



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 February 22, 2018 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. Items for Discussion and Consideration
 - A. Discuss and consider the approval of the Financial Report.
 - B. Discuss and consider approval of the 2018/2019 budget.
 - C. Discuss and consider approval of the flower basket donation letter.
 - D. Discuss and consider approval of the summer maintenance contract with the Range Master Gardeners for the Downtown Ironwood Pocket Park.
 - E. Comprehensive/Blueprint Plan Implementation Status of Priority Action Items
 - I. Strategy 6.3(d) Continue Business Retention Program.
 - II. Strategy 6.3(g&h) Develop/Continue Business Incubator/entrepreneurial support spaces.
 - III. Strategy 6.5(c), 6.7(b) & 6.6(c) First Friday Downtown
 1. Approval of the Michigan Council for Arts and Cultural Affairs Minigrant Contract for the Downtown Ironwood 1st Friday Music Series.
 2. Discuss April and May First Friday events.
 - IV. Downtown Redevelopment Sites
 - V. Alley Way Improvement Plan
8. Other Business
9. Next Meeting: April 26, 2018
10. Adjournment



**Proceedings of the Downtown Ironwood Development Authority
Thursday, February 22, 2018**

A regular meeting of the Downtown Ironwood Development Authority (DIDA) was held on Thursday, February 22, 2018 at 8:00 A.M. in the Women's club Room, 2nd Floor, Memorial building, Ironwood Michigan.

1. Call to Order: Chairman Tom Williams 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 | | | |
| Nancy Korpela, Vice | X | | | |
| Annette Burchell | X | | | |
| Eleanor Bolich | X | | | |
| Amy Nosal | | X | X | |
| Yvonne Novascone | X | | | |
| Cameron Pitts | | X | X | |
| Anna Lovelace | X | | | |
| Nancy Zak | X | | | |
| | 7 | 2 | Quorum | |

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

3. Approval of the November 16, 2017 Meeting Minutes:
Motion by Korpela to accept the meeting minutes from the January 25, 2018 meeting.
Second by Novascone. **Motion carried 5 to 0.**
4. Approval of the Agenda:
Motion by Korpela to accept the Agenda. **Second** by Novascone. **Motion carried 5 to 0.**
5. Citizens wishing to address the Authority on Items on the Agenda (Three-Minute Limit):
Director Meyers with the Ironwood Chamber of Commerce discussed the next 1st Friday's and discussed how the Chamber is helping to advertise the event.

6. Citizens wishing to address the Authority on Items not on the Agenda (Three-Minute Limit): None.

7. Items for Discussion and Consideration:

- a. Financial Report: Director Bergman went through the report and discussed a 1st Friday line item that has been added. Director Meyers with the Ironwood Chamber of Commerce asked if the DIDA solicits for donations for the 1st Friday events. Zak asked whether the DIDA can take on 1st Friday's long term.

Motion by Lovelace to accept the Financial Report. **Second** by Korpela.

Motion carried 7 to 0.

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

I. Strategy 6.3(d) Continue Business Retention Program.

1. Director Bergman stated that not much progress has been made. The Authority discussed the vacant Bookworld building and helping Chelsi's Corner find a new location if they desired.

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

1. Korpela discussed the need for fundraising and getting grants for the project.

III. Strategy 6.5(c), 6.7(b) & 6.6(c) First Friday Downtown.

1. Erickson discussed the details of the March event.

Motion by Korpela to approve \$250 for advertising for the 1st Friday. **Second** by Novascone. **Motion carried 6 to 0.**

IV. Downtown Redevelopment Sites.

1. Director Bergman stated that he had reached out to the MEDC to discuss the burned buildings on Aurora St. He discussed Bookworld and some downtown developments.

V. Alley Way Improvement Plan.

1. Director Bergman talked about doing a spring cleanup in the alley way. Zak discussed some safety concerns with snow in the way during the fire.

8. Other Business:

- a. Letter to thank community members who responded to downtown fire.

- I. Williams discussed writing a letter to the community members who responded to the downtown fire to thank them for their efforts. Williams stated that he will draft the letter.

Motion by Zak to have Chairman Williams draft a letter to thank all who responded to the fire. **Second** by Lovelace. **Motion carried 5 to 0.**

9. Next Meeting: March 22, 2018 at 8:00 a.m.

Motion by Lovelace to adjourn. **Second** by Zak. **Motion carried 5 to 0.**

Adjournment at 8:52 a.m. is adjourned.

Tom Williams, Chair

Tim Erickson, Community Development Assistant

Fund 899 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number | Description | Balance |
|---|-------------------------------|-------------------|
| *** Assets *** | | |
| 899-000.000-002.000 | CASH IN BANK | 14,894.88 |
| 899-000.000-020.000 | TAXES RECEIVABLE-REAL-CURRENT | 2,492.55 |
| 899-000.000-028.000 | TAXES RECEIVABLE-DQ PER PROP | 279.81 |
| 899-000.000-123.000 | PREPAID EXPENSES | 4.24 |
| Total Assets | | 17,671.48 |
| *** Liabilities *** | | |
| 899-000.000-279.000 | DEFERRED REVENUE | 4,000.00 |
| Total Liabilities | | 4,000.00 |
| *** Fund Balance *** | | |
| 899-000.000-390.000 | Fund Balance | 15,634.01 |
| Total Fund Balance | | 15,634.01 |
| Beginning Fund Balance | | 15,634.01 |
| Net of Revenues VS Expenditures | | (1,962.53) |
| Ending Fund Balance | | 13,671.48 |
| Total Liabilities And Fund Balance | | 17,671.48 |



DOWNTOWN IRONWOOD
DEVELOPMENT AUTHORITY (DIDA)
Flower Basket Fund
Contribution Form

Help us make Historic Downtown Ironwood
BEAUTIFUL, VIBRANT and ATTRACTIVE TO LIVE, WORK &
EXPERIENCE!

Please consider Historic Downtown Ironwood in your pledging for this year. Your contribution to the DIDA will add **CHARACTER** and **LIVELINESS** to our **Historic Downtown**. *We are thankful for your past support and your support into the next season!*

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 so many recent improvements and businesses moving into the downtown, the flower baskets will truly add to the beauty of our town! A total of 57 16" flower baskets have been purchased and the request is \$40.00 for a flower basket.

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 2018" 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



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.



**DOWNTOWN IRONWOOD DEVELOPMENT AUTHORITY
POCKET PARK SUMMER MAINTENANCE CONTRACT**

THIS CONTRACT made this 22 day of April, 2018, 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 & Kaye Johnson, spokespeople, 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, 2018 through October 31, 2018 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 22th day of April, 2018.

**Chairperson, Downtown Ironwood
Development Authority**

Range Master Gardener

Submitted to Paul Linn, City of Ironwood Finance Director
Submitted by Range Master Gardener Volunteer Association
Work Performed for the Month of _____
Invoice Date_____

Submitted to Paul Linn, City of Ironwood Finance Director
Submitted by Range Master Gardener Volunteer Association
Work Performed for the Month of _____
Invoice Date_____

MINIGRANT CONTRACT

Region 1A Copper Country Community Arts

Control Number: 1A/FY18/R2/P-D

This contract is made on 03/01/2018 between Region 1A Copper Country Community Arts Council ("the Regrantor") and Downtown Ironwood Development Authority ("the Contractor") who hereby agree as follows:

1. It is understood that the Regrantor has no funds to disburse except those it receives from the Michigan Council for Arts and Cultural Affairs (MCACA), and the regranting of funds to the Contractor as provided for herein is totally contingent upon receipt of such funds from the MCACA, and is further subject to any terms or conditions set by the MCACA.

2. CONTRACT TERM

This contract shall commence on 03/01/2018 and terminate by 09/30/2018 with final report due by 10/30/2018, unless terminated earlier by the Regrantor pursuant to Section 5. Prohibitions: No payment shall be made under part 1 except upon application submitted in accordance with MCACA published regulations and procedures, which shall ensure both of the following:

- a. Artistic excellence and artistic merit are the criteria by which applications will be judged, taking into consideration general standards of decency and respect for the diverse beliefs and values of the peoples of this state.
- b. Criteria clearly indicate that obscenity is without artistic merit, is not protected speech, and will not be funded by a grant under appropriations under part 1.

3. SERVICES

The Contractor shall provide the following program: Downtown Ironwood 1st Friday Music Series

The Contractor shall submit to the Regrantor the date, time and location of any public activities conducted in connection with this contract.

4. TERMS AND CONDITIONS OF PAYMENT

The Regrantor shall pay the Contractor an amount not to exceed \$3000 as specified below, subject to and conditioned upon the Contractor's compliance with the terms and conditions set forth in this contract. The Regrantor, in its sole discretion, shall determine whether the Contractor has fulfilled these conditions. In the event the Regrantor determines that the Contractor has failed to comply with any of the requisite conditions, the Contractor shall not be entitled to, nor shall the Regrantor be liable for, payment of the sums listed below.

The sum of \$2250 to be paid by the Regrantor to the Contractor 03/30/2018 provided the Contractor returns this signed contract to the Regrantor by 03/15/2018. In addition, in order to receive your first payment, you are required to inform your legislator about your Minigrant award. A copy of this correspondence must be included with your contract. Legislators can be found at www.legislature.mi.gov. Any delays in the submission of the forms by the Contractor or the receipt of funds from MCACA to the Regrantor shall delay the payment to the Contractor.

The final report for the aforementioned program must be received by the Regrantor within thirty (30) days after the end of the grant period. The sum of \$750 shall be paid by the Regrantor to the Contractor within thirty (30) days after receipt of the final report provided all final report materials have been submitted to the Regrantor and the contract agreement has been met. Failure to comply with these deadlines will delay payment or may cause termination of the contract pursuant to Section 5. Failure to submit a final report in a timely manner may void Contractor's claim to funds or cause repayment of funds already distributed under this contract. In the event the State legislature fails to appropriate funds or an Executive Order eliminates the Regrantor ability to make payment, the Regrantor shall not be required to make such payment.

5. TERMINATION OF CONTRACT BY THE COUNCIL

This contract may be terminated by the Regrantor for any reason upon five (5) days written notice to the Contractor. Upon termination, the Regrantor shall have no further liability or obligation to make payments set forth in Section 4.

6. LIMITATION OF LIABILITY

The Regrantor shall not be liable to the Contractor, or to any individuals or entities with whom the Contractor contracts, for any direct, indirect, incidental, consequential, or other damages sustained or incurred as a result of activities, actions or inactions on the part of the Contractor for services rendered pursuant to this Contract; from the Regrantor decision not to make payment to the Contractor pursuant to Section 4, or from termination of this contract pursuant to Section 5. Any liability resulting from activities engaged in by the Contractor shall be the sole responsibility of the Contractor. The Contractor agrees to hold the Regrantor, MCACA, the Michigan Strategic Fund, and the State of Michigan harmless in the event of any claims or judgment incurred as a result of the activities described herein.

7. THIRD PARTIES

This contract is not intended to make any person or entity not a party to this contract a third-party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

8. PROMOTION

Contractor agrees to prominently display MCACA and the Regrantor name and logo in printed materials and to include support credit in broadcast promotion as follows: "This activity is supported by the Michigan Council for Arts and Cultural Affairs Minigrant Program, administered by Region 1A Copper Country Community Arts Co."

When no printed material is used, verbal acknowledgement shall be given prior to each presentation. Copies of printing, photographs, advertising and promotional materials prepared for this activity must be forwarded to the Regrantor.

9. ACCOUNTING AND ADMINISTRATIVE REQUIREMENTS

The Grantee shall maintain appropriate documents, journals, ledgers, and statements in accordance with generally accepted accounting practices, retain these records for a period of not less than 3 years from the date of completion of the final report prepared pursuant to Section 4, and make these documents available for examination and audit by appropriate agents of the State and/or Federal Government. Grantee shall comply with the applicable administrative requirements for grants-in-aid and use cost accounting principles which comply with Federal requirements as set forth in 2 CFR Chapter I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards.

10. REPORTING


In addition to the requirements which may be made in Sections 2 and 3, the Contractor agrees to submit to the Regrantor a financial statement and report of activities based on the Council's final report form upon completion of the service period, but no later than thirty (30) days following the termination date in Section 2. Submission of this report in a timely manner is a precondition to the payment of the amount described in Section 4. In order to provide the Regrantor and appropriate evaluators and staff the opportunity to appraise the nature and caliber of activities supported by MCACA funds, the Contractor agrees to admit said individuals to activities without charge and to cooperate with such in-depth reviews and evaluations as may be required.

11. EQUAL OPPORTUNITY

Contractor certifies compliance with Executive Order 9 and covenants not to discriminate against any employee or applicant for employment, to be employed when services under this Grant agreement are undertaken, with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, on the grounds of race, color, religion, national origin, age, sex or disability, or to exclude any person from participation in, deny any person the benefits of, or discriminate any person due to the above-list grounds.

12. ENTIRE CONTRACT

This contract is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations related to this Contract between the Regrantor and the Contractor, whether expressed, implied, or oral, for this program. This contract constitutes the entire agreement between the parties herein and may not be amended or assigned except by written instrument executed by both parties prior to the termination date set forth in Section 2. The Contractor agrees to inform the Regrantor in writing immediately of any proposed changes of dates or services described in Sections 2 and 3, as well as changes of address or personnel affecting this contract. If any provisions of this contract shall be deemed void or unenforceable, the remainder of the contract shall be valid.



Cynthia Cote

Region 1A Copper Country Community Arts Co.

03/01/2018

Tom Bergman

Downtown Ironwood Development Authority