.00	INV#:			67818
394720	08/31/2014	AP KASIETA/CARIANN//	564.00	INV#:			67878
395213	09/30/2014	AP RANGE MASTER GARDENER	275.00	INV#:			68117
395291	09/30/2014	AP KASIETA/CARIANN//	564.00	INV#:			68195
	CONTRACTUAL SERVICES	5,245.00	5,245.00	2,517.00	839.00	0.00	2,728.00 48.0
	PROFESSIONAL SERVICES	100.00	100.00	0.00	0.00	0.00	100.00 0.0
	ADVERTISING AND PROMOTION	100.00	100.00	0.00	0.00	0.00	100.00 0.0
	BLUEPRINT GRANT	0.00	0.00	0.00	0.00	1.00	-1.00 0.0
910.000	INSURANCE AND BONDS						
401475	07/28/2014	GJ REC MONTHLY LIABILITY INSURANCE	146.58				
401509	08/28/2014	GJ REC MONTHLY LIABILITY INSURANCE	146.58				
401543	09/28/2014	GJ REC MONTHLY LIABILITY INSURANCE	146.58				
	INSURANCE AND BONDS	3,500.00	3,500.00	439.74	146.58	0.00	3,060.26 12.6
	RENTALS OTHER	100.00	100.00	0.00	0.00	0.00	100.00 0.0
967.000	TRANSFER TO LIBRARY						
401261	09/30/2014	GJ X-FER TO LIBR - DEMO RELATED COSTS	500.00				
	TRANSFER TO LIBRARY	0.00	0.00	500.00	500.00	0.00	-500.00 0.0
DOWNTOWN DEVELOPMENT		14,614.00	14,614.00	3,571.10	1,557.58	1.00	11,041.90 24.4
Expenditures		14,614.00	14,614.00	3,571.10	1,557.58	1.00	11,041.90 24.4
Net Effect for Enterprise Funds		0.00	0.00	-573.15	-564.93	1.00	574.15



MEMO

To: Chair Williams and the DIDA

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

Date: November 13, 2014

Meeting Date: November 20, 2014

Re: Memo on Agenda Items

- a. Downtown Blueprint Report: Every year the DIDA is required to submit a report to the State on the Downtown Blueprint. As part of that report they look for information on number of new businesses and employee counts as well as businesses that went out of business. One component of the business retention program is just that. I would ask that each DIDA member go through your respective zones and identify and record this information and submit it to me by the December 10, 2014 so that I can finalize the report for your review and approval at your December meeting.
- b. Flower Baskets: It's that time of year already to start thinking about flower baskets for next summer. There are a couple items to consider:
 - i. Do you want to continue with the same company or bid it out? This past year the baskets were \$36 a piece, up a dollar from previous years. The company recently contacted me and said the same baskets would be \$40 next year. The company would like to place the order by the end of November.
 - ii. How many flower baskets do you want? 69 have been budgeted for at \$35 for a budget of \$2,415; however I have had some recommendations to reduce the number in order to assist with the upkeep of them thereby reducing cost as well as the increase in purchase cost now. The idea would be to only place baskets in the core block and not extend the baskets to every light pole we have used in the past. A recommended amount is 45 if that is the decision the DIDA wants to go. As a reminder there was a shortfall of approximately \$600 of donations to cover the flower basket purchase expense. If you went with 45 at \$40 that would equal \$1,800.
- c. Façade Program: The local façade improvement program is up and running on the City's website along with the application. There was also a story in the Globe on November 10, 2014 about it. <http://cityofironwood.org/Business/Business%20Programs/Facade%20Improvement%20Program.html>. I am asking the DIDA to talk with the businesses in your zones about the program and encourage them to apply; application deadline is January 30, 2015.

F:\Community Development\Downtown Ironwood Development Authority (DIDA)\Agendas & Minutes\Agendas\2014\Nov 20\Memo on Agenda Items.doc

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- d. Art Park: The Michigan Economic Development Corporation crowdfunding campaign is currently active. I encourage the DIDA to promote this as our deadline to meet our \$10,000 goal is December 5, 2014. If we make our goal the MEDC will match it with \$10,000, if we don't meet our goal we get nothing. https://www.patronicity.com/project/city_of_ironwood_art_park
- e. Goal Setting: A discussion will be held regarding goals for 2015, please see the attached goals for 2014 and review the Blueprint Plan for ideas. Because of the new comprehensive plan and project already identified for the next year, I propose to narrow down specific projects/goals for 2015 to two or three. In years past there has been a rather long list of goals and it is difficult to accomplish them all. Many of the goals set or long term/ongoing goals and projects that don't necessarily have a completion date.

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

2014 BENCHMARK REPORT

- 1. Total taxable value of property in the Downtown:** \$6,860,630
- 2. Number of new jobs created:** Please see attached table
- 3. Dollar amount of new private investment:** \$41,500
- 4. Public improvements & their costs:**

Installation of HVAC system in City Centre Building: \$73,080
- 5. Economic development tools utilized:** 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 November of 2014, 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 2014												
	# of Businesses					Total	# of Jobs					Total
Business Openings	Retail	Office	Service	Comm/Ind	Food/Res	Biz	Retail	Office	Service	Comm/Ind	Food/Res	Jobs
Bueno Appetito					1						1.5	
The Other Side Glass	1						1					
Focused Girl			1						1			
Stems Flower Shop	1						1					
Totals	2	0	1	0	1	4	2	0	1	0	1.5	4.5
	# of Businesses					Total	# of Jobs					Total
Business Closings	Retail	Office	Service	Comm/Ind	Food/Res	Biz	Retail	Office	Service	Comm/Ind	Food/Res	Jobs
Superior Shoes	1						4.5					
Totals	1	0	0	0	0	1	4.5	0	0	0	0	4.5
				Net New Business		3				Net Job Changes		0

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**) **Becky** / Chamber and Memorial Building Brochure completed.
2. Develop green space across from Theater (**3 votes**) **Tom**/ Art Park concept plan completed, MEDC Crowdfunding running month of November 2014.
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**) **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. New legislation is being proposed, waiting on outcome.
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