City of Iron Mountain
Downtown Development Authority
Monday, April 13, 2026
Regular Meeting Minutes
12:00pm

I. Meeting called to order - The meeting was called to order at 12:01pm. Jordan Stanchina, Joe Linn, Sonja Matzke, David Hendrickson, Anthony Miller, Kim Webb, Megan Blomquist, Lucas Davidson, Tim McCauley, Katherine Mentel, and David Farragh present. Bob Peterson and Maria Thompson were attending from the public

II. Approval of Agenda - On a motion by Stanchina, seconded by Linn, and carried unanimously, the agenda was approved.

III. Consent Agenda Items - On a motion by Stanchina, seconded by Hendrickson, and carried unanimously, the consent agenda items were approved

A. Regular Meeting Minutes

I. 3/09/2026

B. Committee Reports

I. Events Committee: no March meeting

II. Business Development Committee: no March meeting

III. Beautification Committee: 3/03/2026

IV. New Business

A. Treasurer Report for February 2026 - Mentel noted that the $750 revenue from First National Bank & Trust attributed to Farmers Market on the receipt register should be reclassified to Christmas Walk, and the staff would follow up to ensure the change. On a motion by Davidson, seconded by Linn, and carried unanimously, the Treasurer Report for February 2026 was approved.

B. Selection of DDA Board officers for the coming year - Officers were nominated and selected for the following year until the Board meeting in April 2027. On a nomination by Blomquist, seconded by Matzke, and carried unanimously, **Anthony Miller was selected as Chairperson**. On a nomination by Matzke, seconded by Linn, and carried unanimously, **Lucas Davidson was selected as Vice-Chairperson**. On a nomination by Hendrickson, seconded by Miller, and carried unanimously, **Joe Linn was selected as Treasurer**. On a nomination by Miller, seconded by Davidson, and carried unanimously, **Sonja Matzke was selected as Secretary**.

C. Request from Kenzie Williamsen, Downtown Norway Coordinator, that the DDA Board consider changing the Iron Mountain Christmas Walk event date to the second Friday in December. McCauley noted that Christmas Walk had been conducted on the second Friday in December from 2017 to 2023, then changed to the first week of December in 2024 - most likely an inadvertent change. Stanchina noted that the event had been held on first Fridays prior to 2017, so there did not appear to be a long-established history of conducting the event on second Fridays in December. While the Board generally agreed that having the event on the same day as similar events in neighboring communities was

not a significant issue, they wanted to consider the benefits of having it on different days/dates such as on Small Business Saturday. The staff was directed to contact the sponsor of Christmas Walk, the Library staff, and other participants in the event to determine the best possible days/dates. That information will be presented to the Board at the next meeting, then a decision can be made regarding the day/date for the event

D. Consideration of Iron Mountain DDA Public Art Installation Program policies and application - McCauley noted that the art policies and guidelines were initially drafted by Matzke with use of a template, the staff modified it from there, and the Beautification Committee reviewed the draft distributed to the Board before the meeting. The art policies and application were created in response to hanging art requests and to clarify the DDA's position on various matters related to public art.

Based on the discussion that followed, the following changes to the document were requested, and the Board will review the revised draft at the next meeting.

1) Under the Branding & Content Restriction heading, add "unless specifically approved by the DDA Board of Directors as part of the application process" to the end of the sentence that indicates no logos or branding.

2) Strike the bulleted line "Temporary on non-permenant works……" under the Ineligible Projects & Prohibited Uses of Public Funds heading.

3) Under the Content Ownership Acknowledgement heading on the application, change all of the check boxes to "agree" and "disagree" and replace "confirm" with "understand." Also add "without compensation" to the end of the last item, and add a "please explain" line at the end, providing a place to write open-ended answers for any items the artist "disagrees" with.

V. Staff Updates/Reports

A. **Redevelopment Ready Communities (RRC) Essentials progress, review of DDA-related RRC documents** - McCauley noted that the RRC-related work basically involved creating a series of documents that specify the City's approach to managing planning & development activities (planning & zoning). Completing the documents and having them approved by the MEDC is intended to give the City enhanced access to MEDC expertise, training, and technical assistance, which ultimately should enhance downtown redevelopment efforts. He distributed a one-page summary of progress to date, which indicated that three of 9 tasks were completed in 2025, four more were completed recently, one is in progress (the 2025 Planning Commission Annual Report), and the Downtown/TIF plan is now the only remaining task to be completed for the City to attain RRC Essentials status.

B. **Downtown/TIF Plan progress and next milestone** - McCauley noted that he would attempt to complete writing the introductory and background information sections of the plan before the next DDA Board meeting on May 11, bring a draft to the meeting, and preferably provide it before the meeting. He added that the background sections on demographics, housing, and land use could be abbreviated if necessary to meet the deadline.

C. **Recent interest in Building Improvement Grants** - McCauley and Mentel noted that the staff had received three general inquiries over the past few months. All cases involved someone interested in potentially rehabbing non-specific properties in Downtown Iron Mountain, and trying to identify grant opportunities. All of them also mentioned the building improvement program web page at downtowniron mountain.com. McCauley added that the staff did not promote the BIG program at the beginning of 2026, as they had done in years past, since response to the program over the past 2 years has been very limited.

   After a brief discussion, the consensus was to open up the BIG program applications on a continuous basis rather than restricting it to the January-April window that was used in the past. The DDA Board can still review and approve applications for funding once a year, and limit funding to the amount set in the DDA annual budget. This approach should afford applicants more time to develop proposals that are aligned with BIG program requirements.

D. **Farmers & Artisans Market** - McCauley noted that the quality and quantity of vendor applications are similar to last year, and that a significant majority of the vendors are returning from 2025. He asked the Board if having food trucks somewhere nearby might be a desirable addition, and noted that some of the vendors envision going to that format, or at least utilizing a truck or trailer rather than a 10'x10' tent. The consensus was that food trucks would be a desirable addition to the FAM.

E. **Event updates** - Mentel noted that all music is confirmed, all but one food vendor is confirmed, and numerous sponsors have committed for the summer events. She added that the staff is working on securing additional sponsors.

VI. Public Comment - Ms. Thompson noted that she had been a vendor at the Farmers & Artisans Market, and indicated support for food trucks at the FAM. Mr. Peterson noted that he had been living in the area for about 3 years and came here from the Manistee area. He attended to meeting to find out more regarding DDA activities, events, etc.

VII. Member Privilege - Kim Webb noted that the new Imagination Factory Children's Museum would be opening in early May instead of in mid-April due to delays. Details are on the Imagination Factory Facebook page. Katherine Mentel noted that 41 Lumber would be donating the materials needed to rebuild the wood fence next to the Downtown Stage.

VIII. Adjournment - On a motion by Hendrickson, seconded by Stanchina, and carried unanimously, the meeting was adjourned at 1:00pm. Next regular DDA Board meeting: Monday, May 11, 2026 at 12 noon..