

City of Iron Mountain
Downtown Development Authority
Monday, June 9, 2025 at 12:00pm
Regular Meeting Minutes

I. Meeting called to order - at 12:02pm Lucas Davidson, Katherine Mentel, Joe Linn, Megan Blomquist, David Hendrickson, Anthony Miller, David Farraugh, Sonja Matzke, Tim McCauley, Jordan Stanchina, and Kim Webb present.

II. Approval of Agenda - The agenda of the May 12, 2025 meeting was *approved on a motion by Linn, seconded by Davidson, and carried unanimously.*

III. Consent Agenda Items - The Consent Agenda items were *approved on a motion by Stanchina, seconded by Miller, and carried unanimously.*

A. Regular Meeting Minutes

I. 5/12/2025

B. Committee Reports

I. Events Committee: 5/27/2025

II. Business Development Committee: 5/29/25

III. Beautification Committee: 5/06/2025

IV. New Business

A. Treasurer Report April 2025 - The Treasurer report was *approved on a motion by Stanchina, seconded by Davidson, and carried unanimously.*

B. Consideration of raise to \$16/hour for Gary Lautzenheiser, flower and tree watering during summer season: The raise to \$16 per hour for Gary Lautzenheiser was *approved on a motion by Stanchina, seconded by Miller, and carried unanimously.*

C. Letter from Sherri Erickson regarding day/date for Girls Night Out: Ms. Erickson and other downtown merchants requested the that day/date for GNO be on Thursdays before gun deer season opens, in keeping with tradition. *On a motion be Stanchina, seconded by Davidson, and carries unanimously, the day/date for GNO was changed to Thursday, November 13, 2025.* The Board also requested the staff to conduct followup opinion surveys among both customers and merchants during or after the GNO event regarding their preferences.

D. Email from Melissa Wentarmini: Ms. Wentarmini offered a suggestion related to street banners for “hometown heroes.” There was a brief discussion - there are a limited number of 31 banner spots available, and the summer is too busy with numerous event banners. The staff was directed to invite her to a committee meeting where she can provide more insight and information as to how this could be executed.

V. Old Business

A. Development of DDA goals/strategies: McCauley noted that the DDA staff has been too busy with early season event planning and execution to give goals/strategies sufficient attention. Nevertheless, he wanted to let the Board know that it’s a priority and can be better discussed at the July and August meetings. The Board agreed to move

on to the next agenda item.

B. Acquisition of trash receptacles: Based on an email discussion prior to the meeting, and brief discussion at the meeting, the consensus was to purchase round concrete, weatherstone gray finish, with a charcoal gray lid open on two sides and no flapper, and acquire as many as possible within a \$15,000 budget approved at the May 12, 2025 DDA Board meeting. This was affirmed with a motion by Matzke, seconded by Davidson, and carried unanimously. The staff was also directed to obtain some information regarding usage of the downtown social district to provide an idea of needed placement of trash receptacles near participating bars and restaurants.

VI. Event Coordinator Updates:

- A. Brew Fest Update** - Brew Fest is on track. Great reach on the Facebook event, ticket sales are coming in, but expect more on the day of at the gate. Orders are all finalized, and invoices are coming in. Looking to add a few more volunteers. Did digital marketing with TV6 News to expand into new markets.
- B. OTL Update** - OTL is on track and begins on June 12. Have the food vendors lined up for June and almost have the full season filled. Will be rotating food vendors each week. Increased signage for OTL as a way to show appreciation to sponsors. Braumart is not available July 10th or 31st for rain dates, so open to other ideas such as City Park.
- C. Farmers & Artisans Market** - We have 25% more vendors signed up than last year. We have two individuals who will be helping with setup and management. Ran a digital Facebook ad that will run into mid-July, and then we will do another one for the other half of the season. Great reach on Facebook event and many inquiries. Katherine and Tim will be present at the first few market mornings to help with coordination.

VII. Program Coordinator Updates:

Downtown Trees and Flowers: McCauley noted that all flowers are now planted, thanks to a great group of volunteers to get the job done on two Saturdays in late May. Downtown tree replacement by the DPW is anticipated by the end of June for 20 trees on A and Iron Mountain Streets. He also noted that Northwoods Garden Club (NGC) members and the Beautification Committee discussed the possibility of having the DDA water NGC gardens on the former Erickson's service station property at the corner of B Street and Carpenter Ave. After a brief discussion, it was decided that such watering is not possible since the NGC gardens are on private property.

Downtown/TIF plan update: McCauley provided a chapter outline to everyone for the Downtown/TIF plan, and indicated that he would write the first 5 chapters during June and July. Those chapters will contain background information necessary to inform an advisory committee and the public regarding the purpose of the plan, its relationship to the City's master plan, some generalized DDA goals and objectives, and the process moving forward. Chapter 5 will contain demographic and housing, land and building utilization, and parking information for the downtown district, the community, and the region - to provide some perspective on what current and past conditions define the current situation. All of this information helps to inform realistic goal-setting and development of specific projects to achieve those goals.

With regard to a proposed “development area citizens council” to inform the planning effort, as specified in Michigan law enabling downtown and TIF plans, the staff was unable to find 9 downtown district residents interested in serving. As an alternative, McCauley noted, the DDA can form a “Downtown/TIF Plan Advisory Committee” comprised of 4 or 5 downtown district residents and about 5-8 other interested citizens, some of whom reside very near the downtown district. He provided the Board with a list of interested persons, and noted that Board action would be necessary to establish the Advisory Committee. *Miller put forth a motion to create a Downtown/TIF Plan Advisory Committee to be established with at least four (4) volunteers to include at least one representative each from 1) the Iron Mountain DDA; 2) the Iron Mountain Planning Commission; 3) the Iron Mountain City Council; and 4) a downtown district resident - with the purpose of providing feedback to the DDA staff and Board regarding preparation of the Downtown/TIF plan. The motion was seconded by Stanchina and carried unanimously.*

RRC Essentials progress: McCauley noted that there was nothing new to report this month, except that some more tasks should be completed by mid-July. At that time, we will work with MEDC to update our Trello dashboard to reflect much progress. He will provide a more detailed update at the August 2025 Board meeting.

VI. Public Comment

VII. Member Privilege: Mentel provided a brief update on the risk management assessment of DDA events by the MMTC, CSG, and Systems Control, with more information to come at a future DDA Board meeting. McCauley mentioned that the DDA Staff began sending out a monthly email newsletter to downtown business, media, and other interested parties back in April. After a brief discussion, it was agreed that the staff would post the newsletter to Facebook and the DDA website at the same time it is sent out via email.

VIII. Adjournment - *The meeting was adjourned at 1:00pm on a motion by Matzke, seconded by Stanchina, and carried unanimously.* Next regular meeting: Monday, July 14, 2025.