



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 December 22, 2016 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/Blueprint Plan Implementation Status of Priority Action Items
 - I. Strategy 6.3(a) Continue Local Façade Program – Schwartz, Williams
 - II. Strategy 6.3(d) Continue Business Retention Program – All Members
 - III. Strategy 6.3(g&h) Develop/Continue Business Incubator/entrepreneurial support spaces - Korpela
 - IV. Strategy 6.5(c), 6.7(b) & 6.6(c) First Friday Downtown – Brickner, Lovelace, Schwartz
 - V. Strategy 6.7(a) Establish an annual events calendar – Brickner, Burchell
 - VI. BP Display/Encourage public art and other forms of beautification – All Members
 - VII. Alley Way Improvement Plan – All Members
 - VIII. Public WIFI (Blueprint Plan) – Staff
 - B. Grant Status:
 - I. Art Park
9. Other Business
10. Next Meeting: February 23, 2017
11. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday, December 22, 2016**

A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, December 22, 2016 at 8:00 A.M in the Women’s club Room, 2nd Floor, Memorial building, Ironwood Michigan.

1. Call to Order: Community Development Assistant Erickson called the meeting to order at 8:00 A.M.
2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Tom Williams, Chair		X	X	
Nancy Korpela, Vice	X			
Annette Burchell		X	X	
Bruce Schwartz	X			
Peter Tacconelli	X			
Yvonne Novascone	X	X	X	
Char Brickner		X	X	
Anna Lovelace	X			
Nancy Zak	X			
	5	4	Quorum	

Also Present: Community Development Assistant, Tim Erickson and Community Development Director, Tom Bergman.

3. Approval of the November 17, 2016 Meeting Minutes:

Motion by Zak to accept the meeting minutes from the November 17, 2016 meeting.
Second by Schwartz. **Motion carried 5 to 0.**
4. Approval of the Agenda:

Motion by Schwartz to accept the Agenda. **Second** by Tacconelli. **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-Minute Limit): None.

7. Financial Report: None.

8. Items for Discussion and Consideration:

a. Comprehensive Plan & Blueprint Plan Implementation Status of Priority Action Items:

I. Strategy 6.3(a) Continue Local Façade Program – DuFault, Schwartz, Williams

1. This item will be budgeted for in the next year’s budget cycle.

Lovelace arrived at 8:06 a.m.

II. Strategy 6.3(d) Continue Business Retention Program – All Members

1. No Report.

III. Strategy 6.3(g&h) Develop/Continue Business Incubator/entrepreneurial support spaces – Korpela

1. Korpela will be presenting a business plan for the next months meeting.

IV. Strategy 6.5(c), 6.7(b) & 6.6(c) First Friday Downtown – Brickner, Lovelace, Schwartz

1. This item was discussed and they decided to tackle the event as a group.

V. Strategy 6.7(a) Establish an annual events calendar – Brickner, Burchell, Lovelace, Schwartz

1. Director Meyers discussed a meeting to move forward with the project.

VI. BP Display/Encourage public art and other forms of beautification – All Members

1. This is an ongoing task.

VII. Alley Way Improvement Plan – All Members

1. Director Bergman stated that he will be doing a spark plan. Zak and Novascone stated that she will be on board for the project.

VIII. Public WIFI (Blueprint Plan) – Staff

1. Erickson discussed his research with providing public wifi in downtown.

b. Grant Status:

I. Art Park: Erickson discussed the addition of the overhead lights in the art park and the deadline for the grant.

9. Other Business: Director Bergman discussed the CVB events calendar. Schwartz asked about the downtown entrance sign. Zak talked about the new street light throughout town and that it is now hard to see.
10. Next Meeting: January 26, 2017 at 8:00 a.m.
11. Adjournment at 8:34 a.m. by consensus.

Motion by Schwartz to adjourn. **Second** by Tacconelli. **Motion carried 6 to 0.**

Tom Williams, Chair

Tim Erickson, Community Development Assistant

Balances for quarter ending 12/31/2016

Fund 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2016-17 Amended Budget	YEAR-TO-DATE THRU 12/31/16	ACTIVITY FOR QUARTER ENDED 12/31/2016	Available Balance	% Used
Revenues						
Department 000.000: REVENUE						
403.000	CURRENT PROPERTY TAXES					
10/01/2016	GJ DEFERRED PROP TAX REV - MONTHLY ALLOC		291458	1,010.39 JE# 24467		
11/01/2016	GJ DEFERRED PROP TAX REV - MONTHLY ALLOC		292142	1,010.39 JE# 24544		
12/01/2016	GJ DEFERRED PROP TAX REV - MONTHLY ALLOC		293403	1,010.39 JE# 24661		
403.000	CURRENT PROPERTY TAXES	11,500.00	6,062.34	3,031.17	5,437.66	52.72
675.000	CONTRIBUTIONS AND DONATION					
11/17/2016	CR		292583	50.00 Receipt #: 223011		
11/18/2016	CR		292628	150.00 Receipt #: 223106		
11/22/2016	CR		292704	125.00 Receipt #: 223322		
11/23/2016	CR		292720	100.00 Receipt #: 223358		
11/28/2016	CR		292780	75.00 Receipt #: 223640		
11/30/2016	CR		292949	125.00 Receipt #: 223734		
12/01/2016	CR		292997	275.00 Receipt #: 223810		
12/02/2016	CR		293016	50.00 Receipt #: 224153		
12/05/2016	CR		293029	50.00 Receipt #: 224230		
12/06/2016	CR		293063	75.00 Receipt #: 224501		
12/12/2016	CR		293207	50.00 Receipt #: 225177		
12/19/2016	CR		293367	25.00 Receipt #: 225854		
12/20/2016	CR		293419	50.00 Receipt #: 226083		
675.000	CONTRIBUTIONS AND DONATION	1,500.00	1,240.00	1,200.00	260.00	82.67
Total - Dept 000.000		13,000.00	7,302.34	4,231.17	5,697.66	56.17
Total Revenues		13,000.00	7,302.34	4,231.17	5,697.66	56.17
Expenditures						
Department 735.000: DOWNTOWN DEVELOPMENT						
702.000	SALARIES AND WAGES	800.00	0.00	0.00	800.00	0.00
715.000	SOCIAL SECURITY	100.00	0.00	0.00	100.00	0.00
727.000	OFFICE SUPPLIES	100.00	0.00	0.00	100.00	0.00
728.000	OPERATING SUPPLIES					
11/30/2016	AP ZIP TIES FOR CHRISTMAS WREATHS		293175	44.70 Inv #: 'MIIRN4274' Vendor '0000062755'		
12/20/2016	CD SUMMARY CD 12/20/2016		293379	1,225.00		
12/31/2016	AP REPLENISH PETTY CASH-NOV		293618	25.40 Inv #: 'NOV 2016' Vendor '0000278025'		
728.000	OPERATING SUPPLIES	4,300.00	1,460.72	1,295.10	2,839.28	33.97
730.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
801.000	CONTRACTUAL SERVICES					
10/31/2016	AP POCKET PARK MAINT		292289	275.00 Inv #: '10012016' Vendor '9999999864'		
801.000	CONTRACTUAL SERVICES	2,500.00	1,100.00	275.00	1,400.00	44.00
802.000	PROFESSIONAL SERVICES	100.00	0.00	0.00	100.00	0.00
851.000	ADVERTISING AND PROMOTION	100.00	0.00	0.00	100.00	0.00

Balances for quarter ending 12/31/2016

Fund 899 - DOWNTOWN DEVELOPMENT AUTHORITY

Account	Description	2016-17 Amended Budget	YEAR-TO-DATE THRU 12/31/16	ACTIVITY FOR QUARTER ENDED 12/31/2016	Available Balance	% Used
Expenditures						
Department 735.000: DOWNTOWN DEVELOPMENT						
910.000	INSURANCE AND BONDS					
10/01/2016	GJ LIABILITY/PROPERTY INS - MONTHLY ALLOC.		291452	104.25 JE# 24461		
11/01/2016	GJ LIABILITY/PROPERTY INS - MONTHLY ALLOC.		292136	104.25 JE# 24538		
12/01/2016	GJ LIABILITY/PROPERTY INS - MONTHLY ALLOC.		293397	104.25 JE# 24655		
910.000	INSURANCE AND BONDS	3,500.00	625.50	312.75	2,874.50	17.87
940.000	RENTALS OTHER	100.00	0.00	0.00	100.00	0.00
956.000	MISCELLANEOUS EXPENSE	0.00	75.78	0.00	(75.78)	100.00
956.003	TAX CHARGEBACKS	0.00	249.05	0.00	(249.05)	100.00
969.000	TRANSFER TO MAJOR STREETS	1,200.00	0.00	0.00	1,200.00	0.00
977.000	NEW EQUIPMENT					
10/31/2016	AP CREDIT CARD PAYMENT		292164	687.94 Inv #: '10142016' Vendor '0000304310'		
977.000	NEW EQUIPMENT	0.00	687.94	687.94	(687.94)	100.00
Total - Dept 735.000		13,000.00	4,198.99	2,570.79	8,801.01	32.30
Total Expenditures		13,000.00	4,198.99	2,570.79	8,801.01	32.30
NET OF REVENUES AND EXPENDITURES		0.00	3,103.35	1,660.38	(3,103.35)	

Fund 899 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
899-000.000-002.000	CASH IN BANK	17,151.19
899-000.000-020.000	TAXES RECEIVABLE-REAL-CURRENT	3,170.95
899-000.000-028.000	TAXES RECEIVABLE-DQ PER PROP	274.94
Total Assets		20,597.08
*** Liabilities ***		
899-000.000-279.000	DEFERRED REVENUE	6,062.34
Total Liabilities		6,062.34
*** Fund Balance ***		
899-000.000-390.000	Fund Balance	11,431.39
Total Fund Balance		11,431.39
Beginning Fund Balance		11,431.39
Net of Revenues VS Expenditures		3,103.35
Ending Fund Balance		14,534.74
Total Liabilities And Fund Balance		20,597.08