



**213 S. Marquette St. Ironwood, MI 49938
Memorial Building, Conference Room #1, 2nd Floor**

Economic Development Corporation Meeting Agenda

1. Call to Order
2. Recording of the Roll
3. Nomination and Election of Chair and Vice-Chair
4. Approval of the Minutes of September 2, 2015 and October 7, 2015
5. Approval of the Agenda
6. Citizens wishing to address the Corporation regarding Items on the Agenda (Three-minute limit)
7. Citizens wishing to address the Corporation regarding items not on Agenda Items (Three-minute limit)
8. Items for Discussion and Consideration
 - a. Community Development Department
<http://cityofironwood.org/Departments/Community%20Development/Welcome.html>
 - b. Economic Development Presentation
http://cityofironwood.org/documents/Home/GOVERNMENT/Boards_and_Committees/EDC/Economic_Development_PP.pdf
 - c. Goal Setting – Chapter 6 of Comprehensive Plan
http://cityofironwood.org/documents/Home/DOCUMENTS/Comprehensive_Plan/Chapter_6/6_Community_Development.pdf
 - d. Meeting Protocol
9. Project Update
 - a. Comprehensive Plan Implementation Status
 - b. Business Retention Program
 - c. RLF Status (attached)
10. Other Business
11. Next Meeting: December 2, 2015
12. Adjournment



**Proceedings of the Economic Development Corporation Meeting
Wednesday, September 2, 2015**

A Regular Meeting of the Economic Development Corporation (EDC) was held on Wednesday, September 2, 2015 at 10:00 A.M. in the Women's Club Room, Second Floor of the Municipal Memorial Building in the City of Ironwood, Michigan.

1. Chair Wyssling called the meeting to Order at 10:00 a.m.
2. Recording of the Roll

	Present			
MEMBER	YES	NO	EXCUSED	NOT EXCUSED
Thorsen, Gina	X			
Lemke, Joseph	X			
Korpela, Nancy	X			
Sclafani, Velda	X			
Ramme, Dave		X	X	
Ruppe, Mark		X	X	
Schneller, Tom	X			
Schonberg, Bob	X – Arrived 10:05 am			
Wyssling, John	X			
Quorum	7	2	Quorum	

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

3. Approval of the July 1, 2015 Meeting Minutes:

Motion by Schneller to accept the meeting minutes of July 1, 2015. **Second** by Korpela. **Motion Carried 6 to 0.**

4. Approval of the Agenda:

Motion by Sclafani to accept the Agenda. **Second** by Korpela. **Motion Carried 6 to 0.**

5. Citizens wishing to address the Commission regarding Items on the Agenda (Three-minute limit).

Michael Meyer the Ironwood Chamber of Commerce Director addressed the Corporation looking for clarification and reasoning for the amount of RLF funds owed; discussion followed.

6. Citizens wishing to address the Commission regarding Items Not on the Agenda (three-minute limit).

None.

7. Items for Discussion and Consideration:

- a. Branding Project Update – Director Brown opened up with an overview of the branding project with a current status update; discussion followed.

Schonberg arrived at 10:05 am.

- b. Membership Terms Expire October 31, 2015 – Director Brown informed the Corporation the following member terms were ending on October 31, 2015: Ramme, Schonberg, Thorsen and Wyssling. If the members wanted to continue serving an application is required to be submitted to the City Clerk and appointments will be made by the City Commission on October 26, 2015.

8. Project Updates:

- a. Comprehensive Plan Implementation Status: Director Brown gave an update with Korpela discussing her new business incubator; discussion followed.
- b. Business Retention Program: Director Brown encouraged the group to continue to talk with the local businesses.
- c. RLF Status (attached): Director Brown gave the update on the current status; discussion followed.

9. Other Business: None

10. Next Meeting: November 4, 2015 at 10:00 a.m.

11. Adjournment. **Motion** by Schneller to adjourn at 10:46 a.m. **Second** by Korpela. **Motion Carried 7 to 0.**

John Wyssling, President

Tim Erickson
Community Development Assistant



**Proceedings of the Economic Development Corporation Meeting
Wednesday, October 7, 2015**

A Regular Meeting of the Economic Development Corporation (EDC) was held on Wednesday, October 7, 2015 at 10:00 A.M. in the Women's Club Room, Second Floor of the Municipal Memorial Building in the City of Ironwood, Michigan.

1. Chair Wyssling called the meeting to Order at 10:00 a.m.
2. Recording of the Roll

	Present			
MEMBER	YES	NO	EXCUSED	NOT EXCUSED
Thorsen, Gina		X	X	
Lemke, Joseph	X			
Korpela, Nancy	X			
Sclafani, Velda	X			
Ramme, Dave	X			
Ruppe, Mark	X			
Schneller, Tom	X			
Schonberg, Bob		X	X	
Wyssling, John	X			
Quorum	7	2	Quorum	

Also Present:

3. Approval of the Agenda:

Motion by Sclafani to accept the Agenda. **Second** by Korpela. **Motion Carried 7 to 0.**

4. Citizens wishing to address the Commission regarding Items on the Agenda (Three-minute limit).

None.

5. Citizens wishing to address the Commission regarding Items Not on the Agenda (three-minute limit).

None.

6. Items for Discussion and Consideration:

- a. RLF Request – Northern Initiatives introduced Burton Industries loan request.

Motion by Schneller to recommend Burton Industries to apply for a loan in the amount of \$100,000 at 3.75% interest for 60 months. **Second** by Lemke. **Motion Carried 7 to 0.**

7. Other Business: The Corporation discussed the proposed truck route ordinance.

Motion by Lemke to disapprove the new truck route ordinance. **Second** by Sclafani. **Motion Carried 4 to 0 with Ramme, Schneller and Ruppe abstained.**

8. Next Meeting: November 4, 2015 at 10:00 a.m.

9. Adjournment. **Motion** by Ruppe to adjourn at 10:46 a.m. **Second** by Schneller. **Motion Carried 7 to 0.**

John Wyssling, President

Tim Erickson
Community Development Assistant



MEMO

To: Chair Wyssling and EDC Members

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

Date: October 28, 2015

Meeting Date: November 4, 2015

Re: 2016 Economic Development Corporation Goal Setting

Since the adoption of the City's Comprehensive Plan in July 2014 the various City boards and commissions have set goals based on the plan. It is time to review what has been accomplished and set goals for 2016. Attached is a brief analysis of what's been accomplished based on the goals you set since July 2014. I have also provided some recommendations to consider for 2016. I will discuss these in greater detail at the meeting and then the committee will have time to discuss and if ready can approve the goals at this meeting or wait until December.

An important part of being on City boards and commissions is they are working boards. I want to stress that everyone will have their name on at least one of the goals that are selected for next year and we will review each project every month to make sure we stay on track.

You can access the detailed plan strategies in the plan at the following website address <http://cityofironwood.org/Documents/Comprehensive%20Plan.html>

Immediate Action (0-1 Years)			
Strategy	Sub-Strategy	Status	2016
6.3 Develop Economic Gardening Programs and Activities	6.3(a) Continue City's Façade Improvement Program	DIDA budgeted \$2,000 for 2015-2016	
6.3 Develop Economic Gardening Programs and Activities	6.3(b) Improve the City's Revolving Loan Fund Program	No Action	EDC
6.3 Develop Economic Gardening Programs and Activities	6.3(c) Implement a business mentorship program (already underway)	Completed/On Going	
6.3 Develop Economic Gardening Programs and Activities	6.3(d) Develop a Business Retention Program	Completed / Ongoing	
6.3 Develop Economic Gardening Programs and Activities	6.3(e) Develop an Economic Development Toolkit	Completed / Ongoing	
6.4 Develop training/vocational programs to fill workforce needs		GCC Connect Summit group met and discussed survey and next steps	EDC - work with MIWorks/GCC/Local Schools
6.6 Market the Community	6.6(a) Market the community through the city website and other media outlets	\$5,000 budgeted in 14/15 budget - Met with local marketing expert regarding branding project. Started fundrasing campaign to fund project	Continue and improve once branding complete
6.6 Market the Community	6.6(c) Develop a shop Local/Hopitality Campaign	No Action	EDC & DIDA & Chamber
6.6 Market the Community	6.6(d) Conduct a retail and commercial market study	Contact developers monthly regarding development opportunities	Postpone until branding complete
6.6 Market the Community	6.6(e) Brand and market the city	Started fundrasing campaign	EDC - continue donation campaign and complete branding by 2016
6.10 Encourage Housing Rehabilitation	6.10(a) Develop a housing rehab toolkit	Completed	
6.11 Support Infill & Redevelopment	6.11(a) Conduct a market study	TMA in progress through WUPPDR & RPI	Will be completed in 2016
Short-Term Action (1-5 Years)			
Strategy	Sub-Strategy	Status	2016
6.3 Develop Economic Gardening Programs and Activities	6.3(f) Expand Broadband/WiFi/Cellular Network	Working with Gogebic/Iron County broadband group. Gogebic County Technology Action Plan Completed	Staff will continue to work with broadband group
6.3 Develop Economic Gardening Programs and Activities	6.3(g) Develop Business Incubator	906Boom Started at 320 E. Aurora St	Continue 906Boom
6.3 Develop Economic Gardening Programs and Activities	6.3(h) Develop Entrepreneurial Support Spaces	Discussed with property owner in downtown	Develop at 906Boom, work with MIWorks
6.6 Market the Community	6.6(b) Develop and distribute a promotionalcommunity maps	City and Chamber created an attraction booklet in 2014	Postpone until branding complete
6.8 Develop Unique Local Assets	6.8(a) Develop a community-wide arts plan	Meeting monthly with DAP on plan development	Staff to work with local arts groups and planning commission
6.8 Develop Unique Local Assets	6.8(b) Coordinate acitivites to promote local history	Adopt a Picture at Memorial Building	
6.10 Encourage Housing Rehabilitation	6.10(d) Develop a scattered site housing redevelopment program	Developed Surplus Property Policy Resolution 014-043	Planning Commission
6.13 Promote Neighborhood Capacity Building	6.13(d) Develop a mini-grant program to support local initiatives and service projects	No Action	Staff - Funding will be requested
Ongoing			
Strategy	Sub-Strategy	Status	2016

6.1 Invest in Quality of Life		1. Longyear Park Playground Completed. 2. Regional Food Groud Established (farmer's market, community gardens, commercial kitchen)	
6.1 Invest in Quality of Life	6.1 (a) Allocate funds for economic develoment and marketing	\$5,000 budgeted in 14/15 budget	Request funding
6.1 Invest in Quality of Life	6.1(b) Develop a Leadership Center	Met with GCC to discuss in January 2015	
6.2 Develop Business-Supportive Zoning and Regulatory Environment		Reviewing Zoning Ordinance with Planning Commission and City Commission on hold until funding can be identified	Request funding
6.5 Enhance downtown business & retail environment	6.5 (a) Continue downtown streetscape, public realm, and institutional investments	Art Park construction completed	
6.5 Enhance downtown business & retail environment	6.5 (b) Work with community partners to support ongoing downtown revitalization efforts	Art Park construction completed	
6.5 Enhance downtown business & retail environment	6.5 (c) Promote "pop-up stores" and events in downtown	No Action	DIDA
6.7 Encourage events and festivals in the community	6.7(a) Establish an annual event calendar/speaker series	No Action	DIDA
6.7 Encourage events and festivals in the community	6.7(b) Creat a venue to brainstorm new ideas for events, festivals, or entertainment experiences	No Action	DIDA
6.9 Coordinate Local and Regional Economic Development Efforts		On Going	
6.10 Encourage Housing Rehabilitation	6.10(b) Host remodeling workshops and provide consultation services	No Action	
6.10 Encourage Housing Rehabilitation	6.10(c) Host a home remodelers showcase	No Action	
6.11 Support Infill & Redevelopment	6.11(b) Work with community partners to target market gaps	On Going	
6.11 Support Infill & Redevelopment	6.11(c) Pursue alternative strategies to encourage, fund, and facilitate redevelopment projects	On Going	
6.12 Market Housing Assets	6.12(a) Encourage events such as remodeled home tours and a citywide housing fair	No Action	
6.12 Market Housing Assets	6.12(b) Maintain a catalog of historic home renovation opportunities	No Action	
6.13 Promote Neighborhood Capacity Building	6.13(a) Provide capacity building trainings for neighborhood groups	No Action	
6.13 Promote Neighborhood Capacity Building	6.13(b) Sponsor community-wide events that encourage community cohesion, volunteership, and fun	No Action	
6.13 Promote Neighborhood Capacity Building	6.13(c) Partner with neighborhood groups on rehabilitation, community clean-up and other service projects	Forest Service has \$5,000 grant for river clean up in 2015. Held clean up.	
6.13 Promote Neighborhood Capacity Building	6.13(e) Cultivate neighborhood branding/identity	Met with Historical Society Jan 2015.	

Recent Status Change/Action October 2015

Board/Commission Priority Action for 2014-2015

Recommended for 2016

CITY OF IRONWOOD

213 S. Marquette Street
Ironwood, Michigan 49938



Telephone: (906) 932-5050
FAX: (906) 932-5745

"Live Where You Play"

Authority, Committee, Commission or Corporation Meeting Protocol Training

What's required?

1. Member attendance is required each month, located in the Women's Club room of the Ironwood Memorial Building.
 - a. Downtown Ironwood Development Authority (DIDA) meets the 4th Thursday of each month at 8:00am.
 - b. Parks & Recreation Committee (Parks & Rec) meets the 1st Monday of the month at 5:30pm.
 - c. Ironwood Economic Development Corporation (IEDC) meets the 1st Wednesday of each month at 10:00am.
 - d. Planning Commission meets the 1st Wednesday of each month at 5:30pm.
2. If you miss more than 3 meetings within the year, the Authority, Committee, Commission or Corporation, may choose to replace you with a different applicant.
3. If you know that you aren't able to make the meeting, follow up with the Community Development Assistant
 - a. Tim Erickson; Phone: (906) 932-5050 ext 125; Email: ericksont@cityofironwood.org
4. You will receive the Agenda by email, which includes the previous meeting minutes for you to review and print, for the next meeting.
5. Each member of the DIDA and EDC is assigned a specific section of the City for business retention services.
 - a. You will be in charge of reporting relevant information to assist businesses and report information back to Community Development Staff.
 - i. Questions to ask will be provided to you in a binder.

What's expected during a meeting?

1. Each member must be prepared for the meeting, having read the meeting minutes provided in the Agenda packet.
2. If you have an item to add to the agenda, report this to Community Development Staff at least 48 hours in advance. You can also bring up the topic in Other Business, toward the end of the meeting.
3. If you need additional information on a topic not on the Agenda, please discuss with the Community Development Director, prior to the meeting.
4. Each member must consider all sides of the argument and make an informed decision that is best.
5. When on a topic, a member can make a motion based from the topic. When someone makes a motion, a different member must support in order for the motion to proceed. If the motion gains support then the Chair will ask who supports by "I" or who doesn't support by "Nay"
6. Each year a new Chair (President) and Vice-Chair (Vice-President) will be selected. The Chair will run the meeting along with the Community Development Director. If the Chair is absent, then the Vice-Chair will run the meeting.
7. Be involved in projects outside of the meetings. Each Authority, Committee, Commission or Corporation each have many projects and purposes. City staff needs your help to make these plans and projects come to fruition; be involved, city staff can't do it alone.

REVOLVING LOAN FUND

Status Update as of 10/22/15

	<u>Top Notch</u>	<u>Spec Bldg</u>	<u>Dr. Toohey</u>	<u>Sears</u>	<u>Black River</u>	<u>Old World Meats</u>	<u>Josephson's</u>	<u>EC</u>	<u>Total</u>
Original Loan Amount	40,000.00	300,000.00	25,000.00	30,000.00	25,000.00	30,000.00	100,000.00	60,000.00	610,000.00
Current Balance	4,762.31	300,000.00	15,638.64	10,748.23	19,160.16	18,640.17	89,279.62	41,556.53	499,785.66
Status	Default - Out of Business Notice Sent	Deferred	Current	Default - Out of Business Notice Sent	Default - Out of Business Notice Sent bankruptcy approved	Default Out of Business Seized Equipment and sold Notice Sent	Default - Out of Business Notice Sent	Default - Out of Business Seized Equipment and sold Notice Sent	