



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 February 26, 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. Items for Discussion and Consideration
  - a. Discuss and Consider 15/16 Budget
  - b. Discuss and Consider Flower Basket Donation Letters
9. Project Updates
  - a. Comprehensive/Blueprint Plan Implementation Status
  - b. Business Retention Program
  - c. Art Park
  - d. Façade Grant
  - e. Depot Park Playground (DNR Trust Fund Grant)
10. Other Business
11. Next Meeting: April 23, 2015
12. Adjournment



**Proceedings of the Downtown Ironwood Development Authority**  
**Thursday, February 26, 2015**

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A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, February 26, 2015 at 8:00 A.M. in Conference Room #1, 2<sup>nd</sup> 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			
Tacconelli, Peter		X	X	
Tippett, Rick	X			
Gulan, Debbie		X	X	
	<b>6</b>	<b>4</b>	<b>Quorum</b>	

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

3. Approval of Minutes:

**Motion** by Tippet to accept the meeting minutes from the January 22, 2015 meeting.  
**Second** by Schwartz. **Motion Carried 5 to 0.**

Garske arrived at 8:01 am.

4. Approval of the Agenda:

**Motion** by Sim to approve the presented Agenda. **Second** by Tippet. Motion carried **6 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.

**Motion** by Garske to accept the Financial Report, **Second** by Sim. **Motion carried 6 to 0.**

8. Public Participation:

- a. Rick Semo regarding The Way We Worked Smithsonian Exhibit: Semo distributed the event calendar and made his presentation. Discussion ensued.

**Motion** by Garske to donate \$500 to The Way We Worked Smithsonian Exhibit, **Second** by Korpela. **Motion carried 6 to 0.**

9. Items for Discussion and Consideration:

- a. Discuss and Consider 15/16 Budget: Director Brown updated the authority on the draft budget.

- b. Discuss and Consider Approving Flower Watering Contract: Director Brown updated the authority on the watering contract presented in the agenda. Discussion ensued.

**Motion** by Sim to approve the Flower Watering Contract, **Second** by Korpela. **Motion carried 6 to 0.**

- c. Discuss and Consider Approving Pocket Park Maintenance Contract: Director Brown presented the contract in the agenda packet.

**Motion** by Tippet to Approve the Pocket Park Maintenance Contract, **Second** by Korpela. **Motion carried 6 to 0.**

- d. Discuss and Consider Funding Request by Range Master Gardener Volunteers: Chair Williams updated the Authority on the speaker and the event.

**Motion** by Korpela to donate \$100 to the Range Master Gardeners for Theatre rental, **Second** by Tippet. **Motion carried 6 to 0.**

10. Project Updates:

- a. Comprehensive/Blueprint Plan Implementation Status: Director Brown updated the Authority on the status of the plan. He updated on the Art Park, Branding, Façade Grant, Housing Rehab Toolkit, Zoning Ordinance Update and Lahti's Parking Lot Development.
- b. Business Retention Program: Director Brown discussed the business Retention program and urged the authority to visit the businesses.

- c. Art Park: The Art Park was discussed in item 10a Comprehensive/Blueprint Plan Implementation Status.
- d. Façade Grant: The Façade Grant was discussed in item 10a Comprehensive/Blueprint Plan Implementation Status.

11. Other Business: None

12. Next Meeting: March 26, 2015 at 8:00 a.m.

13. Adjournment at 8:48 a.m.

**Motion** by Garske 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**  
FEBRUARY

City Of Ironwood  
For the Period: 2/1/2015 to 2/28/2015

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4:04 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							
410637 02/28/2015 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							
801.000 CONTRACTUAL SERVICES							
410633 02/28/2015 AP GREGORY/ JAMES//			250.00	INV#:		69377	
CONTRACTUAL SERVICES	0.00	0.00	250.00	250.00	0.00	-250.00	0.0
910.000 INSURANCE AND BONDS							
410644 02/28/2015 GJ REC MONTHLY LIABILITY INSURANCE			146.58				
INSURANCE AND BONDS	0.00	0.00	146.58	146.58	0.00	-146.58	0.0
956.000 MISCELLANEOUS EXPENSE							
410672 02/28/2015 GJ RECORD JUDGEMENT STRIKING 2008 DC			12.02				
MISCELLANEOUS EXPENSE	0.00	0.00	12.02	12.02	0.00	-12.02	0.0
967.000 TRANSFER TO LIBRARY							
410668 02/28/2015 GJ X-FER TO LIBRARY - DEMO RELATED COKENNY STUDIO			500.00				
410674 02/28/2015 GJ X-FER TO LIBRARY - DEMO RELATED COKENNY STUDIO			1,500.00				
TRANSFER TO LIBRARY	0.00	0.00	2,000.00	2,000.00	0.00	-2,000.00	0.0
DOWNTOWN DEVELOPMENT	0.00	0.00	2,408.60	2,408.60	0.00	-2,408.60	0.0
Expenditures	0.00	0.00	2,408.60	2,408.60	0.00	-2,408.60	0.0

**INCOME STATEMENT**  
FEBRUARY

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City Of Ironwood

YEAR: THROUGH FEBRUARY	YTD Amd. Bud.	YTD Actual
<b>Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY</b>		
<b>Revenues</b>		
Dept: 000.000		
403.000 CURRENT PROPERTY TAXES	11,500.00	7,941.20
675.000 CONTRIBUTIONS AND DONATION	3,114.00	1,120.00
Dept: 000.000	<u>14,614.00</u>	<u>9,061.20</u>
<b>Revenues</b>	<u>14,614.00</u>	<u>9,061.20</u>
<b>Expenditures</b>		
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	3,542.00
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	1,172.64
940.000 RENTALS OTHER	100.00	0.00
956.000 MISCELLANEOUS EXPENSE	0.00	12.02
967.000 TRANSFER TO LIBRARY	0.00	2,500.00
976.000 TRANSFER TO GENERAL FUND	<u>0.00</u>	<u>1,000.00</u>
DOWNTOWN DEVELOPMENT	<u>14,614.00</u>	<u>10,041.79</u>
<b>Expenditures</b>	<u>14,614.00</u>	<u>10,041.79</u>
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Grand Total Net Effect:	0.00	-980.59

## COMPARATIVE BALANCE SHEET

FEBRUARY

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3/25/2015

4:02 pm

City Of Ironwood

As of: 2/28/2015

CY Balances

PY Balances

Year-Over-Year

## Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY

## Assets

002.000 CASH IN BANK	10,449.74	11,133.12	-683.38
020.000 TAXES RECEIVABLE-REAL-CURRENT	2,587.77	2,812.83	-225.06
028.000 TAXES RECEIVABLE-DQ PER PROP	380.68	364.91	15.77

Total Assets	13,418.19	14,310.86	-892.67
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## Liabilities

202.000 ACCOUNTS PAYABLE	250.00	0.00	250.00
279.000 DEFERRED REVENUE	3,970.59	3,989.04	-18.45

Total Liabilities	4,220.59	3,989.04	231.55
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## Reserves/Balances

390.000 Fund Balance	10,178.19	9,527.35	650.84
398.000 CHANGE IN FUND BALANCE	-980.59	794.47	-1,775.06

Total Reserves/Balances	9,197.60	10,321.82	-1,124.22
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Total Liabilities & Balances	13,418.19	14,310.86	-892.67
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BUDGET WORKSHEET: 2015 - 2016

	Prior Year <u>Actual</u>	Original Budget	Amended Budget	Actual Through <u>12/31/14</u>	Initial Requests <u>2015 - 2016</u>	Notes
Fund: 899 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
403.000 CURRENT PROPERTY TAXES	\$ 11,745	\$ 11,500	\$ 11,500	\$ 5,956	\$ 11,500	Estimate from Dennis - most accurate # by end of Feb
675.000 CONTRIBUTIONS AND DONATION	<u>\$ 2,245</u>	<u>\$ 3,114</u>	<u>\$ 3,114</u>	<u>\$ 1,120</u>	<u>\$ 1,900</u>	This is the amount needed to make up any defecit for 728-Operating Supplies
Total Revenues	<u>\$ 13,990</u>	<u>\$ 14,614</u>	<u>\$ 14,614</u>	<u>\$ 7,076</u>	<u>\$ 13,400</u>	
Expenditures						
Dept: 735.000 DOWNTOWN DEVELOPMENT						
702.000 SALARIES AND WAGES	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	
715.000 SOCIAL SECURITY	\$ -	\$ 100	\$ 100	\$ -	\$ 100	.0765 * Salary
727.000 OFFICE SUPPLIES	\$ -	\$ 100	\$ 100	\$ -	\$ 100	
728.000 OPERATING SUPPLIES	\$ 4,343	\$ 4,119	\$ 4,119	\$ 1,640	\$3,925.00	
Purchase flower baskets				\$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		13/14 budget 49 wreaths purchased at \$25 each
Zip ties and wire for hanging wreaths				\$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		\$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		Purchased and installed by Range Master Gardeners
Farmers Market Signs				\$0.00		Vendor fees go towards marketing and advetising, should DIDA budget for this?
730.000 POSTAGE	\$ 99	\$ 250	\$ 250	\$ 175	\$ 350	
801.000 CONTRACTUAL SERVICES	\$ 4,881	\$ 5,245	\$ 5,245	\$ 3,292	\$4,125.00	
Pocket Park Shoveling				\$500.00		
Pocket Park July 2014				\$275.00		
Pocket Park Aug 2014				\$275.00		
Pocket Park Sept 2014				\$275.00		
Pocket Park Oct 2014				\$275.00		
Pocket Park April 2015				\$275.00		
Pocket Park May 2015				\$275.00		
Pocket Park June 2015				\$275.00		
Flower Basket Fertilizer				\$100.00		
Flower Watering July 2014				\$400.00		
Flower Watering Aug 2014				\$400.00		
Flower Watering Sept 2014				\$400.00		
Flower Watering May 2015				\$0.00		
Flower Watering June 2015				\$400.00		
802.000 PROFESSIONAL SERVICES	\$ 21	\$ 100	\$ 100	\$ -	\$ 100	Attorney Fees
851.000 ADVERTISING AND PROMOTION	\$ 1,080	\$ 100	\$ 100	\$ -	\$ 100	Notices in newspaper i.e. advertise for façade grant or other programs etc.
910.000 INSURANCE AND BONDS	\$ 3,230	\$ 3,500	\$ 3,500	\$ 879	\$ 3,500	Get from Paul: Estimate - insurance for DIDA members and property insurance on pocket park
940.000 RENTALS OTHER	\$ -	\$ 100	\$ 100	\$ -	\$ 100	
967.000 TRANSFER TO LIBRARY	\$ -	\$ -	\$ -	\$ 500	\$ -	
976.000 TRANSFER TO GENERAL FUND	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	
Total Expenditures	<u>\$ 13,654</u>	<u>\$ 14,614</u>	<u>\$ 14,614</u>	<u>\$ 7,486</u>	<u>\$ 13,400</u>	





**DOWNTOWN IRONWOOD  
DEVELOPMENT AUTHORITY  
Flower Basket Fund  
Contribution Form**

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The Downtown Ironwood Development Authority (DIDA) has again undertaken the job of collecting money for the Downtown area hanging flower baskets. The DIDA is thankful for the support of those who have contributed in the past to help with this project.

To continue this tradition, donations will be needed from businesses and people like you, who are interested in the beautification of our city. We hope you will be able to assist us this year. With the renovation of Main Street and Depot Park complete the baskets will truly add to the beauty of our town! A total of 50, 16" flower baskets have been purchased already. The request is \$40.00 for a flower basket, if the funds exceed the cost of the baskets, they will be used for watering of the plants and equipment maintenance.

If you are able to help us with this beautification project, please send your check made payable to "Downtown Ironwood Development Authority, Attention Tim Erickson", earmarked "Flower Basket Fund 2015" along with this form to the City of Ironwood, 213 S Marquette Street, Ironwood, MI 49938.

Thank you in advance for your help!!

**DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY**

Tom Williams, Chair  
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Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Amt. Donated \_\_\_\_\_

Mail to: City of Ironwood, Attn. Tim Erickson, 213 S. Marquette, Ironwood MI 49938.

Contributions to an organization described in section 170(c)(1) for exclusively public purposes will be deductible for federal income tax purposes. Section 170(c)(1) describes states, possessions of the United States, political subdivisions of the foregoing, the United States, and the District of Columbia. The amount of your contribution that is deductible for Federal income tax purposes is limited to the excess of the amount of any money and the value of any property other than money contributed by the donor over the value of the goods or services provided by the organization.