



213 S. Marquette St. Ironwood, MI 49938  
Memorial Building, Conference Room #1, 2<sup>nd</sup> Floor

### *Downtown Ironwood Development Authority Meeting Agenda*

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1. Call to Order
2. Recording of the Roll
3. Approval of the January 22, 2015 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. Public Participation: Rick Semo regarding The Way We Worked Smithsonian Exhibit
9. Items for Discussion and Consideration
  - a. Discuss and Consider 15/16 Budget
  - b. Discuss and Consider Approving Flower Watering Contract
  - c. Discuss and Consider Approving Pocket Park Maintenance Contract
  - d. Discuss and Consider Funding Request by Range Master Gardener Volunteers
10. Project Updates
  - a. Comprehensive/Blueprint Plan Implementation Status
  - b. Business Retention Program
  - c. Art Park
  - d. Façade Grant
11. Other Business
12. Next Meeting: March 26, 2015
13. Adjournment



**Proceedings of the Downtown Ironwood Development Authority  
Thursday, January 22, 2015**

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A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, January 22, 2015 at 8:00 A.M. in Conference Room #1, 2<sup>nd</sup> Floor, Memorial Building, Ironwood, Michigan.

1. Call to Order:

Vice-Chair Tacconelli 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	
Nancy Korpela	X			
Corcoran, Kim		X	X	
Garske, Lea-Ann		X	X	
Peterson, Larry	X			
Schwartz, Becky	X			
Sim, David		X	X	
Tacconelli, Peter	X			
Tippet, Rick	X			
Gulan, Debbie	X			
	<b>6</b>	<b>4</b>	<b>Quorum</b>	

Also present: Community Development Director Michael J. D. Brown and Community Development Assistant Tim Erickson.

3. Approval of Minutes:

**Motion** by Schwartz to accept the meeting minutes from the November 20, 2014 meeting. **Second** by Tippet. **Motion Carried 5 to 0.**

4. Approval of the Agenda:

**Motion** by Schwartz to approve the presented Agenda. **Second** by Tippet. Motion carried **5 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 updated the Authority on the Financial Report and noted the transfer of the \$1,000 donation for the Art Park.

**Motion** by Tippet to accept the Financial Report, **Second** by Korpela. **Motion carried 5 to 0.**

8. Items for Discussion and Consideration:

- a. Downtown Blueprint Report: Director Brown presented the Downtown Blueprint Report with a note that this will be the last year to report to the State. Larry Peterson arrived.

**Motion** by Tippet to approve the Downtown Blueprint Report, **Second** by Schwartz. **Motion carried 6 to 0.**

- b. Approve 2015 Goals: Director Brown reviewed with the Authority its goals for 2015.

**Motion** by Tippet to approve the 2015 goals, **Second** by Korpela. **Motion carried 6 to 0.**

- c. Economic Development Presentation: Director Brown presented his economic development presentation.

- d. Review Status of Business Retention Program: Director Brown presented the status of the retention program and asked the authority what to change in the program or if they want to continue with the program. Discussion continued amongst the Authority and consensus was to continue with the program and make a better effort at meeting with business owners.

- e. Flower Watering Contract: Director Brown asked the authority whether they wanted to keep the same person from last year, or obtain bids. The second question was to keep the same rate per basket. There was consensus between the group to use the same person and rate. The contract will come back for approval at the next meeting.

- f. Pocket Park Contract: Director Brown stated that their rate was \$275 per month for the Range Master Gardeners to maintain the park. There was consensus to obtain the contract with the Range Master Gardener, for next meeting.
- g. Outdoor Ice Rink: Director Brown brought up the idea of an outdoor ice rink at Depot Park, based from the previous Parks and Recreation Committee meeting discussion. Discussion ensued. The Authority liked the concept and would like to pursue with the understanding it would be manned by a volunteer group and not City forces.

9. Project Updates:

- a. Comprehensive/Blueprint Plan Implementation Status: Director Brown updated the Authority on the status of the plan. The current projects are, Branding the City, Zoning Ordinance Update, Business Retention Program, Art Park, and Façade Grant.
- b. Business Retention Program: Director Brown discussed the business Retention program during the Economic Development Presentation.
- c. Art Park: The Art Park has received donations from a local woodworker for chairs and an arbor. Construction will begin in the Spring/Summer of 2015
- d. Façade Grant: This has been budgeted by the City for Downtown Businesses to fix up their façade.

10. Other Business: None

11. Next Meeting: February 26, 2015 at 8:00 a.m.

12. Adjournment at 9:02 a.m.

**Motion** by Tippet to adjourn, **Second** by Schwartz. **Motion Carried 6 to 0.**

Respectfully Submitted

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Tom Williams, Chair

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Tim Erickson, Community Development Assistant

**REVENUE/EXPENDITURE REPORT**  
**JANUARY**

City Of Ironwood  
 For the Period: 1/1/2015 to 1/31/2015

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 2/19/2015  
 12:38 pm

	Original Bud.	Amended Bud.	MTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY</b>							
Revenues							
Dept: 000.000							
403.000 CURRENT PROPERTY TAXES							
408843 01/28/2015 GJ RECORD MONTHLY DEFERRED TAXES			992.65			REJE01	
CURRENT PROPERTY TAXES	0.00	0.00	992.65	992.65	0.00	-992.65	0.0
Dept: 000.000	0.00	0.00	992.65	992.65	0.00	-992.65	0.0
Revenues	0.00	0.00	992.65	992.65	0.00	-992.65	0.0
Expenditures							
Dept: 735.000 DOWNTOWN DEVELOPMENT							
910.000 INSURANCE AND BONDS							
408850 01/28/2015 GJ REC MONTHLY LIABILITY INSURANCE			146.58				
INSURANCE AND BONDS	0.00	0.00	146.58	146.58	0.00	-146.58	0.0
DOWNTOWN DEVELOPMENT	0.00	0.00	146.58	146.58	0.00	-146.58	0.0
Expenditures	0.00	0.00	146.58	146.58	0.00	-146.58	0.0

**INCOME STATEMENT**

JANUARY

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2/19/2015

12:37 pm

City Of Ironwood

YEAR: THROUGH JANUARY

YTD Amd. Bud.

YTD Actual

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY		
Revenues		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,500.00	6,948.55
675.000 CONTRIBUTIONS AND DONATION	<u>3,114.00</u>	<u>1,120.00</u>
Dept: 000.000	14,614.00	8,068.55
	<u>14,614.00</u>	<u>8,068.55</u>
Revenues	14,614.00	8,068.55
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	1,639.93
730.000 POSTAGE	250.00	175.20
801.000 CONTRACTUAL SERVICES	5,245.00	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	3,500.00	1,026.06
940.000 RENTALS OTHER	100.00	0.00
967.000 TRANSFER TO LIBRARY	0.00	500.00
976.000 TRANSFER TO GENERAL FUND	<u>0.00</u>	<u>1,000.00</u>
DOWNTOWN DEVELOPMENT	14,614.00	7,633.19
	<u>14,614.00</u>	<u>7,633.19</u>
Expenditures	14,614.00	7,633.19
<hr/>		
Grand Total Net Effect:	0.00	435.36

**COMPARATIVE BALANCE SHEET**

JANUARY

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2/19/2015

12:36 pm

City Of Ironwood

As of: 1/31/2015

CY Balances

PY Balances

Year-Over-Year

Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Assets

002.000 CASH IN BANK	12,320.87	11,318.60	1,002.27
020.000 TAXES RECEIVABLE-REAL-CURRENT	2,863.22	2,832.78	30.44
028.000 TAXES RECEIVABLE-DQ PER PROP	392.70	428.61	-35.91

Total Assets	<u>15,576.79</u>	<u>14,579.99</u>	<u>996.80</u>
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Liabilities

279.000 DEFERRED REVENUE	4,963.24	4,986.30	-23.06
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Total Liabilities	<u>4,963.24</u>	<u>4,986.30</u>	<u>-23.06</u>
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Reserves/Balances

390.000 Fund Balance	10,178.19	9,527.35	650.84
398.000 CHANGE IN FUND BALANCE	435.36	66.34	369.02

Total Reserves/Balances	<u>10,613.55</u>	<u>9,593.69</u>	<u>1,019.86</u>
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Total Liabilities & Balances	<u>15,576.79</u>	<u>14,579.99</u>	<u>996.80</u>
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Account/Description 899	Budget 14/15	Budget 15/16	Notes	Millage .00194
403-Current Property Taxes	\$11,500.00	\$11,500.00	Estimate from Dennis - most accurate # by end of Feb	
675- Contributions	\$3,114.00	\$1,900.00	This is the amount needed to make up any deficit for 728-Operating Supplies	
<b>Total Revenues</b>	<b>\$14,614.00</b>	<b>\$13,400.00</b>		
702-Salaries and Wages	\$1,000.00	\$1,000.00		
715-SS	\$100.00	\$100.00		
727-Office Supplies	\$100.00	\$100.00		
728-Operating Supplies	\$4,119.00	\$3,925.00		
Purchase flower baskets	\$2,415.00	\$2,000.00	14/15 - Dec 2014 purchased 50 at \$40/each - increase from \$36 to \$40 in 14/15. 15/16 amount based on 50 at \$40/each	
Purchase wreaths	\$1,225.00	\$1,225.00	13/14 budget 49 wreaths purchased at \$25 each	
Zip ties and wire for hanging wreaths	\$215.00	\$300.00	\$1.77/tie 2 ties/wreath (price in 2014, however 125 ties were ordered for a total of 248.22 with shipping and taxes)	
Lights for wreaths	\$100.00	\$100.00	\$2.50 for string of 100 lights - donation by Walmart	
Remove wreaths		\$200.00	contract out if DPW aren't able to do	
Pocket Park Lights	\$100.00	\$100.00	Purchased and installed by Range Master Gardeners	
Farmers Market Signs	\$64.00	\$0.00	Vendor fees go towards marketing and advetising, should DIDA budget for this?	
730-Postage	\$250.00	\$350.00		
801-Contract Services	\$5,295.00	\$4,125.00	Flower Basket Watering, Summer and Winter Pocket Park Maintenance	
2013 Flower Watering and Pocket Park				
Pocket Park Shoveling	\$500.00	\$500.00		
Pocket Park July 2014	\$275.00	\$275.00		
Pocket Park Aug 2014	\$275.00	\$275.00		
Pocket Park Sept 2014	\$275.00	\$275.00		
Pocket Park Oct 2014	\$275.00	\$275.00		
Pocket Park April 2015	\$275.00	\$275.00		
Pocket Park May 2015	\$275.00	\$275.00		
Pocket Park June 2015	\$275.00	\$275.00		
Flower Basket Fertilizer	\$50.00	\$100.00		
Flower Watering July 2014	\$564.00	\$400.00		
Flower Watering Aug 2014	\$564.00	\$400.00		
Flower Watering Sept 2014	\$564.00	\$400.00		
Flower Watering May 2015	\$564.00	\$0.00		
Flower Watering June 2015	\$564.00	\$400.00		
802-Professional Services	\$100.00	\$100.00	Attorney fees	
851-Advertising and Promotion	\$100.00	\$100.00	Notices in newspaper i.e. advertise for façade grant or other programs etc.	
910-Insurance and Bonds	\$3,500.00	\$3,500.00	Get from Paul: Estimate - insurance for DIDA members and property insurance on pocket park	
940-Rentals	\$100.00	\$100.00	photo copies, other rentals	
<b>Total Expenditures</b>	<b>\$14,664.00</b>	<b>\$13,400.00</b>	<b>Total of Bold \$\$\$ amounts.</b>	
	<b>Round to nearest 100 for Paul</b>			
<b>Total Net Effect</b>	<b>-\$50.00</b>	<b>\$0.00</b>		





**DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY**

**FLOWER BASKET WATERING CONTRACT**

**THIS CONTRACT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, between the Downtown Ironwood Development Authority (DIDA) and Cariann Kasieta, whose address is 717 E Ayer Street, Ironwood, MI 49938.

1. Cariann Kasieta agrees to perform flower water services daily from June 1, 2015 through September 30, 2015 which shall include watering of 50 hanging flower baskets throughout the downtown and the Historic Depot at 150 N. Lowell Street, Ironwood, MI 49938 and the flower garden in front of the Depot (Chamber) at 150 N. Lowell Street, Ironwood, MI 49938.
2. Compensation for these services shall be paid in monthly installments of \$400.00, upon submission of a monthly invoice (use attached template) to the City of Ironwood Finance Director.
3. Cariann Kasieta agrees to perform said watering services in accordance with standards and inspections by the DIDA.
4. At any point in time should Cariann Kasieta fail to satisfactorily perform said services, it shall be considered a default of said contract and the DIDA may immediately terminate and cancel said contract without any further liability or obligations whatsoever to Cariann Kasieta.
5. Cariann Kasieta, agrees to hold the DIDA and the City of Ironwood and any of its employees or board members harmless from any claims arising from any and all activities it conducts and to indemnify the DIDA and the City of Ironwood for any loss or claims which the DIDA and the City of Ironwood may incur or be called upon to defend, including its reasonable Attorney fees and costs and reasonable cost of the DIDA and City Staff in any such loss or claim.

**IN WITNESS WHEREOF** the parties have signed this Contract this \_\_\_\_\_ day of

\_\_\_\_\_, 2015.

\_\_\_\_\_  
**Chairperson, Downtown Ironwood  
Development Authority**

\_\_\_\_\_  
**Cariann Kasieta**





**DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY**

**POCKET PARK SUMMER MAINTENANCE CONTRACT**

**THIS CONTRACT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, between the Downtown Ironwood Development Authority (DIDA) and Range Master Gardener Volunteer Association, whose address is c/o Lynn Adams – 328 W Norrie Street, Ironwood, MI 49938.

1. Range Master Gardener Volunteer Association, Lynn Adams, spokesperson, agrees to perform maintenance services, planting, weeding, watering and fertilizing for the Pocket Park in the downtown located at the northeast corner of E. Aurora Street and N. Suffolk Street. Such maintenance shall be done from April 1, 2015 through October 31, 2015 or as weather permits.
2. Compensation for flowers, plants, supplies and other items needed shall be paid in monthly installments of \$275.00 upon submission of a monthly invoice (use attached template) to the City of Ironwood Finance Director.
3. Range Master Gardener Volunteer Association agrees to perform said Park maintenance in accordance with standards and inspections by the DIDA.
4. At any point in time should Range Master Gardener Volunteer Association fail to satisfactorily perform these services, it shall be considered a default of this contract and the DIDA may immediately terminate and cancel the contract without further liability or obligations whatsoever to the Range Master Gardener Volunteer Association.
5. Range Master Gardener Volunteer Association agrees to hold the DIDA and the City of Ironwood and any of its employees or board members harmless from any claims arising from any and all activities it conducts and to indemnify the DIDA and the City of Ironwood for any loss or claims which the DIDA and the City of Ironwood may incur or be called upon to defend, including its reasonable Attorney fees and costs and reasonable cost of the DIDA and City Staff in any such loss or claim.

**IN WITNESS WHEREOF** the parties have signed this Contract this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
**Chairperson, Downtown Ironwood  
Development Authority**

\_\_\_\_\_  
**Range Master Gardener**



# DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY

## APPLICATION FOR FUNDING & SUPPORT

When the Downtown Ironwood Development Authority (DIDA) is presented with a proposal for funding or support, the following criteria will be considered – that the proposal has the potential to:

- Benefit the entire Downtown District;
- Minimize blight and promote improvement in District properties;
- Create short-term and permanent jobs in the District;
- Help implement the 2009 Downtown Blueprint;
- Integrate with annual Work Plan priorities adopted by the Downtown Ironwood Development Authority; and/or
- Encourage historic preservation.

More weight shall be given to projects creating tangible outcomes and impacts.

Non-profit organizations and initiatives shall be given preference.

Applications shall be reviewed on a case-by-case basis. The Downtown Ironwood Development Authority will not take action on any application at the same regular meeting at which Board members first review the application.

For any proposal meeting the above criteria, no more than \$100 shall be provided. The Downtown Ironwood Development Authority has limited funds. No more than \$400 will be distributed to worthy projects in a given fiscal year.

**1. Name of Applicant Organization:** Range Master Gardener Volunteers

**2. Please Describe How Proposed Use of DIDA Funds Specifically Supports Any or All of**

**the Criteria Listed Above:** this 2 hour presentation should bring quite a few people to our area. There will be plenty of time to shop and enjoy our restaurants.

We will have the presentation at the Ironwood Theatre. Maps of the area will be on hand.

**3. Amount Requested:** \$100

We are looking at June 28<sup>th</sup>

**Downtown Ironwood Development Authority**

**February 19, 2015**

**Dear Members,**

**We are asking for a small donation of \$100 to put towards an event at the Ironwood Theatre, called "Growing Power" with Will Allen that will be presented at the end of June.**

Zona Wick, Iron County Health Officer states, "We have to fight against hunger and obesity. This program will help motivate and educate people about the benefits of growing your own food. The goal is to demonstrate that growing food can be abundant, beautiful, culturally appropriate and supplement the community's food needs. In many cases, the gardens serve as an outdoor classroom and gathering space for children and neighbors. I think it can work for our rural community just as well as an urban setting. Our poverty ridden, rural neighborhoods are just as needy as urban areas. No grocery store in Hurley.....seems like really good reason to grow a garden! I would very much like to see him tour our school garden and do a presentation in our community. **Will Allen was named one of Time magazine's most influential people in 2010.**

[http://en.wikipedia.org/wiki/Will\\_Allen\\_\(urban\\_farmer\)](http://en.wikipedia.org/wiki/Will_Allen_(urban_farmer))

We have an extensive mailing, emailing, newspaper and a huge Master Gardener list for the U.P and northern Wisconsin. We are thinking BIG. I have started on a map of the downtown to let people know about the wonderful stores that we have here.

We are thinking that we do not want to charge, but ask for donations for our local Food Pantries.

Thank you for your consideration,

**The Range Master Gardener Volunteer Association Tax-exempt number is:**

**501 (c)(3) 80-0328908**

**Again, thank you for your support.**

**Range Master Gardener Volunteer Assn.**

**Lynn M. Adams, Treasurer**



**328 W. Norrie Street  
Ironwood, MI 49938**