

**CITY OF IONIA**  
**Downtown Development Authority**  
**December 12, 2018 Meeting Minutes**

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**CALL TO ORDER:** The Ionia Downtown Development Authority meeting called to order by Board Chairperson Kirgis at 8:03AM.

**ROLL CALL:** Roll Call revealed the following DDA Board members present: Margot Cook, Tim Hemenway, Jim Killion, Paul Lentz, Brett Patterson, and Mike Kirgis. Also in attendance were City Manager Jason Eppler, Finance Director Chris Hyzer, Theatre Manager Gary Ferguson, and DDA Director Linda Curtis. Guests included Ionia City Clerk Aly Cook.

**CONSENT AGENDA:** It was moved by Member Hemenway, seconded by Member Patterson to approve the following:

Minutes from the DDA meetings of October 17, 2018 and November 21, 2018.

Accounts Payables for the DDA:

September 26, 2018 – October 25, 2018 in the amount of \$5,415.06.

October 26, 2018 – November, 25, 2018 in the amount of \$1,420.49.

Accounts Payables for the Theatre:

September 26, 2018 – October 25, 2018 in the amount of \$13,743.53.

October 26, 2018 – November 25, 2018 in the amount of \$15,525.99.

**MOTION CARRIED.**

The Audit review was presented to the Board noting that DDA and Brownfield funds were consistent with the prior year.

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

**THEATRE REPORT:** Theatre Manager Gary Ferguson provided an overview of the past month's activities and also upcoming events.

- The free movie presented after the Christmas Parade was well attended and exceeded estimated concession sales.
- Fundraisers are planned for the upcoming year and include three free movies to be presented during the first week of January, a Lip Sync Contest also in January and a Murder Mystery Dinner set for February 9<sup>th</sup>. All events are sponsored by local businesses.
- Michigan Chevrolet dealers held a conference / PowerPoint training at the Theatre on December 11th announcing the launch of the new Silverado Pickup. The training was well received by all attendees.
- A MSU film class will be utilizing the Theatre in January to shoot several scenes for an upcoming project.
- The Christmas programs for the Public Schools have been completed. SS Peter & Paul will be hosting their school presentation on Thursday, December 13<sup>th</sup>.

**BOARD DECISIONS AND ACTION ITEMS:**

1. 2019 date for the Fireworks Display: It was moved by Member Lentz and seconded by Member Hemenway to host the 2019 Ionia Fireworks Display on July 3<sup>rd</sup>.

**MOTION CARRIED.**

2. 2019 Ionia Fireworks Display contract and budget: It was moved by Member Lentz and seconded by Member Killion to enter into a contractual agreement with Melrose Pyrotechnics for the 2019 display at the cost of \$12,000.

MOTION CARRIED.

Discussion included the following:

- Safety measures of using an electronic firing system rather than a manual lighting of the shells were discussed.
- Start time was also discussed with the possibility of beginning the program at 10:10PM rather than at 10:00PM. It was noted that the darkness of the night is affected by the moon and overcast cover of clouds.
- The music program will be provided by Melrose in 2019 - previewed and approved by Gary Ferguson. The format will be synchronized with the firing of the first shell.
- It was noted that the new Melrose representative will provide an upgraded display from past years. With the contractual agreement being reviewed each year, the Board of Directors will have the option of changing companies in 2020 if desired.
- An increase of payment from \$10,000 to \$12,000 for the 2019 display. The DDA will solicit donations as in the past.

OTHER:

1. Wayfinding Sign Project: Eighteen of the twenty signs have been installed. The remaining two will be placed within the next couple of weeks. Landscaping will be completed in the spring. To date, all feedback / comments have been positive.

2. Downtown trees: City Clerk Aly Cook and Board Member Margot Cook requested information on the removal of diseased trees, ideas for replacement and the opportunity to raise funds for new trees through a sponsor program. The idea of placing a variety of tree species was also discussed. All would be disease resistant.

3. Upcoming street projects for 2019 include the reconstruction of Washington Street from Kidd to Dexter and also Dye Street from Washington to Baldie Street. A new postal box system is currently being discussed and would be installed during the Washington Street work.

4. The Trailhead Park located on the corner of Adams and Dexter is within 95% of completion. Robinson Park is at 40% completion to date.

5. The former MI Works building is currently being upgraded and will house the State of Michigan Probation Department. A seven year lease between the State of Michigan and the Eyde Company was finalized.

ADJOURN:

It was moved by Member Hemenway, seconded by Member Lentz to adjourn the meeting at 8:45AM.

MOTION CARRIED.

Respectfully Submitted,  
Dave Cook, Secretary  
Linda Curtis, DDA Director