



CITY OF IONIA
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA
8:00 AM, Wednesday, December 17, 2025
IONIA THEATRE

I. Call to Order

II. Roll Call of Members Taryn Altobelli, Precia Garland, John Krueger, Tricia Meyers, Heather Poland-Sizemore, Zachary Sheehan, Dustin Sommer, Ben Weller, and Ryan Wilson.

III. Public Comments

IV. Consent Agenda

1. To approve the December 17, 2025 meeting agenda.

V. Approval of Minutes

1. To approve the minutes from the November 19, 2025 meeting.

VI. Financial Report

1. To accept the Accounts Payables for the DDA: October 26, 2025 – November 25, 2025 in the amount of \$6,922.66

To accept the Accounts Payables for the Theatre: October 26, 2025 – November 25, 2025 in the amount of \$11,247.71

VII. DDA Director Report

1. Report included in Board Agenda Packet.

VIII. Theatre Report

1. Report included in Board Agenda Packet.

IX. Board Decisions and Action Items

1. 2025 DDA Board of Directors Meeting Schedule

X. Discussion Items

XI. Adjournment

The Mission of the Ionia Downtown Development Authority is to champion the revitalization and

sustainability of downtown by supporting local businesses, preserving our historic theatre, strengthening our identity, and expanding opportunities for community connection.



CITY OF IONIA
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
8:00 AM, Wednesday, November 19, 2025
IONIA THEATRE

I. CALL TO ORDER

II. ROLL CALL OF MEMBERS

III. PUBLIC COMMENTS

The IACC Director reported that the Holiday Shopping Passport program will run from November 24 through January 5, encouraging shoppers to visit participating businesses for a chance to win prizes. They also announced the launch of a Community Cash Scavenger Hunt, which will award a total of \$1,000 in Community Cash. The holiday edition of Thirsty Thursday is scheduled for December 11 and will feature a best dressed award. Lastly, the IACC is hiring for a part-time administrative position, approximately 20 hours per week.

IV. CONSENT AGENDA

(IV.1.) To approve the November 19, 2025 meeting agenda.

With no changes or additions, Member Wilson made a motion, seconded by Member Weller, to approve the agenda as presented.

MOTION BY VOICE VOTE.

V. APPROVAL OF MINUTES

(V.1.) To approve the minutes from the October 15, 2025 meeting.

Minutes from the regular meeting of the Downtown Development Authority were reviewed. Member Garland made a motion, seconded by Member Wilson, to approve the October 15, 2025 meeting minutes as presented.

MOTION BY VOICE VOTE.

VI. FINANCIAL REPORT

(VI.1.) To accept the Accounts Payables for the DDA: September 26, 2025 – October 25, 2025 in the amount of \$1,877.63

To accept the Accounts Payables for the Theatre: September 26, 2025 – October 25, 2025 in the amount of \$7,433.13

Member Weller made a motion, seconded by Member Sheehan, to accept the financials as

presented.

MOTION BY VOICE VOTE.

VII. DDA DIRECTOR REPORT

(VII.1.) Report included in Board Agenda Packet.

Director Rice provided a wrap-up of the Bulldogs Unleashed project and shared updates on recent event support efforts. She also outlined ongoing preparation for upcoming Christmas activities, including the parade and downtown garland installation.

Director Rice attended the Michigan Downtown Association’s Annual Conference in Rochester, MI, where she gained valuable insight into funding opportunities, programming ideas from comparable downtowns, marketing strategies, and best practices for effective downtown management.

VIII. THEATRE REPORT

(VIII.1.) Report included in Board Agenda Packet.

Director Rice reviewed the October financial and attendance numbers, along with key operational items for the theatre. Holiday programming is scheduled, and volunteer support is currently being secured. Additionally, three free movies sponsored by various community partners are planned before the end of 2025.

IX. BOARD DECISIONS AND ACTION ITEMS

(IX.1.) DDA Bylaw Update - Confirmation of Chief Executive Officer (CEO) Designee on the DDA Board

The Board reviewed background information from a 2022 City administration guidance letter regarding statutory requirements under the Recodified Tax Increment Financing Act (MCL 125.4204(1) and MCL 125.4201(h)). The statute requires that the municipality’s Chief Executive Officer—defined as the Mayor or City Manager—serve on the DDA Board or designate a representative.

It was noted that while the intent in 2022 was for the City Manager to serve as the CEO representative on the City of Ionia DDA Board, the change was never updated and reflected in the bylaws.

The Board reviewed the proposed redline updates to Sections 3.1 and 3.4 of the DDA Bylaws, clarifying membership requirements and specifying that the Mayor or City Manager is not eligible to serve as Chairperson or Vice-Chairperson.

It was requested to provide the full bylaws versus the excerpts provided with the updated verbiage for future changes.

Member Wilson made a motion, seconded by Member Garland, to approve suggested changes to

the bylaws in sections 3.1 and 3.4 to add specific language to include the city manager and not just the mayor.

Member Wilson made a motion, seconded by Member Garland, to approve the proposed amendments to Sections 3.1 and 3.4 of the bylaws, adding language formally identifying the City Manager as the Chief Executive Officer.

MOTION BY VOICE VOTE.

MOTION APPROVED 6-1

X. DISCUSSION ITEMS

(X.1.) Marketing Committee Update

Director Rice provided a recap of Bulldogs Unleashed, including participation and financial figures. The committee also reviewed a set of identified core brand truths: Creative, Timeless, Rooted, Charming, Comfortable, Eclectic, and Playful, to guide future marketing efforts.

The Festival of Trees concept for next year was approved. The event will encourage downtown businesses and residents to display decorated trees throughout the community, complemented by a cookie walk and a social district stroll.

Lastly, the marketing committee approved moving forward with pursuing funding for a mosaic mural project to be installed in the downtown district.

XI. OTHER

XII. ADJOURNMENT

Board Member Sheehan made a motion, seconded by City Manager Garland, to adjourn.

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 9 am.

Respectfully Submitted,

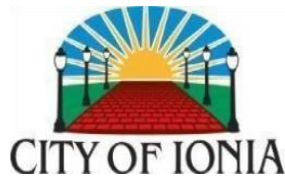
Cassie Rice, Recording Secretary
for Heather Poland-Sizemore, Secretary

DDA REPORT GL FOR CITY OF IONIA
Balance As of 11/30/2025

GL Number	Description	End Balance 06/30/2025	25-26 Amended Budget	YTD Balance 11/30/2025	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT OPERATING					
Account Category: Revenues					
Department: 000.000					
248-000.000-415.000	2 MILL LEVY	46,148.09	46,000.00	45,384.62	98.66
248-000.000-655.000	PROMOTIONS AND SPONSORSHIPS	9,604.00	4,000.00	1,925.00	48.13
248-000.000-655.000-248.001	PROMOTIONS AND SPONSORSHIPS	50.00	9,000.00	0.00	0.00
248-000.000-665.000	INTEREST	5,484.28	3,500.00	704.93	20.14
248-000.000-676.002	Reimbursement for IFF Agreeemnt	7,500.00	0.00	45.00	100.00
248-000.000-688.000	OTHER REVENUE	171.64	500.00	1,926.40	385.28
248-000.000-699.101	CONTRIBUTIONS FROM GENERAL FUN	200,000.00	250,000.00	0.00	0.00
Total Dept 000.000		268,958.01	313,000.00	49,985.95	15.97
Revenues		268,958.01	313,000.00	49,985.95	15.97
Account Category: Expenditures					
Department: 558.000 ADMINISTRATIVE					
248-558.000-702.000	SALARY & WAGES	103,614.08	73,200.00	23,443.58	32.03
248-558.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	43,049.06	19,330.00	6,747.38	34.91
248-558.000-727.000	OFFICE SUPPLIES	1,627.72	1,800.00	355.25	19.74
248-558.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	1,556.11	1,000.00	210.90	21.09
248-558.000-851.000	TELEPHONE	900.00	900.00	430.00	47.78
248-558.000-860.000	TRANSPORTATION AND TRAINING	1,925.00	2,300.00	2,113.85	91.91
248-558.000-954.000	INSURANCE	5,286.26	6,000.00	5,746.99	95.78
248-558.000-980.700	CAPITAL OUTLAY - THEATRE	70,000.00	185,000.00	0.00	0.00
Total Dept 558.000 - ADMINISTRATIVE		227,958.23	289,530.00	39,047.95	13.49
Department: 600.000 DOWNTOWN MAINTENANCE					
248-600.000-740.000	OPERATING SUPPLIES	3,826.87	7,000.00	63.26	0.90
248-600.000-920.000	PUBLIC UTILITIES	8,607.82	8,700.00	2,689.09	30.91
Total Dept 600.000 - DOWNTOWN MAINTENANCE		12,434.69	15,700.00	2,752.35	17.53
Department: 610.000 DDA DEVELOPMENT					
248-610.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	19,679.52	20,000.00	2,075.00	10.38
248-610.000-972.000	PROMOTIONS AND FIREWORKS	1,371.50	5,000.00	340.00	6.80
248-610.000-972.000-248.001	PROMOTIONS AND FIREWORKS	14,000.00	15,000.00	0.00	0.00
Total Dept 610.000 - DDA DEVELOPMENT		35,051.02	40,000.00	2,415.00	6.04
Expenditures		275,443.94	345,230.00	44,215.30	12.81
Fund 248 - DOWNTOWN DEVELOPMENT OPERATING:					
TOTAL REVENUES		268,958.01	313,000.00	49,985.95	15.97
TOTAL EXPENDITURES		275,443.94	345,230.00	44,215.30	12.81
NET OF REVENUES & EXPENDITURES:		(6,485.93)	(32,230.00)	5,770.65	

DDA REPORT GL FOR CITY OF IONIA
Balance As of 11/30/2025

GL Number	Description	End Balance 06/30/2025	25-26 Amended Budget	YTD Balance 11/30/2025	% Bdgt Used
Fund: 250 THEATRE FUND					
Account Category: Revenues					
Department: 000.000					
250-000.000-633.000	MOVIE ADMISSIONS	88,103.00	85,000.00	22,676.00	26.68
250-000.000-634.000	MOVIE CONCESSIONS	126,406.35	115,000.00	31,104.65	27.05
250-000.000-635.000	LIVE ENTERTAINMENT REVENUE	297.98	2,000.00	925.00	46.25
250-000.000-639.000	THEATRE RENTAL	7,805.00	5,000.00	(300.00)	(6.00)
250-000.000-640.000	ADVERTISING REVENUES	5,555.88	6,000.00	1,254.23	20.90
250-000.000-665.000	INTEREST	(720.73)	100.00	(286.32)	(286.32)
250-000.000-675.000	GIFTS DONATIONS	7,664.76	4,000.00	394.86	9.87
250-000.000-688.000	OTHER REVENUE	2,639.00	3,000.00	187.25	6.24
250-000.000-699.248	CONTRIBUTION FROM DDA	70,000.00	185,000.00	0.00	0.00
Total Dept 000.000		307,751.24	405,100.00	55,955.67	13.81
Revenues		307,751.24	405,100.00	55,955.67	13.81
Account Category: Expenditures					
Department: 442.000 OPERATIONS					
250-442.000-702.000	SALARY & WAGES	106,271.63	106,000.00	32,552.65	30.71
250-442.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	8,738.71	12,000.00	3,693.37	30.78
250-442.000-727.000	OFFICE SUPPLIES	1,113.68	900.00	146.45	16.27
250-442.000-728.000	POSTAGE	21.44	100.00	0.00	0.00
250-442.000-729.000	CREDIT CARD FEES	4,998.49	5,000.00	2,373.48	47.47
250-442.000-732.000	LIVE ENTERTAINMENT EXPENSE	0.00	0.00	1,083.45	100.00
250-442.000-740.000	OPERATING SUPPLIES	745.85	2,000.00	560.85	28.04
250-442.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	13,884.02	16,000.00	6,760.55	42.25
250-442.000-804.000	FILM EXPENSE	54,668.03	45,000.00	12,896.34	28.66
250-442.000-805.000	CONCESSION EXPENSE	38,725.49	42,000.00	10,924.97	26.01
250-442.000-851.000	TELEPHONE	1,020.00	1,100.00	315.00	28.64
250-442.000-861.000	MEMBERSHIP AND DUES	500.00	750.00	0.00	0.00
250-442.000-862.000	SUBSCRIPTIONS	222.50	500.00	149.99	30.00
250-442.000-920.000	PUBLIC UTILITIES	36,083.05	35,000.00	8,503.70	24.30
250-442.000-931.000	BUILDING REPAIR & MAINTENANCE	19,243.22	20,000.00	8,435.84	42.18
250-442.000-956.001	SALES TAX	6,693.76	6,000.00	1,704.77	28.41
250-442.000-962.200	ADVERTISING - PROMOTION	7,697.85	4,500.00	433.64	9.64
250-442.000-968.000	DEPRECIATION	25,399.10	0.00	0.00	0.00
250-442.000-980.000	CAPITAL OUTLAY	0.00	185,000.00	0.00	0.00
Total Dept 442.000 - OPERATIONS		326,026.82	481,850.00	90,535.05	18.79
Expenditures		326,026.82	481,850.00	90,535.05	18.79
Fund 250 - THEATRE FUND:					
TOTAL REVENUES		307,751.24	405,100.00	55,955.67	13.81
TOTAL EXPENDITURES		326,026.82	481,850.00	90,535.05	18.79
NET OF REVENUES & EXPENDITURES:		(18,275.58)	(76,750.00)	(34,579.38)	
Report Totals:					
TOTAL REVENUES - ALL FUNDS		576,709.25	718,100.00	105,941.62	14.75
TOTAL EXPENDITURES - ALL FUNDS		601,470.76	827,080.00	134,750.35	16.29
NET OF REVENUES & EXPENDITURES:		(24,761.51)	(108,980.00)	(28,808.73)	



Ionia Downtown Development Authority Director's Report December 2025

Economic Development & Business Engagement

- Continued active engagement with local property owners and business operators, both existing and prospective, regarding vacant properties, redevelopment opportunities, façade improvements, and available grant programs.
- Provided ongoing support and information to encourage investment, occupancy, and improvement within the district.

Special Events & Community Programming

- Hosted a Free Movie Night for Small Business Saturday, sponsored by Live Local Realty, to support local businesses and drive downtown foot traffic.
- Coordinated and hosted the Flag Unveiling Ceremony.
- Conducted downtown speaker testing in preparation for upcoming events.
- Organized and hosted the annual Tree Lighting Event.
- Managed Garland Sponsorships
- Hosted Twinkle Town Parade, expanding seasonal programming for DDA.

Meetings, Seminars & Professional Engagement

Boards, Committees & Partnerships

- Attended and contributed to meetings with:
 - Department Heads
 - DDA Board of Directors
 - City Manager connections
 - Theatre Ad Hoc Committee
 - Ionia Business & Professional Women (IBPW)

Follow-Up & Business Outreach

- Conducted follow-up engagement with **FIT Impressions** to support continued collaboration and business development.

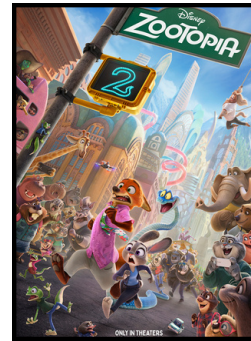
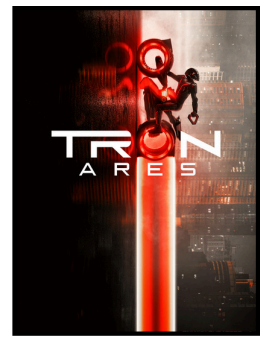
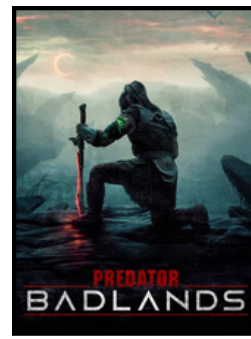
Respectfully submitted,

Cassie Rice, Ionia DDA and Theatre Director

IONIA THEATRE MONTHLY REPORT



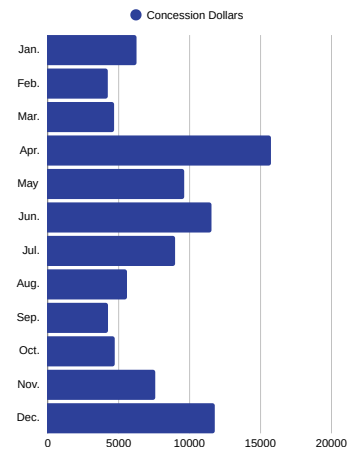
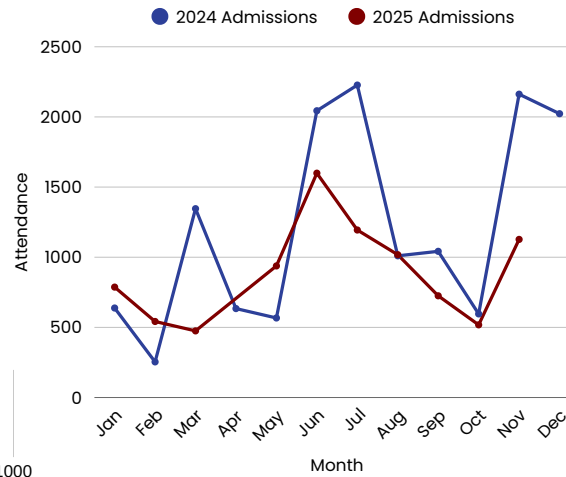
MOVIES PLAYED IN NOVEMBER



BY THE NUMBERS...

MONTHLY SHOWINGS	MONTHLY ATTENDANCE
75	1,127
Compared to Last Year -24	Compared to Last Year -1,035

● Feb ● Mar ● May ● June ● August
● Sept. ● Oct.



UPCOMING @ THE THEATRE

EVENTS

12/19	12/20	12/22	12/29	1/10	2/14	2/25	3/16	APRIL
Independent Bank Staff Movie	Private Showing - FNAF 2	WION Free Movie	Free Movie Sponsored by LDC	Starfish Monthly Seminar	Starfish Monthly Seminar	ICCF Grant Awards Ceremony	WION Free Movie	Spring Break



Ionia Downtown Development Authority

2026 Meeting Schedule

Meetings are the third Wednesday of the month, beginning at 8:00 AM held at the Ionia Theatre

January 21

February 18

March 18

April 15

May 20

June 17

July 15

August 19

September 16

October 21

November 18

December 16