



CITY OF IONIA
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA
8:00 AM, Wednesday, January 21, 2026
IONIA THEATRE

I. Call to Order

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

III. Public Comments

IV. Consent Agenda

1. To approve the January 21, 2026 meeting agenda.

V. Approval of Minutes

1. To approve the minutes from the December 17, 2025 meeting.

VI. Financial Report

1. To accept the Accounts Payables for the DDA: November 26, 2025 – December 25, 2025 in the amount of \$1,433.08

To accept the Accounts Payables for the Theatre: November 26, 2025 – December 25, 2025 in the amount of \$11,008.60

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. 2026 Election of Officers: Chairperson, Vice Chairperson, Treasurer, Secretary

X. Discussion Items

1. Conflict of Interest Statements for DDA Board of Directors

XI. Other

XII. 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, December 17, 2025
IONIA THEATRE

I. CALL TO ORDER

Chairperson John Krueger called the meeting of the City of Ionia Downtown Development Authority to order at 8:02 AM.

II. ROLL CALL OF MEMBERS

Roll call revealed a Quorum with Board Members Benjamin Weller, Precia Garland, Ryan Wilson, Zachary Sheehan, and John Krueger present.

III. PUBLIC COMMENTS

IACC reminded everyone of the holiday shopping passport and community cash eggs. It was also mentioned that IACC is looking forward to the 2026 partnerships.

IV. CONSENT AGENDA

(IV.1.) To approve the December 17, 2025 meeting agenda.

Director Rice noted the need for a small edit in the only item, which was to change the title of the item from 2025 Board Meeting Schedule to 2026 Board Meeting Schedule.

With the edit noted, Board Member Garland made a motion, seconded by Board Member Wilson, to approve the agenda as presented.

MOTION BY VOICE VOTE.

V. APPROVAL OF MINUTES

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

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

MOTION CARRIED BY VOICE VOTE.

VI. FINANCIAL REPORT

(VI.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

With no changes or additions, Board Member Weller made a motion, seconded by Board 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 reviewed the events that transpired, including the Small Business Saturday Free Movie, Flag Unveiling Ceremony, Downtown Tree Lighting and Parade.

VIII. THEATRE REPORT

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

Director Rice reviewed the numbers and activities from the past month, including the increased variety with ten different films shown for either public or private viewing. Future events include the Free Movies over holiday break and private seminars.

IX. BOARD DECISIONS AND ACTION ITEMS

(IX.1.) 2026 DDA Board of Directors Meeting Schedule

Chairperson John Krueger noted upcoming travel that may result in missed meetings and requested to be excused from those absences, once finalized.

With no changes or additions, Board Member Garland made a motion, seconded by Board Member Sheehan, to approve the schedule as presented.

MOTION BY VOICE VOTE.

X. DISCUSSION ITEMS

XI. ADJOURNMENT

Board Member Wilson made a motion, seconded by Board Member Garland, to adjourn.

MOTION CARRIED BY VOICE VOTE.

Respectfully Submitted,

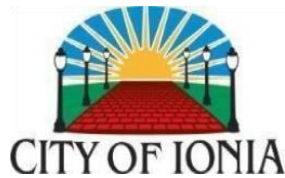
Cassie Rice, Recording Secretary
for Heather Poland-Sizemore, Secretary

DDA REPORT GL FOR CITY OF IONIA
Balance As of 12/31/2025

GL Number	Description	End Balance 06/30/2025	25-26 Amended Budget	YTD Balance 12/31/2025	% 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	46,088.40	100.19
248-000.000-655.000	PROMOTIONS AND SPONSORSHIPS	9,604.00	4,000.00	2,840.00	71.00
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	1,108.99	31.69
248-000.000-676.002	Reimbursement for IFF Agreeemnt	7,500.00	0.00	750.00	100.00
248-000.000-688.000	OTHER REVENUE	171.64	500.00	1,967.17	393.43
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	52,754.56	16.85
Revenues		268,958.01	313,000.00	52,754.56	16.85
Account Category: Expenditures					
Department: 558.000 ADMINISTRATIVE					
248-558.000-702.000	SALARY & WAGES	103,614.08	73,200.00	28,060.07	38.33
248-558.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	43,049.06	19,330.00	8,002.28	41.40
248-558.000-727.000	OFFICE SUPPLIES	1,627.72	1,800.00	519.68	28.87
248-558.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	1,556.11	1,000.00	330.89	33.09
248-558.000-851.000	TELEPHONE	900.00	900.00	450.00	50.00
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	45,223.76	15.62
Department: 600.000 DOWNTOWN MAINTENANCE					
248-600.000-740.000	OPERATING SUPPLIES	3,826.87	7,000.00	69.61	0.99
248-600.000-920.000	PUBLIC UTILITIES	8,607.82	8,700.00	4,401.52	50.59
Total Dept 600.000 - DOWNTOWN MAINTENANCE		12,434.69	15,700.00	4,471.13	28.48
Department: 610.000 DDA DEVELOPMENT					
248-610.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	19,679.52	20,000.00	2,155.00	10.78
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	2,495.00	6.24
Expenditures		275,443.94	345,230.00	52,189.89	15.12
Fund 248 - DOWNTOWN DEVELOPMENT OPERATING:					
TOTAL REVENUES		268,958.01	313,000.00	52,754.56	16.85
TOTAL EXPENDITURES		275,443.94	345,230.00	52,189.89	15.12
NET OF REVENUES & EXPENDITURES:		(6,485.93)	(32,230.00)	564.67	

DDA REPORT GL FOR CITY OF IONIA
Balance As of 12/31/2025

GL Number	Description	End Balance 06/30/2025	25-26 Amended Budget	YTD Balance 12/31/2025	% 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	27,952.00	32.88
250-000.000-634.000	MOVIE CONCESSIONS	126,406.35	115,000.00	47,565.65	41.36
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	1,300.00	26.00
250-000.000-640.000	ADVERTISING REVENUES	5,555.88	6,000.00	2,547.98	42.47
250-000.000-665.000	INTEREST	(720.73)	100.00	(356.08)	(356.08)
250-000.000-675.000	GIFTS DONATIONS	7,664.76	4,000.00	789.86	19.75
250-000.000-688.000	OTHER REVENUE	2,639.00	3,000.00	1,606.50	53.55
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	82,330.91	20.32
Revenues		307,751.24	405,100.00	82,330.91	20.32
Account Category: Expenditures					
Department: 442.000 OPERATIONS					
250-442.000-702.000	SALARY & WAGES	106,271.63	106,000.00	42,362.33	39.96
250-442.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	8,738.71	12,000.00	5,369.99	44.75
250-442.000-727.000	OFFICE SUPPLIES	1,113.68	900.00	317.20	35.24
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	575.85	28.79
250-442.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	13,884.02	16,000.00	7,329.95	45.81
250-442.000-804.000	FILM EXPENSE	54,668.03	45,000.00	17,167.97	38.15
250-442.000-805.000	CONCESSION EXPENSE	38,725.49	42,000.00	14,850.01	35.36
250-442.000-851.000	TELEPHONE	1,020.00	1,100.00	345.00	31.36
250-442.000-861.000	MEMBERSHIP AND DUES	500.00	750.00	550.00	73.33
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	16,388.02	46.82
250-442.000-931.000	BUILDING REPAIR & MAINTENANCE	19,243.22	20,000.00	10,075.02	50.38
250-442.000-956.001	SALES TAX	6,693.76	6,000.00	2,630.52	43.84
250-442.000-962.200	ADVERTISING - PROMOTION	7,697.85	4,500.00	1,135.02	25.22
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	122,703.80	25.47
Expenditures		326,026.82	481,850.00	122,703.80	25.47
Fund 250 - THEATRE FUND:					
TOTAL REVENUES		307,751.24	405,100.00	82,330.91	20.32
TOTAL EXPENDITURES		326,026.82	481,850.00	122,703.80	25.47
NET OF REVENUES & EXPENDITURES:		(18,275.58)	(76,750.00)	(40,372.89)	
Report Totals:					
TOTAL REVENUES - ALL FUNDS		576,709.25	718,100.00	135,085.47	18.81
TOTAL EXPENDITURES - ALL FUNDS		601,470.76	827,080.00	174,893.69	21.15
NET OF REVENUES & EXPENDITURES:		(24,761.51)	(108,980.00)	(39,808.22)	



Ionia Downtown Development Authority Director's Report January 2026

Economic Development & Business Engagement

- Provided ongoing support and information to encourage investment, occupancy, and improvement within the district.
- Monitoring of district maintenance needs and reporting of concerns as they arise
- Grant research and funding opportunity review for potential downtown improvements

Special Events & Community Programming

- Support provided to local events and partner organizations to encourage downtown activity
- Outreach to last year's events to determine annual calendar
- Collaboration with the Ionia Theatre on community programming, special events, and opportunities that support downtown vitality.

Meetings, Seminars & Professional Engagement

Boards, Committees & Partnerships

- Attended and contributed to meetings with:
 - City Council
 - Department Heads
 - DDA Board of Directors
 - City Manager connection
 - Ionia Business & Professional Women (IBPW)

* Utilized scheduled time off around the holidays and in January; limited activity occurred during this period, with priority items monitored and addressed as needed.

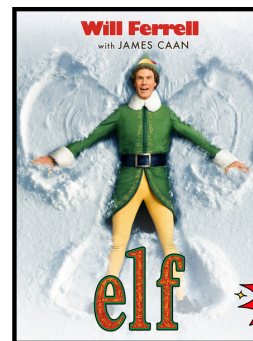
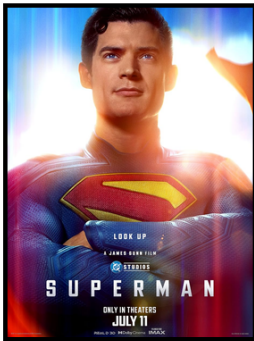
Respectfully submitted,

Cassie Rice, Ionia DDA and Theatre Director

IONIA THEATRE MONTHLY REPORT

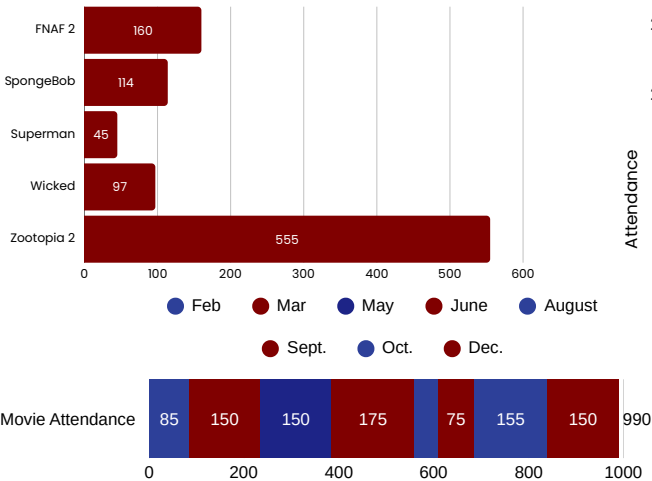


MOVIES PLAYED IN DECEMBER

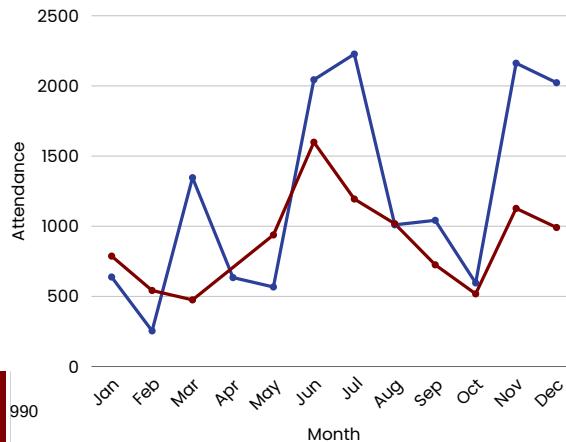


BY THE NUMBERS...

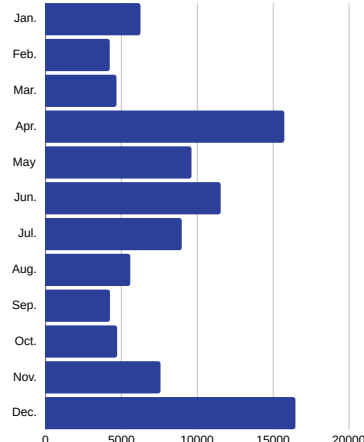
● Monthly Admissions



● 2024 Admissions ● 2025 Admissions



● 2025 Concession Dollars



UPCOMING @ THE THEATRE

EVENTS

WEEK OF 1/26	2/2	2/16	2/21	2/25	3/14	3/16	04/02	04/27
Multiple Private School Showings	WION Free Movie	President's Day Free Movie sponsored by Mayor Milewski	State of the City	ICCF Grant Awards	Starfish Monthly Seminar	WION Free Movie	Memorial Private Event	WION Free Movie

CONFLICT OF INTEREST POLICY AND DISCLOSURE STATEMENT

Ionia Downtown Development Authority

The members of the Board of Directors shall exercise the utmost good faith in all transactions relating to their duties for the Ionia Downtown Development Authority (DDA). In their dealings with and on behalf of the Ionia DDA, they should be held to a strict rule of honest and fair dealing between themselves and the DDA. They shall not use their positions, or knowledge gained, in such a way that a conflict, real or apparent would arise between the interest of the Ionia DDA and that of the individual.

Members of the Board of Directors shall not accept any material gifts, favors, or hospitality that might influence their decision making or compromise their judgement in actions affecting the Ionia DDA.

Although positions of divided interest with potential conflict may arise from time to time, such instances shall not be permitted to influence adversely the welfare of the Ionia DDA. Therefore, any persons subject to this policy shall promptly disclose for him / her and members of his / her immediate family:

1. The existence of any actual or pending employment, appointment, activity, relationship or other position that may be divided interest with the Ionia DDA.
2. The existence of any actual or pending investment, contract, conveyance, purchase, sale or other transaction directly or indirectly involving or affecting such persons and that might involve a real or apparent material conflict with the interest of the Ionia DDA.

If there is a question whether a conflict of interest exists, the question shall be put before the Board of Directors. Whether a conflict of exists shall be determined by a majority vote of the remaining members of the Board of Directors. When a conflict of interest exists, the member of the Board of Directors shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:

1. Declare a conflict exists at the next meeting of the Board of directors;
2. Cease to participate at the Board of Directors' meetings during deliberation of the agenda item before the Board of Directors.
3. Leave the meeting until that agenda item is concluded.

Signing of this statement covers the period of January 1, 2026 through December 31, 2026.

I have reviewed the Conflict of Interest Policy and agree to its terms.

Signature

Printed name

Role with DDA

Date