

**CITY OF IONIA**  
**Downtown Development Authority**  
**November 16, 2016 Meeting Minutes**

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**CALL TO ORDER:** The City of Ionia Downtown Development Authority meeting called to order by Board Chairperson Mike Kirgis at 8am.

**ROLL CALL:** Roll Call revealed the following DDA Board members present: Dave Cook, Jenny Dinehart, Tim Hemenway, Jim Killion, Mike Kirgis, and Brett Patterson. Also in attendance: City Manager Jason Eppler, Theatre Manager Gary Ferguson, City Finance Director Chris Hyzer and guest Deb Hatfield. .

**PUBLIC COMMENTS AND INFORMATION**

**CONSENT AGENDA:** It was moved by Member Cook, seconded by Member Hemenway to approve the following:  
Minutes from the DDA meeting of September 21, 2016.  
Accounts Payables for the DDA:  
August 26, 2016 - September 25, 2016 in the amount of \$13,889.40.  
September 26, 2016 - October 25, 2016 in the amount of \$7,513.84.  
  
Accounts Payables for the Theatre:  
August 26, 2016 - September 25, 2016 in the amount of \$10,746.01.  
September 26, 2016 – October 25, 2016 in the amount of \$12,043.62.  
**MOTION CARRIED.**

**DDA DIRECTOR UPDATE:** DDA Director's report attached to meeting documents.

**THEATRE REPORT:** Theatre Manager Gary Ferguson reported on the upcoming Christmas programs for area schools to be held in December. In addition to the school programs, the annual "FOP Country Concert" and the "Christmas in Ionia" event will be held next month. Discussion on ticket and concession pricing was also presented. Gary will review pricing and report on any changes at the December meeting.

**BOARD DECISIONS AND ACTION ITEMS:**

1. Wayfinding Sign Project: Three proposals were received following the RFP. The committee reviewed each with questions to be answered regarding the proposal from Valley City and also Spicer. After much discussion it was determined that the proposal from Valley Signs did not fulfill all of the RFP criteria regarding the study / developing of a system plan. That plan was more fabrication and design based.  
It was moved by Member Hemenway, seconded by Member Dinehart to recommend the Spicer Group proposal totaling \$15,000 for the Wayfinding Sign Project.  
**MOTION CARRIED.** Member Cook and Member Killion were not in favor of the decision.

**ADJOURNMENT:** It was moved by Member Cook, seconded by Member Hemenway to adjourn the meeting at 8:45am.  
**MOTION CARRIED.**

Respectfully Submitted,  
Rich Thompson, Secretary  
Linda Curtis, DDA Director