

City of Ionia Downtown Development Authority

November 18, 2020 Meeting Minutes

CALL TO ORDER: The Ionia Downtown Development Authority meeting was called to order at 8:04AM by Chairperson Mike Kirgis. Meeting was held via ZOOM / conference call due to COVID health guidelines. Notice of change in meeting posted on the City of Ionia website in accordance with the Open Meetings Act.

ROLL CALL OF MEMBERS: Roll call revealed the following DDA Board of Directors present: Dave Cook, Margot Cook, Mike Kirgis, John Krueger, Paul Lentz, Chris Sorrell and Director Linda Curtis. Guests included City Manager Jason Eppler, City Finance Director Chris Hyzer, and Theatre Manager Gary Ferguson.

PUBLIC COMMENTS: Member Krueger asked if the meeting was posted according to the Open Meetings Act – notice placed on the City of Ionia website. It was noted that the meeting was posted as required.

CONSENT AGENDA: Motion to approve by Member Dave Cook; seconded by Member Margot Cook.
MOTION CARRIED.

Minutes from the DDA meeting of October 21, 2020. Motion to approve by Member Dave Cook; seconded by Member Margot Cook.
MOTION CARRIED.

DDA accounts payable for September 26, 2020 – October 25, 2020 in the amount of \$8,144.64.

Theatre accounts payable for September 26, 2020 – October 25th in the amount of \$5,742.84.

City of Ionia Finance Director Chris Hyzer reported the Brownfield Fund was favorable for the year's end. DDA stabilization funding was received. DDA to meet expectations and budget adjustments. Theatre will be closed for the next three weeks due to COVID guidelines. The closure will have a negative impact on the Theatre budget.

Motion to approve by Member Lentz; seconded by Member Margot Cook.
MOTION CARRIED.

DDA Director Report: Report included in DDA Board of Directors meeting document package. Added information included that 116 lamppost garland sponsorships had been filled to date. Laminated cards will be placed on the fresh garland wraps recognizing the donor's request. The official Christmas tree will be placed prior to Thanksgiving. The Chamber / DDA Christmas on the Bricks campaign has been well received. Nine of twelve promotional gift baskets were reserved within a few hours of the announcement. The Twinkle Town / Twinkle Downtown celebration is scheduled for Saturday, December 5th. It will be promoted heavily as a community light tour and business open house. Member Krueger requested a copy of all member's contact information and board terms would be provided. He requested additional communication opportunities between board meeting dates if even through an email process. It was noted that the Board would be required to follow the Open Meetings Act protocol.

THEATRE REPORT: Theatre Manager Gary Ferguson reported the Theatre opened temporarily and will now be closed again for the next three weeks due to COVID guidelines. Curbside concession services will again be promoted. A gift basket program is also be created for the holidays. Member Margot Cook asked if recruiting volunteers during this time was presenting any issues. Gary noted that staff and volunteers were providing coverage at this time.

BOARD DECISIONS AND ACTION ITEMS:

1. None at this time.

DISCUSSION ITEMS:

1. Mayor Balice approved DDA Board terms for Member Dave Cook and Chris Sorrell. An overview of current terms will be provided to members.
2. The Board of Directors thanked City Manager Jason Eppler for his years of service to the community and congratulations on his retirement.

OTHER:

Calendar of Events included:

- Small Business Saturday – November 28th
- Twinkle Town / Twinkle Downtown Celebration – Saturday, December 5th from 6-8pm.

GENERAL ADJOURNMENT: Board discussions and comments continued until 8:36AM.
Motion to adjourn by Member Dave Cook, seconded by Member Lentz.
MOTION CARRIED.