

City of Iron Mountain
Downtown Development Authority
Monday, May 12, 2025
Regular Meeting
12:00pm

I. Meeting Called to Order at 12:00 Attendance: Christy, Miller, McCauley, Blomquist, Linn, Stanchina, Hendrickson, Mentel, Davidson, Webb.

II. Approval of Agenda Motion to Approve: APPROVED Stanchina/Linn

III. Consent Agenda Items Motion to Approve: APPROVED Stanchina/Davidson

A. Regular Meeting Minutes

I. 4/14/2025

A. Special Meeting Minutes

I. 3/6/2025 Special Strategy Meeting

C. Committee Reports

I. Events Committee: 4/29/2025 *14 drink vendors confirmed for Brew Fest, consider alternating/rotating food vendors for OTL, discussion around 2026 version of Small Business Week, discussion of style/color for volunteer t-shirts, discussion of 2025 all-events and OTL posters to be printed soon.*

II. Business Development Committee: 4/24/25 *email status report and followup. This was done in lieu of a meeting since citizens committee and plan preparation are still not ready to discuss. Formation of downtown/TIF plan citizens advisory committee, draft plan document for late May, making progress on RRC documents.*

III. Beautification Committee: 4/01/2025 *Discussion around many topics related to spring planting, pollinator garden, pit garden, fence repair, volunteer coordination, creating public awareness that DDA and volunteers do the flowers every year.*

IV. New Business

A. Treasurer Report March 2025 **Motion to Approve Treasurer's Report : APPROVED Miller/Davidson**

V. Old Business

A. Board member appointments and applications. *The City Council approved re-appointment of Davidson and Miller for 4-year terms to expire in April 2029. Discuss possibility of adding another member - a resident of the DDA district - to the Board. Otherwise, minimal progress in the past month.*

B. Development of DDA goals/strategies: *Matzke created a spreadsheet "Iron Mountain DDA - Strategic Goals and Action Plans" following the March 6 Special Strategy Meeting. This was based on the minutes of that meeting, wherein McCauley and Mentel documented goals and actions discussed by the Board. The spreadsheet has been completed with responsible parties and timeline for each action item.*

- C. Acquisition of trash receptacles: *Staff and intern did some research on various styles of trash receptacles from various vendors. They also created a map of where to place 20 units in the area east of Stephenson Ave. **Then board has authorized a budget of up to \$15,000 for 20 trash receptacles Motion to Approve: APPROVED Miller/Davidson***

VI. Event Coordinator Updates:

- A. Small Business Week: *This event had three sponsors, included six on-air business interviews, Business Bingo, and 14 business testimonials for the web page and social media posts. Will plan to grow the event next year as the interest in the event far surpassed expectations.*
- B. Brew Fest: *secured 15 drink vendors, Meat Sweats BBQ and Bes.Teas. as additional food and drink vendors, and Norton Chartier & Company as the entertainment. Will be working to include a "Beards and Mustache Competition" organization in collaboration with The Man Cave. Tickets are now available to buy online. Total sponsorship for Brew Fest is currently at \$9,400.00. The next step is ordering drinks for the event.*
- C. Volunteers: *We currently have a great start to getting volunteers for each event. We still need some volunteers for Brew Fest, so asking the board to share with friends and family or volunteer personally. Will be ordering volunteer t-shirts and splitting costs relative to each events' attendance.*
- D. Sponsors: *Continuing to work on securing sponsors. In need of Stage Sponsor and open to ideas from the board. This goes for regular sponsorships as well.*
- E. Quick discussion on additional hours/accumulating time. *The months leading up to events are very busy, especially the last few weeks. If employees go over 29 hours, can they track the time separately to use at a later date within the calendar year?*
Stanchina: Motion to approve up to 29 hours of comp time per year not including event weeks for both program director and event coordinator positions and to be re-evaluated by the board at the end of calendar year 2025 APPROVED Miller/Davidson
- F. Insurance & Documents: *The insurance company is now requiring copies of vendors' insurance for the entire year prior to binding coverage. These copies must include the City of Iron Mountain as a "named insured." This, along with creating new vendor agreements, added some additional work that led to being over in hours. We are still working to obtain all documentation and will be binding insurance coverage in the next few weeks.*

VII. Program Coordinator Updates:

- A. Downtown/TIF plan and citizens advisory committee. *See memo to Business Development Committee. Not enough interested residents, but there are a few, as well as some who live just outside the DDA district.*
- B. Downtown trees going in later this month. *Watering guys (Brian Hall and Gary Lautzenheiser) said they can take care of the trees too - 20 gallons each tree twice per week and an additional 20 gallons each during hot/dry periods.*

C. Strategies/goals and actions. *Identify approaches and methods for staff and Board to work together on them, revisit at every board meeting.*

VI. Public Comment N/A

VII. Member Privilege McCauley: First National Bank and Sandstone Terrace is interested in doing hanging art again this year in the alley. They would share 1/3 cost.

**VIII. Adjournment - Next regular meeting: Monday, June 9, 2025. Adjournment 1:03pm
APPROVED Davidson/Miller**