



**CITY COUNCIL
REGULAR MEETING MINUTES**

6:30 PM, Wednesday, June 4, 2025

IONIA CITY HALL - COUNCIL CHAMBERS

CALL TO ORDER

Mayor John Milewski called the meeting of the Ionia City Council to order at 6:30 PM.

PLEDGE OF ALLEGIANCE

Mayor John Milewski led everyone present with the Pledge of Allegiance.

ROLL CALL

Roll call revealed a Quorum with Councilmembers Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee (6:43 PM), Tom Millard, Jeff Winters, and Mayor John Milewski present. Councilmembers Richard Starr and Troy Waterman were absent.

Councilmember Ketchum made a motion, seconded by Councilmember Winters, to excuse Councilmember Troy Waterman's absence.

MOTION CARRIED BY VOICE VOTE.

I. APPROVAL OF AGENDA

With no changes or additions, Councilmember Cowling made a motion, seconded by Councilmember Winters, to approve the agenda as presented.

MOTION CARRIED BY VOICE VOTE.

II. APPROVAL OF MINUTES

(II.1.) May 7, 2025 - Budget Work Session

(II.2.) May 7, 2025 – Regular Meeting

Minutes from the regular meeting and special budget work session of May 7, 2025, were reviewed. Councilmember Millard made a motion, seconded by Councilmember Cook, to approve the May 7, 2025, regular meeting and special budget work session minutes as presented.

MOTION CARRIED BY VOICE VOTE.

III. PROCLAMATIONS

None.

IV. PUBLIC COMMENTS

None.

V. PUBLIC HEARINGS AND ASSOCIATED ACTION

(V.1.) Public Hearing to receive comments on the proposed FY2025-2026 City of Ionia Budget

Mayor Milewski opened the public hearing for comments on the proposed FY2025-2026 City of Ionia Budget at 6:32 PM and subsequently closed the public hearing at 6:33 PM following no comments.

Councilmember Millard made a motion, seconded by Councilmember Winters, to approve Budget Appropriation Resolution 2025-12, adopting the FY2025-2026 budget for all city funds and setting the millage rate to support these budgets.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstentions: None

MOTION CARRIED

Resolution 2025-07



A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF IONIA ADOPTING THE FISCAL YEAR 2025-2026 BUDGET FOR ALL CITY FUNDS AND SETTING THE MILLAGE RATE TO SUPPORT SAID BUDGET

WHEREAS, pursuant to MCL 141.412 and Section 5.05 of the City Charter, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 17, 2025, and a public hearing on the proposed budget was held on June 4, 2025, **now, therefore**,

BE IT RESOLVED, that the proposed 2025-2026 Fiscal Year Budget be adopted and that commencing July 1, 2025, and ending June 30, 2026, the following revenues and expenditures are hereby established and appropriated on a governmental fund basis.

BE IT FURTHER RESOLVED, that the estimated revenues and expenditures for Fiscal Year 2025-2026 are as follows:

	Revenues	Expenditures
<u>General Fund</u>		
Property Taxes	\$685,000	
Income Taxes	\$2,550,000	
State Revenues	\$1,420,000	
Charges for Service	\$2,380,000	
License and Permits	\$166,000	

Interest	\$150,000	
Miscellaneous	\$269,000	
Council		\$54,250
City Manager		\$451,586
Elections		\$15,000
Accounting		\$586,060
Independent Audit		\$7,000
Income Tax Administration		\$125,130
Front Office		\$198,962
Planning & Zoning		\$56,500
Assessor		\$63,500
City Legal Fees		\$105,000
Board of Review		\$1,500
Festivals & Events		\$9,250
Data Processing Department		\$169,000
Clerk		\$84,771
Building - Grounds		\$356,700
Other Offices		\$675,500
Ambulance		\$52,000
Public Safety		\$3,599,961
Street Lights		\$120,500
Oak Hill Cemetery		\$35,900
Economic Development		\$250,000
Contributions - Other Funds		<u>\$930,000</u>
TOTAL	\$7,620,000	\$7,948,070

	Revenues	Expenditures
		<u>Special Revenue Funds</u>
Major Street Fund	\$1,143,986	\$941,500
Local Street Fund	\$676,597	\$702,000
Solid Waste Fund	\$649,000	\$761,350
Recreation Fund	\$538,900	\$554,613
Drug Forfeiture Fund	\$1,150	\$2,500
Parks Facilities Improvement Fund	\$841,000	\$1,036,000
Public Safety Vehicle Replacement Fund	\$169,000	\$ -0-
Public Safety Donation Fund	\$4,900	\$5,000
Opioid Settlement Fund	\$5,050	\$1,000
		<u>Capital Project Funds</u>
Sidewalk Program Fund	\$ -0-	\$ -0-
Environmental Response Fund	\$21,000	\$25,000
Capital Improvement Projects Fund	\$ -0-	\$ -0-

		<u>Enterprise Funds</u>
Theatre	\$405,100	\$481,850
Dial-A-Ride-Fund	\$2,162,949	\$2,148,499
Sewer Fund	\$3,667,000	\$3,420,941
Water Fund	\$3,197,000	\$2756,017
		<u>Internal Service Fund</u>
Central Garage Fund	\$512,000	\$563,000
		<u>Permanent Fund</u>
Cemetery Trust Fund	\$ -0-	\$ -0-
		<u>Component Units</u>
Downtown Development Authority Fund	\$313,000	\$345,230
LDFA	\$ -0-	\$ -0-
Brownfield	\$1,500	\$10,000
		<u>Joint Venture</u>
Ionia Regional Utilities Authority Fund	<u>\$2,228,000</u>	<u>\$2,228,000</u>
TOTAL	\$24,157,132	\$23,930,570

The ability to meet all expenditures shall be from available surplus in each fund.

BE IT FURTHER RESOLVED, that the approved employee positions on the Position Roster List contained in the budget by appropriation values shall limit the number of employees who can be employed and no funds are appropriated for any regular full or part-time position or employee not on the Approved Position Roster, unless approved by resolution of the City Council.

BE IT FURTHER RESOLVED, that to meet the operational requirements of the below referenced funds that all the following millage rates be approved and levied by the City on the Summer 2025 property tax bill:

<u>FUND</u>	<u>PURPOSE</u>	<u>MILLAGE</u>
General Fund	General Operating	3.00 mills*
General Fund	Public Safety Apparatus	1.15 mills*
General Fund	Theatre Improvements	1.00 mills*
General Fund	Parks System Improvements	2.00 mills*
Solid Waste Fund	Solid Waste Disposal	1.00 mills**
Environmental Response	Operating (landfill site monitoring)	0.1008 mills*
Dial-A-Ride	Public Transportation	<u>0.7158 mills*</u>
TOTAL		8.9666 mills

* Authorized by City Charter

**Authorized by Ordinance No. 437

BE IT FURTHER RESOLVED, that 1.9088 mills be levied against all real and personal property located in the Downtown Development District for the purpose of offsetting the expenses associated with operating the Downtown Development Authority and financing improvements within the District; and,

BE IT FURTHER RESOLVED, that the FY 2026-2031 Capital Improvement Plan previously approved is hereby confirmed as an illustrative list of potential future City projects, with projects listed in FY 2026 specifically appropriated as detailed in the FY 2025-2026 budget.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to make budgetary transfers within the appropriation centers established throughout this budget. All transfers between appropriations may be made only by further resolution of the City Council pursuant to Section 5.04 of the City Charter and Section 19(2) of the provisions of the Michigan Uniform Accounting and Budget Act.

BE IT FURTHER RESOLVED, that the City Council may, by resolution, make additional appropriations during the 2025-2026 Fiscal Year for unanticipated expenditures required of the City, but such expenditures shall not exceed the amount by which actual and anticipated revenues of the fiscal year are exceeding the revenues as estimated in the budget unless the appropriations are necessary to relieve an emergency endangering the public health, peace, or safety.

This Resolution shall take effect on July 1, 2025.

RESOLUTION 2025-12 DECLARED ADOPTED

(V.2.) Public Hearing to receive comments on the proposed First Amendment to 425 Agreement

Mayor Milewski opened the public hearing for comments on the First Amendment to Berlin Township and City of Ionia Public Act 425 of 1984 Agreement at 6:34 PM and subsequently closed the public hearing at 6:35 PM following no comments.

Councilmember Winters made a motion, seconded by Councilmember Cowling, to approve the "First Amendment to Berlin Township and City of Ionia Public Act 425 of 1984 Agreement."

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstentions: None

MOTION CARRIED

FIRST AMENDMENT TO BERLIN TOWNSHIP AND CITY OF IONIA PUBLIC ACT 425 OF 1984 AGREEMENT

This First Amendment to the Berlin Township and City of Ionia Public Act 425 of 1984 Agreement, dated _____, 2025 ("First Amendment"), between the City of Ionia, a Michigan

municipal corporation, the principal address of which is 114 North Kidd Street, Ionia, Michigan 48846 (“City”) and Berlin Township, a Michigan general law township, the principal address of which is 265 W. David Highway, Ionia, Michigan 48846 (“Township”).

RECITALS

- A. The City and Township entered into the Berlin Township and City of Ionia Public Act 425 of 1984 Agreement, dated July 12, 2000 (“Contract”), in accordance with Act No. 425 of the Public Acts of 1984, as amended (“Act 425”). An executed copy of the Contract is attached as Exhibit A and incorporated herein.
- B. The parties discovered that the legal description for a part of the real property which was to have been conditionally transferred from the Township to the City under the terms of the Contract was inadvertently omitted.
- C. The parties desire to correct the omission by adopting this First Amendment and to provide for the City’s anticipated use of state brownfield authorization to facilitate development.
- D. Section 11 of the Contract authorizes the City and Township to modify the Contract by subsequent amendment, subject to the rights otherwise provided for in Act 425.

FIRST AMENDMENT

In exchange for good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. Amendment of Exhibit A. That Exhibit A to the Contract, entitled the “Map of Proposed Transfer Areas Berlin Township to City of Ionia,” and all maps and descriptions associated with that exhibit, is hereby amended to also include, in addition to and not by way of limitation, the real property as shown and described on Exhibit A-1, attached hereto, with the understanding that Exhibit A as amended by the addition of Exhibit A-1 is intended to identify collectively all the real property subject to the conditional transfer of jurisdiction from the Township to the City in accordance with terms of the Contract, as amended.

2. Amendment of Section 4.B. That Section 4.B. of the Contract is amended to read in full as follows:

B). For the duration of this Contract, the City and Township shall become equal partners in the revenue stream from development in the conditionally transferred property as follows:

1). The City shall have the right to capture qualified property taxes generated by the conditionally transferred property under a separate Brownfield Development Plan and a related Development Reimbursement Agreement approved by the City (collectively, “BRA Plans”; “BRA” meaning the City’s Brownfield Redevelopment Authority). Under the BRA Plans, the City will reimburse developers for qualified site improvement expenses from tax increment revenue generated by the developers’ projects.

2). Following the fulfillment of the reimbursement obligations to the developers, and five (5) years’ subsequent tax increment capture by the BRA, the Township and City will share equally the City’s collected general operating millage levied against the conditionally transferred property for the remainder of the Contract’s term.

3). For any of the conditionally transferred property not subject to captured property taxes, the Township and City will share equally the City's collected general operating millage levied against the conditionally transferred property for the remainder of the Contract's term.

4). The Township and City shall each receive one-half (1/2) of any monies received from the State of Michigan or the federal government for revenue sharing purposes.

3. Contract to Remain in Effect. Except as expressly set forth herein, all other terms and conditions as set forth in the Contract shall remain in effect and binding on the parties and all references to the Contract shall be interpreted to mean the Contract as amended by this First Amendment.

4. Filing and Effective Date. In accordance with Act 425, following the parties' execution of this First Amendment, a duplicate original of the First Amendment shall be filed with the Ionia County Clerk and with the Michigan Secretary of State. This First Amendment, certified by such County Clerk or Secretary of State, shall be prima facie evidence of the amendment of the Contract. This First Amendment shall be effective upon the date of filing with the County Clerk or Secretary of State, whichever is later.

The parties have signed this First Amendment as of the date first written above.

(V.3.) Public Hearing to consider Resolution 2025-13 to confirm the special assessment roll for single lot assessments against various real properties located in the City of Ionia

Mayor Milewski opened the public hearing for comments on Resolution 2025-13 and the special assessment roll for single lot assessments at 6:36 PM and subsequently closed the public hearing at 6:37 PM following no comments.

Councilmember Ketchum made a motion, seconded by Councilmember Millard, to approve Resolution 2025-13, approving the special assessment roll for single lot assessments.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstentions: None

MOTION CARRIED

Resolution 2025-13



A RESOLUTION CONFIRMING THE SPECIAL ASSESSMENT ROLL FOR SINGLE LOT ASSESSMENTS AGAINST VARIOUS REAL PROPERTIES LOCATED IN THE CITY OF IONIA, MICHIGAN

At a regular meeting of the City Council of the City of Ionia, Michigan, held in the City Council

Chambers, Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on June 4, 2025, at 6:30 p.m., there were:

PRESENT: Margot Cook, Brenda Cowling, Dawn Ketchum, John Milewski, Tom Millard, and Jeff Winters

ABSENT: Tim Lee (6:43 PM), Richard Starr, and Troy Waterman

The following resolution was offered by Council Member Ketchum and seconded by Council Member Millard:

WHEREAS, pursuant to Ionia Charter, § 11.1, the City Council has the power to determine by resolution that expenses for public improvements or repairs shall be defrayed by special assessment upon the parcels of property especially benefited;

WHEREAS, pursuant to Ionia Charter, § 11.2, the City Council has prescribed by general ordinance procedures for special assessments, including procedures in Ionia Code, § 210.23, for the assessment of single lots or parcels;

WHEREAS, the City Treasurer is required to periodically report to the City Council all sums owing to the City for expenses incurred by the City upon or in respect to any single property, which expense is chargeable against said property and owner, and which have not been paid within 30 days after mailing of a bill to the owner of such property;

WHEREAS, the City Council directed the City Assessor to prepare a special assessment roll covering all such charges reported to it together with a penalty of 10%;

WHEREAS, such roll was filed with the City Clerk, who advised the City Council of the filing of the same;

WHEREAS, at a public meeting held on May 7, 2025, the City Council scheduled a public hearing for June 4, 2025, at 6:30 p.m., to hear objections to such assessment roll;

WHEREAS, the assessment roll was open to public inspection for a period of seven days before the City Council met to review the roll and hear complaints;

WHEREAS, the City Clerk gave notice of the opening of the roll to public inspection and of the meeting of the City Council to hear complaints in the manners required by Ionia Code, § 210.23; and

WHEREAS, after hearing all persons interested therein, giving due consideration to any written objections to the special assessment roll filed with the City Clerk, and after reviewing the special assessment roll, the City Council deems the special assessment roll to be in accordance with the law and determines that it is satisfied with the special assessment roll and that assessments are in proportion to benefits received.

NOW, THEREFORE, IT IS RESOLVED:

1. That the special assessment roll reported to the City Council in the total amount of \$19,548.32 for the expenses incurred by the City specified in the roll, a copy of which is attached hereto as Exhibit A, is hereby ratified and confirmed.

2. That the special assessment roll shall be known and designated as the 2025 Single Lot Special Assessment Roll (the "Roll").
3. That the City Clerk shall endorse on the Roll the date of this meeting as the date of confirmation of the Roll.
4. That the Roll be placed on file in the office of the City Clerk, who shall attach the Clerk's warrant to a certified copy of the Roll within 10 days.
5. That the City Assessor shall spread and the City Treasurer shall collect the sums and amounts appearing on the Roll.
6. That the assessment in the Roll shall be payable in one installment, which shall be due and payable upon confirmation of the Roll.
7. That the City Treasurer shall notify by mail each property owner on the Roll that the Roll has been filed, stating the amount assessed and the terms of payment.
8. That if the assessment in the Roll is not paid within 60 days after it is first due, the assessment shall be considered as delinquent, and the same penalties shall be collected on such unpaid assessments as are provided by law to be collected on delinquent general City taxes.
9. That any delinquent assessments, with penalties and interest, shall be added by the City Treasurer to the next general City tax roll or general County and school tax roll, as shall be convenient, and shall thereafter be collected and returned in the same manner as are general City taxes.
10. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

RESOLUTION 2025-13 DECLARED ADOPTED.

(V.4.) Public Hearing to receive comments on the final report for the completion of the Dog Park/Wireless Speaker System Community Development Block Grant (CDBG)

Mayor Milewski opened the public hearing for comments on the final report for the completion of the Dog Park and Wireless Speaker System Community Development Block Grant (CDBG) at 6:38 PM.

City Clerk Bowman provided a summary of the grant project, including the breakdown of financial contributions from the City and the grant program.

Mayor Milewski closed the public hearing at 6:40 PM following no public comments.

Councilmember Cowling made a motion, seconded by Councilmember Cook, to accept the final report for the completion of the Dog Park and Wireless Speaker System CDBG.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstentions: None

MOTION CARRIED

VI. COMMUNICATIONS

(VI.1.) Life EMS - Annual Report

Kraig Dodge, Interim Deputy Director of Eastern Operations for Life EMS, presented the Life EMS annual report, in accordance with the Advanced Emergency Medical Service Agreement between the City of Ionia and Life EMS, executed in 2013.

(VI.2.) City of Ionia Economic Development Report

City Clerk Bowman presented an annual report regarding the implementation of the City's economic development strategy.

VII. CITY MANAGER'S REPORT

(VII.1.) Introduction and First Reading - Ordinance No. 594 - Chapter 1276: Site Plan Review

Ordinance No. 594 was presented to Council by City Clerk Bowman. The ordinance proposed amendments to Chapter 1276 - Site Plan Review to streamline the development process by removing the requirement of a public hearing for uses permitted-by-right.

Councilmember Millard made a motion, seconded by Councilmember Cook, to introduce and conduct a first reading of Ordinance No. 594, an ordinance to amend the Site Plan Review requirements found in Chapter 1276 of the City of Ionia's Codified Ordinances and to schedule a Public Hearing regarding the proposed ordinance for 6:30 PM, Wednesday, July 2, 2025, at Ionia City Hall.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstentions: None

MOTION CARRIED

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
Ordinance No. 594**

At a regular meeting of City Council for the City of Ionia, Michigan held at City Hall on _____, 2025, beginning at 6:30 P.M., City Council Member _____ made a motion to adopt this Ordinance, which by motion was supported by Council Member _____.

AN ORDINANCE TO AMEND PART TWELVE (PLANNING AND ZONING CODE), TITLE SIX (ZONING), CHAPTER 1276 (SITE PLAN REVIEW); CHAPTER 1289, SECTION 1289.08 (MEDICAL MARIHUANA FACILITIES; APPLICATION AND PROCESSING PROCEDURES); AND CHAPTER 1290, SECTION 1290.09 (ADULT USE MARIHUANA ESTABLISHMENTS; APPLICATION AND PROCESSING PROCEDURES); AND SECTIONS 1289.08 AND 1290.09 OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.

The CITY OF IONIA (the "City") HEREBY ORDAINS:

Section 1. Amendment to Part Twelve, Title Six, Chapter 1276. Part Twelve, Title Six, Chapter 1276 “Site Plan Review” of the Codified Ordinances is hereby amended to read in its entirety as follows:

Chapter 1276
Site Plan Review

- 1276.01 Purpose.
- 1276.02 Site ~~P~~lan ~~R~~eview ~~r~~Required.
- 1276.03 Approval ~~A~~uthority.
- 1276.04 Application and ~~P~~rocedures.
- 1276.05 Site ~~P~~lan ~~R~~eview.
- 1276.06 Final ~~S~~ite ~~P~~lan ~~A~~pproval.
- 1276.07 Standards for ~~A~~pproval.
- 1276.08 Conditions of ~~A~~pproval.
- 1276.09 Validity of ~~F~~inal ~~S~~ite ~~P~~plans.
- 1276.10 Performance ~~G~~uarantees.
- 1276.11 Amendments to ~~A~~pproved ~~S~~ite ~~p~~Plan.
- 1276.12 Expansion of ~~E~~xisting ~~U~~se, ~~S~~tructure or ~~B~~uilding.

1276.01 PURPOSE.

~~The purposes of site plan review are to determine compliance with the provisions of this Zoning Code; to promote the orderly development of the City; to prevent the depreciation of land value through uses or structures which do not give proper attention to siting or area protection; and to provide consultation and cooperation between the applicant and the City Planning Commission in order that applicants may accomplish their objectives in the utilization of their land within the regulations of this Zoning Code and achieve the purposes of the City of Ionia Master Plan. The purpose of the Site Plan Review process is to ensure that new development and significant changes to existing sites are completed in a manner consistent with the City of Ionia’s Master Plan, Zoning Code, and applicable design standards. The review process aims to: promote orderly growth and development; protect the health, safety, and welfare of the community; ensure compatibility with surrounding land uses and neighborhoods; prevent the depreciation of land value; and provide opportunity for consultation and cooperation between the applicant and the City Planning Commission as related to the applicant’s objectives and compliance with the City’s regulations.~~

1276.02 SITE PLAN REVIEW REQUIRED.

~~A~~ Prior to the issuance of any permits, a site plan shall be submitted for review and approval ~~prior to the issuance of a building permit~~ as follows:

- (a) Administrative Staff Review: The Zoning Administrator shall review the following site plans or may refer such plans to the Planning Commission.
 - (1) Residential uses with up to three dwelling units.
 - (2) Accessory dwelling units.
 - (3) Minor expansions of existing non-residential buildings or outdoor uses that are less than fifty percent (50%) of the current building’s size or land area occupied.
 - (4) Accessory buildings that do not exceed fifty percent (50%) of the size of the largest principal building on the site.
 - (5) A change in the use of a property that results in the need for additional parking.
- (b) Planning Commission Review:
 - (1) Any new construction of a non-residential use.

- (2) New construction of residential uses with more than three dwelling units.
- (3) Special land uses, site condominiums, and planned unit developments (PUDs).
- (4) Expansion of an existing non-residential use or residential use with more than three dwelling units, where the increase is fifty percent (50%) or more of the existing building's gross square footage or land area. For uses primarily outdoors, the expansion is determined by the increase in land area occupied.
- (5) A change in use or expansion resulting in significant alterations to site circulation, drainage, landscaping, lighting, and/or other considerations of site plan review, as determined by the Zoning Administrator.

~~—(a) Planning Commission Level. The Planning Commission shall review the following site plans:~~

~~—(1) Any new principal commercial, office, industrial, business or institutional use or a residential use having more than two dwellings.~~

~~—(2) Special land uses and planned unit developments.~~

~~—(3) Existing commercial, industrial, business or institutional uses and buildings or residential uses having more than two dwellings proposed to be increased in size fifty percent or more of the existing building or use. The existing size shall be determined by the gross square footage of an existing building, or if the principal use is primarily out of doors, then the land area occupied by the use shall be used to determine the existing size.~~

~~—(4) Accessory buildings which are more than fifty percent of the size of the largest principal building on site.~~

~~—(b) Staff Level. The Community Development Director shall review the following site plans or may refer such plans to the Planning Commission:~~

~~—(1) Expansion of an existing use or building which comprises less than fifty percent of a building or less than fifty percent of the land area occupied by a use which is principally outdoors.~~

~~—(2) A building which is accessory to the principal building if such accessory building is no more than one half of the size of the largest principal building on site.~~

~~—(3) A change in the use of a property which results in the need for more parking spaces.~~

1276.03 APPROVAL AUTHORITY.

The Planning Commission or ~~Community Development Director~~Zoning Administrator shall have the power to approve, deny, modify, or approve with conditions all site plans submitted under this Zoning Code. A building permit shall not be issued until a site plan has been approved as required herein.

Review of site plans by ~~the Community Development Director~~the Zoning Administrator or his or her designee shall be in accordance with the same procedures, requirements and standards used by the Planning Commission except that the number of site plan copies and the submittal date shall be subject to the discretion of the ~~Director~~Zoning Administrator. When review of a site plan is performed by the Zoning Administrator or his or her designee, references to the "Planning Commission" in the Sections 1276.04 to 1276.12 shall be interpreted as references to the Zoning Administrator unless the context clearly indicates to the contrary.

The ~~Community Development Director~~Zoning Administrator may waive specific site plan review submittal requirements if it is determined that such requirements are not relevant to the site plan under consideration. The ~~Director~~Zoning Administrator shall keep a record of those items specifically waived and document reasons for the waiver.

1276.04 APPLICATION AND PROCEDURES.

An application for site plan review along with ~~twelve-four printed~~ sets of the site plan and one electronic copy shall be submitted to the ~~Community Development Director~~Zoning Administrator in accordance with the submittal schedule established by the Planning Commission along with the fee as set by the City Council. The application shall at a minimum contain the following information:

- (a) The applicant's name, address and phone number.
- (b) Proof that the applicant is the owner of the property or has a legal or financial interest in the property, such as a purchase agreement.
- (c) The name, address and phone number of the owner(s) of record if different than the applicant.
- (d) The address of the property.
- (e) A legal description of the property.
- (f) The current zoning.
- (g) A project description.
- (h) The size of the parcel in acres.
- (i) The signature of the applicant and the owner of the property.

1276.05 SITE PLAN REVIEW.

(a) Upon receipt of the site plan and application, the ~~Community Development Director~~Zoning Administrator shall forward copies to the ~~Fire Department and the~~ Department of Public Works, Public Safety, Public Utilities, and others as necessary for review and subsequent report to the Planning Commission. The ~~Director~~Zoning Administrator shall send the application and site plan to members of the Planning Commission prior to the meeting at which it will be considered.

~~(b) — (b) A public hearing shall be held for each site plan considered by the Planning Commission. The public hearing shall comply with the Michigan Zoning Enabling Act, PA 410 of 2006 as amended and the other provisions of this section with regard to public notification.~~

~~(c) — (1) Responsibility for public notice. The City Clerk, or his or her designee, shall be responsible for preparing the content of the public notice, having it published and mailed or delivered as provided in this section.~~

~~(d) — (2) Notice requirements. Notice of a public hearing for site plan review shall be given not less than fifteen days before the date of the public hearing. The notice shall be given as follows:~~

~~(e) — A. Newspaper notice. The notice shall be published in a newspaper that circulates in the City.~~

~~(f) — B. Mail and personal notice. The notice shall be sent by first class mail or personal delivery to:~~

~~(g) — 1. The owner of property for which approval is being considered, and the applicant, if different than the owner of the property.~~

~~(h) — 2. Except for rezoning requests that are proposed for eleven (11) or more adjacent parcels, the notice shall be sent to all persons to whom property is assessed within three hundred (300) feet of the boundary of the property subject to the request, regardless of whether the property or occupant is located within the municipal boundaries of the City. If the name of the occupant is not known, the term "occupant" may be used in making notification. In the case of a single structure containing more than four (4) dwelling units or other distinct spatial areas owned or leased by different individuals, partnerships, businesses or organizations, notice may be given to the manager or owner of the structure who shall be requested to post the notice at the primary entrance to the structure. In structures containing~~

- four (4) or fewer dwelling units, only one (1) occupant of each unit must be given notice of the public hearing.
- ~~(i) — 3. All neighborhood organizations, public utility companies, airports, railroads, and other persons, which have requested to receive notice pursuant to this section.~~
 - ~~(j) — (3) Record of mailing. The City Clerk, or his or her designee, shall prepare an affidavit of mailing which shall include those to whom the notice was mailed and the date of mailing.~~
 - ~~(k) — (4) Content of notice. The public notice shall:~~
 - ~~(l) — A. Describe the nature of the request.~~
 - ~~(m) — B. Indicate the property that is the subject of the request. The notice shall include a listing of all existing street addresses within the subject property. Street addresses do not need to be created and listed if no such addresses currently exist for the property. If there are no street addresses, other means of identified may be used, such as a tax parcel identification number, identifying the nearest cross streets, or including a map showing the location of the property.~~
 - ~~(n) — C. Indicate the date, time and place of the public hearing.~~
 - ~~(o) — D. Include a statement describing when and where written comments will be received concerning the request and a statement that the public may appear at the public hearing in person or by counsel.~~
 - ~~(p) — (5) Registration to receive notice by mail. Any neighborhood organization, public utility company, railroad or any other person may register with the City Clerk to receive written notice of any public hearing held pursuant to Part Twelve, Planning and Zoning, of the City Code.~~
 - ~~(q) — (c) Final site plans shall be drawn at a scale of not more than one inch to 100 feet and shall contain the following information unless specifically waived by the Planning Commission:~~
 - ~~(r) — (1) The date on which the site plan was prepared.~~
 - ~~(s) — (2) The name, address and professional seal of the architect, landscape architect, engineer or professional surveyor who prepared the plan.~~
 - ~~(t) — (3) A north arrow and legal description based upon the most current survey.~~
 - ~~(u) — (4) Property lines, dimensions, and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.~~
 - ~~(v) — (5) Existing and proposed topographic elevations at two-foot intervals on the site and to a distance of fifty feet outside the boundary lines of the site.~~
 - ~~(w) — (6) Direction of storm water drainage and how storm water runoff will be handled as well as a statement describing where storm water will be ultimately discharged such as a creek, stream, lake or wetland.~~
 - ~~(x) — (7) Location of existing and proposed buildings, their intended use, the length, width and height of each building, and the square footage of each building.~~
 - ~~(y) — (8) Location of abutting streets, rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site. Also driveway width, curb radii and design of proposed deceleration lanes.~~
 - ~~(z) — (9) Location and size of all water and sanitary sewer lines and storm drainage lines as well as fire hydrants and catch basins, and location of septic tanks and drainfields, and utility easements.~~
 - ~~(aa) — (10) Location and type of all sidewalks, bike paths, and other walkways.~~
 - ~~(bb) — (11) Location, type and size of any walls, fences or other screening devices.~~
 - ~~(cc) — (12) Location of all proposed landscape materials, including size and type of plantings.~~
 - ~~(dd) — (13) Location, size and height of all proposed accessory structures, flagpoles, storage sheds, transformers, dumpsters or trash removal areas or devices, and methods of screening,~~

- signs, and existing and proposed utility poles. Roof top or outdoor equipment shall also be indicated, including proposed methods of screening where appropriate:
- (ee) — (14) Proposed parking areas and access drives showing the number and size of spaces and aisles, loading areas, handicapped access ramps, and the method of surfacing such areas.
 - (ff) — (15) Exterior lighting showing areas of illumination and type of fixtures as well as the method of shielding lights from adjacent properties and roadways.
 - (gg) — (16) Location and type of significant existing vegetation, watercourses, and water bodies, including County drains and man-made surface drainageways, floodplains, and wetlands. Vegetation which is to be retained on the site must be illustrated.
 - (hh) — (17) Location of existing and proposed slopes which are twenty percent or greater.
 - (ii) — (18) Zoning and land use on adjacent properties.
 - (jj) — (19) Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Zoning Code or by State or Federal agencies.
 - (kk) — (20) The Planning Commission may request architectural elevation drawings of a building and cross-section drawings of the site.
 - (ll) — (21) Small-scale sketch of properties, streets and zoned uses of land within one-half mile of the site.
 - (mm) — (d) The final site plan for developments which have been proposed in phases shall generally conform to the approved preliminary plan.
 - (nn) — (e) The Planning Commission may require written statements relative to the effects on the existing traffic capacity of streets, and the proposed development's impact on schools, existing utilities, the environment and natural features.
 - (oo) — In addition, the Commission may request additional studies, graphics or other written materials from the applicant in order to assist in determining the appropriateness of the site plan.

(b) Site Plan Requirements

(1) Plan Preparation Details

- A. Preparation Date
- B. Name, address, and professional seal of the architect, landscape architect, engineer, or professional surveyor responsible for the plan
- C. Scale of no greater than 1:100

(2) Basic Site Information

- A. North arrow
- B. Legal description based on the most current survey
- C. Property boundaries with dimensions

(3) Site and Surrounding Features

- A. Existing buildings and structures within 100 feet of the site
- B. Watercourses, water bodies, floodplains, wetlands, and man-made drainageways
- C. Significant vegetation, including retained trees, with location, size (diameter at breast height in inches), and common name. (e.g., northern pine, etc.)
- D. Topographic elevations at two-foot intervals for the site and up to 50 feet beyond the property lines
- E. Existing slopes of 20% or greater

(4) Utility Infrastructure

- A. Existing water, sanitary sewer, and storm drainage lines or on-site facilities (e.g., detention basins), including catch basins, fire hydrants, utility poles, septic tanks, and drain fields

- B. Utility easements
- (5) Adjacent Properties
 - A. Zoning and land use of neighboring properties
 - B. Locations of nearby streets, rights-of-way, service drives, curb cuts, access easements, and driveways opposite of or within 100 feet of the site
- (6) Buildings and Structures
 - A. Location, dimensions (i.e., length, width, height), square footage, setback distance, and intended use of all proposed buildings
 - B. Location, size, height, and screening methods for accessory structures, flagpoles, storage sheds, dumpsters, utility poles, rooftop equipment, signs, and exterior equipment (e.g., silos, mechanical, tanks, etc.)
- (7) Parking and Access
 - A. Layout of parking areas, showing the number and size of spaces, aisle dimensions, loading areas, and handicapped ramps.
 - B. Driveway details, including width, curb radii, and deceleration lane design.
 - C. Access points
- (8) Landscaping and Screening
 - A. Location, type, and size of proposed landscaping materials
 - B. Walls, fences, and other screening devices, with height and material specifications
- (9) Pathways and Connections
 - A. Location, dimensions (i.e., width), and type of sidewalks, bike paths, and walkways
- (10) Lighting
 - A. Location, specifications, and areas of illumination for all exterior lighting indicated on cut sheets and photometric plans to the extent of the property boundaries
 - B. Shielding methods to minimize impacts on adjacent properties and roadways
- (11) Stormwater Management
 - A. All site drainage and details of stormwater runoff management shall meet the specifications of the Ionia County Drain Commissioner
 - B. Stormwater calculations may be required to verify adequate planned infrastructure
 - C. Proof of review and approval by the Ionia County Drain Commissioner, if requested by the Planning Commission
- (12) Hazardous Materials
 - A. Location and specifications of storage facilities for chemicals, salts, flammable or hazardous materials
 - B. Any required containment structures or clear zones in compliance with local, state, or federal regulations
- (13) Additional Requirements
 - A. Proposed grading that will result in new slopes of 20% or greater
 - B. Building elevation and cross-section drawings or floorplans, if requested by the Planning Commission
 - C. Small-scale map showing properties, streets, and zoning uses within one-half mile of the site
 - D. Any other details as required by the Planning Commission to evaluate the site's compliance with City standards

(a) The Planning Commission shall review the final site plan according to the general standards for site plan review as contained in this chapter and any other applicable regulations of this Zoning Code. Based on these standards and regulations, the Planning Commission shall approve, deny, or approve with conditions the final site plan.

(b) If approved, the applicant shall revise the site plan as necessary and submit the final site plan to the ~~Community Development Director~~Zoning Administrator to ensure that all revisions as required by the Planning Commission have been made.

(c) Upon approval of the final site plan, two copies of this plan shall be stamped as approved, dated, and signed by the ~~Community Development Director~~Zoning Administrator. One copy of the approved plan shall be retained by the applicant and one shall be retained by the ~~Director~~Zoning Administrator as part of the ~~building permit~~ review process.

(d) The ~~Community Development Director~~Zoning Administrator shall notify the Building Department for issuance of a building permit upon receipt of an approved final site plan, provided that all other applicable City regulations have been met ~~including compliance with the Building and Housing Code~~.

1276.07 STANDARDS FOR APPROVAL.

(a) General Approval Criteria: Before approving a site plan, the Planning Commission must ensure compliance with the following standards. If all applicable standards and other City ordinances are met, the site plan shall be approved.

(b) Access and Site Circulation

(1) Buildings must be arranged to allow emergency vehicle access as required by the City's Public Safety Department.

(2) The Planning Commission may:

A. Limit the number of driveways for a site.

B. Require shared driveways between contiguous parcels.

C. Require parking lots on adjacent parcels to be connected.

D. Align driveways opposite each other for improved traffic flow.

(3) Public and private circulation routes must integrate with existing or planned streets, pedestrian paths, and bicycle routes.

(4) Streets and drives that are part of an existing or planned street pattern serving adjacent development shall be of a condition appropriate to the traffic volume and type of traffic they will carry.

(5) On-site maneuvering space for trucks must be provided so that loading areas do not interfere with public right-of-way.

(c) Landscaping and Site Design

(1) Landscaping must comply with the City's landscape provisions.

(2) The site design must consider:

A. Topography

B. Type and size of lot and buildings

C. Character of adjoining property

D. Adjoining properties to prevent negative impacts on their orderly development or improvement for uses in this Zoning Code

(3) Natural features should be preserved where practical, with minimal removal of vegetation and alterations to topography.

(4) Areas of natural drainage, such as wetlands, ponds, and swales, must be protected to maintain natural drainage patterns and habitats.

(d) Privacy and Screening

- (1) The site plan must provide reasonable visual and sound privacy for all dwelling units through the use of fences, landscaping, and other barriers where necessary.
- (2) Outdoor storage and trash collection areas must comply with Chapter 1060 and be screened appropriately.

(c) Pedestrian and Non-Motorized Transportation

- (1) In recognition that a connected sidewalk system along City streets enhances pedestrian safety and conserves energy through non-motorized transportation opportunities, sidewalks shall be required as determined by the Planning Commission and must comply with City of Ionia sidewalk standards, as detailed in the City's Municipal Standards.
- (2) Factors for requiring sidewalks include:
 - A. Existing and future pedestrian traffic near the site
 - B. Ability to enhance pedestrian safety
 - C. Traffic volume on adjacent streets
 - D. Potential for a connected sidewalk network
 - E. Proximity to pedestrian attractors (e.g., schools, public buildings, shopping areas)
 - F. Location of the proposed use

(f) Lighting

- (1) Exterior lighting shall be arranged so that illumination is deflected downward and away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets.
- (2) Flashing or intermittent lights shall not be permitted.
- (3) Excessive lighting of buildings or structures shall be minimized to reduce light pollution.

(g) Stormwater Management

- (1) Stormwater drainage must be designed to prevent adverse impacts on neighboring properties and the public stormwater system.
- (2) Provisions must be made for:
 - A. Erosion control, particularly during construction
 - B. Dust prevention
 - C. Retention/detention ponds, where necessary
- (3) Paved surfaces must be designed to prevent water pooling and maintain safe traffic flow.
- (4) The Planning Commission may require catch basins with oil filters to prevent contamination of natural drainage systems.
- (5) As deemed necessary, the Planning Commission may require the site plan to be reviewed by the Ionia County Drain Commissioner.

(h) Compliance with Regulations

- (1) Site plans must comply with all applicable County, State, and Federal laws and regulations.
- (2) Final site plan approval and permits may be conditioned upon obtaining necessary permits from relevant agencies.

~~—(a) Prior to approving a site plan, the Planning Commission shall require that the following standards be satisfied. If these standards and the other requirements noted in this section or in other City ordinances are met, the site plan shall be approved.~~

~~—(b) The Planning Commission shall have the authority to limit the number of driveways for a site, to require that parking lots on contiguous parcels be connected, that driveways for contiguous parcels be shared, and that opposite driveways be directly aligned.~~

- ~~—(c) Landscaping shall be provided and designed in accordance with the City's landscape provisions:~~
- ~~—(d) All elements of the site plan shall be designed to take into account the site's topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Zoning Code:~~
- ~~—(e) The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or by making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Zoning Code. A development shall respect the natural resources of the City:~~
- ~~—(f) Areas of natural drainage, such as swales, wetlands, ponds, or swamps, shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land:~~
- ~~—(g) The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes:~~
- ~~—(h) All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as requested by the City Fire Department:~~
- ~~—(i) In recognition that a sidewalk system along City streets would enhance pedestrian safety and conserve energy through non-motorized transportation opportunities, sidewalks shall be required as determined by the Planning Commission during the site plan review process. Sidewalks, if required, shall be constructed in accordance with the City of Ionia sidewalk standards. Additions to or renovations of buildings, existing as of the effective date of this chapter, which require site plan review, shall be subject to the requirements herein. In determining the need for a sidewalk, the following criteria shall be considered:~~
 - ~~—(1) The amount of current and future pedestrian traffic passing by the site:~~
 - ~~—(2) Whether a sidewalk would enhance the safety of pedestrians currently walking by the site as well as the safety of future pedestrians:~~
 - ~~—(3) The existing and future volume of traffic on the street abutting the site:~~
 - ~~—(4) The existence or probability of sidewalks being constructed on adjacent properties in order to create or complete a usable sidewalk system:~~
 - ~~—(5) The location of the proposed use:~~
 - ~~—(6) The location of pedestrian attractors such as schools, churches, public buildings, and shopping opportunities:~~
- ~~—(j) The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern serving adjacent development shall be of a condition appropriate to the traffic volume and type of traffic they will carry:~~
- ~~—(k) Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm water drainage system. Provisions shall be made to accommodate storm water, prevent erosion, particularly during construction, and prevent the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. The Planning Commission may, in its discretion, require catch basins to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system:~~
- ~~—(l) Exterior lighting shall be arranged so that illumination is deflected away from adjacent properties and so that it does not interfere with the vision of the motorist along adjacent streets. Flashing or intermittent lights shall not be permitted. Excessive lighting of buildings or structures shall be minimized to reduce light pollution:~~

~~— Street lights which conform to the City of Ionia specifications for street lighting shall be installed within the right-of-way along all streets abutting the parcel. The Planning Commission may, in its discretion, require these same street lights to be installed on the parcel at locations which are close to the street in order to maintain a consistent lighting theme along City streets.~~
~~—(m) Outside storage areas, including areas for the storage of trash shall conform to the regulations contained in Chapter 1060 of these Codified Ordinances.~~
~~—(n) Maneuvering space for trucks using on-site loading areas shall be provided on premises and shall not necessitate the use of the public right-of-way.~~
~~—(o) Site plans shall conform to all applicable requirements of County, State and Federal statutes, and approval may be conditioned on the applicant receiving necessary County, State and Federal permits before final site plan approval or any occupancy permit is granted.~~

1276.08 CONDITIONS OF APPROVAL.

- (a) As part of ~~an approval to any~~ site plan approval, the Planning Commission or the ~~Community Development Director~~Zoning Administrator, as applicable, may impose ~~any~~ additional reasonable conditions or limitations ~~as in its judgment may be deemed~~ necessary ~~to for~~ protection of the public interest.
- (b) Any conditions imposed must directly relate to and ensure compliance with the review standards outlined in Section 1276.07. ~~Such conditions shall be related to and ensure that the review standards of Section 1276.07 are met.~~
- (c) ~~S~~Approval of a site plan approval, including conditions made as part of the approval, shall apply to the property described in the application, regardless of subsequent changes in ownership.
- (d) A record of conditions imposed shall be maintained. The conditions shall remain unchanged unless an amendment to the site plan is approved in accordance with this Zoning Code.
- (e) The Planning Commission shall keep an official record of its decisions, including the rationale for approval or denial and any conditions imposed. These records shall be documented in the Planning Commission's meeting minutes. ~~A record of the decision of the Planning Commission, the reasons for the decision reached and any conditions attached to such decision shall be kept as part of the minutes of the Planning Commission.~~
- (f) The ~~Community Development Director~~Zoning Administrator may ~~make~~conduct periodic ~~investigations inspections of approved developments to ensure compliance with the site plan and its conditions for which site plans have been approved. Non-compliance with the requirements and conditions of the approved site plan shall be violations of this Zoning Code. Any failure to comply shall be considered a violation of this Zoning Code.~~

1276.09 VALIDITY OF FINAL SITE PLANS.

- (a) Final site plan approval is valid for up to one year. If substantial construction has not begun and meaningfully progressed toward completion within this period, the approval becomes void. ~~Approval of the final site plan is valid for a period of not longer than one year unless extended as allowed herein. If actual construction of a substantial portion of the improvements included in the approved site plan has not commenced and proceeded meaningfully toward completion during that period, the approval of the final site plan shall be voided.~~
- (b) The applicant may request a one-time extension by submitting a written application before the one-year approval period expires. The Planning Commission may grant an extension of up to one additional year if the applicant provides sufficient evidence that construction is likely to commence within the extended timeframe. ~~Upon written application, filed prior to the termination of the one-year review period, the Planning Commission may authorize a single extension of the time limit for approval of a final site plan for a further period of not more than one year. Such~~

~~extension shall only be granted based on evidence from the applicant that there is a likelihood of construction commencing within the one-year extension.~~

1276.10 PERFORMANCE GUARANTEES.

(a) As a condition of approval of a site plan review, the Planning Commission may require a performance guarantee to ensure the installation of those features or components of the approved activity or construction that are considered necessary to protect the health, safety, and welfare of the public and of users or inhabitants of the proposed development. Such features or components, hereafter referred to as "improvements," may include but shall not be limited to roadways, curbs, landscaping, fences, walls, screens, lighting, drainage facilities, sidewalks, driveways, utilities, and similar items.

(1) Such performance guarantee shall be in a principal amount reasonably estimated to enable the City to recover any costs it incurs to complete such work or otherwise assure compliance with the requirements, specifications, and conditions of such approval should the applicant fail to do so within the time specified within the approval. The Zoning Administrator, City Attorney, and the applicant shall work together to establish the amount needed to reasonably cover the costs of non-performance. The terms of the performance guarantee may, but shall not be required to, provide for partial releases of the amount of the guarantee as the requirements, specifications, and conditions imposed with the approval are fulfilled. If the applicant disagrees with the City staff as to the amount needed to reasonably cover the costs of non-performance, the City shall procure an engineer's cost estimate for determining the amount required.

(2) The performance guarantee shall be provided before any permits are issued pursuant to this Zoning Code or the construction code and the failure of any such performance guarantee shall be a basis for revoking any permit granted under this Zoning Code.

(b) Performance guarantees shall be processed in the following manner.

(1) Prior to the filing of a final site plan, a pre-application conference may be held to provide an opportunity for the City staff to inform the applicant of the City's requirements regarding performance guarantees.

(2) Upon filing of the final site plan, the applicant shall prepare an itemized cost estimate of the required improvements, which shall then be reviewed by the Zoning Administrator. The amount of the performance guarantee shall be 100% of the cost of installing the required improvements, plus the cost of necessary engineering and a reasonable amount for contingencies.

(3) The required performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the City.

(4) Upon receipt of the required performance guarantee, the Zoning Administrator shall issue permits and approvals as appropriate for the subject development or activity, provided that all other requirements of this Zoning Code have been met.

(5) The Zoning Administrator, upon written request of the obligor, shall rebate portions of the performance guarantee upon a determination that the improvements for which the rebate has been requested have been satisfactorily completed. The portion of the performance guarantee to be rebated shall be in the same amount as stated in the itemized cost estimate for the applicable improvement.

(6) When all of the required improvements have been completed, the obligor shall send written notice to the City of the completion of said improvements.

- (7) Thereupon, the Zoning Administrator shall inspect all of the improvements and approve, partially approve, or reject the improvements with a statement of the reasons for any rejections. If partial approval is granted, the cost of the improvements rejected shall be set forth.
- (8) The Zoning Administrator shall notify the obligor in writing of the decision within 30 days after receipt of the notice from the obligor of the completion of the improvements. Where partial approval is granted, the obligor shall be released from liability pursuant to relevant portions of the performance guarantee, except for that portion sufficient to secure completion of the improvements not yet approved.

(a)(c) A record of authorized performance guarantees shall be maintained by the Zoning Administrator or his or her designee.

~~(a)–~~

~~The Planning Commission may require reasonable performance guarantees in order to assure the completion of required improvements. Such performance guarantees may include a performance bond, letter of credit or other written guarantees or assurances deemed satisfactory in the circumstances and authorized by law. The amount of the performance guarantee shall be determined by the Planning Commission. Such arrangements shall have such sureties or guarantors as are satisfactory to the Planning Commission and shall be conditioned upon faithful compliance with all of the provisions and requirements of the approved site plan and construction and placement of all of the improvements therein. In its discretion, the Planning Commission may reduce a proportionate share of the amount specified in a performance bond, letter of credit or other written assurance, based upon the percent or other portion of improvements completed, as verified by the Planning Commission or appropriate City official. Furthermore, the Planning Commission may rebate or refund a proportionate share of a cash bond.~~

1276.11 AMENDMENTS TO APPROVED SITE PLAN.

(a) Notification of Amendments: Any proposed changes to an approved site plan must be reported to the Zoning Administrator.

(b) Minor Changes: Minor amendments that do not significantly alter the site's design or modify conditions set by the Planning Commission may be approved by the Zoning Administrator. The Administrator has the discretion to determine whether a change is minor but may also refer such requests to the Planning Commission for approval.

(a)(c) Major Changes: Major amendments that substantially modify the site's design or alter conditions imposed by the Planning Commission must be reviewed and approved by the Planning Commission. The determination of whether a change is major rests solely with the Zoning Administrator.

~~—(a) A person granted site plan approval shall notify the Community Development Director of any proposed amendment to the approved site plan.~~

~~—(b) A minor change, one that does not substantially change the basic design or alter conditions required by the Planning Commission, may be approved by the Community Development Director. Determination of a minor change shall rest solely within the discretion of the Administrator. The Administrator may, however, refer a minor change to the Planning Commission for its approval.~~

~~—(c) A major change, one that does substantially change the basic design or alter conditions required by the Planning Commission, may be approved by the Planning Commission. Determination of a major change shall rest solely within the discretion of the Community Development Director.~~

1276.12 EXPANSION OF EXISTING USE, STRUCTURE OR BUILDING.

Recognizing that some existing land uses, buildings, and structures do not conform to current zoning regulations, any proposed expansions or modifications requiring site plan review (per Section 1276.02) must adhere to the following standards:

(a) Application of Site Development Standards: Existing uses, buildings, or structures affected by expansions, enlargements, or increased intensity will be evaluated using the site development standards applied during site plan review. These standards will be enforced if any of the following conditions are found:

- (1) Stormwater Management: Existing drainage provisions are inadequate to prevent runoff contamination or drainage issues on adjacent properties.
- (2) Parking Deficiencies: On-site parking does not meet current zoning requirements, or a hard surface parking area is needed to reduce dust and prevent gravel or dirt runoff into the public drainage system.
- (3) Traffic Hazards: Existing driveways create hazardous vehicle movements and should be closed or relocated.
- (4) Landscaping and Screening: Additional plantings, replacement of removed vegetation, or new screening (fencing or landscaping) is necessary to buffer uses or shield stored materials.
- (5) Improved Property Access: Connections between parking lots or installation of service drives are needed to enhance traffic circulation or reduce turning movements onto public streets.
- (6) Pedestrian and Emergency Access: Enhancements are required to improve pedestrian safety or provide better access for emergency vehicles.
- (7) Lighting Issues: Additional light is needed or improved lighting is needed to reduce glare or eliminate light pollution affecting drivers or nearby properties.
- (8) Dumpster Screening: Proper screening of dumpsters is necessary to improve site appearance and reduce windblown debris.
- (9) Sidewalks: Sidewalks are needed to enhance pedestrian safety or to fill priority gaps in the sidewalk system.

(b) Criteria for Applying Site Plan Standards: When determining how to apply site plan review standards to address deficiencies, the Planning Commission will consider:

- (1) Public Benefit: Whether compliance improves safety, protects natural resources, enhances traffic circulation, promotes compatible land use, and aligns with the goals of site plan review.
- (2) Practicality: The feasibility of implementing zoning requirements based on the site's existing design, layout, and operational constraints.
- (4)(3) Neighborhood Impact: Whether requiring compliance would positively or negatively affect the character, safety, and welfare of the surrounding area.

~~—(a) It is recognized that there are existing land uses, buildings, and structures which do not conform to the current regulations of this Zoning Code and as such do not achieve the intended purposes of this Zoning Code. When additions to these uses, buildings, and structures are made so that a site plan review is required per Section 1276.02, the following regulations shall apply.~~

~~—(b) The site development standards used in reviewing site plans shall be applied to existing uses, structures or buildings when they are affected by any expansions, enlargements or increases in intensity. These standards shall be applied if it is determined that as a result of such expansions, enlargements or increases in intensity, any of the following situations exist:~~

~~—(1) Existing stormwater drainage provisions on-site are inadequate to protect nearby lakes, streams or creeks from runoff contaminants or to prevent drainage onto adjoining properties:~~

- ~~—(2) There is insufficient on-site parking to satisfy current Zoning Code requirements and/or a hard surface parking area is needed to reduce dust and reduce gravel and dirt runoff into the public stormwater drainage system.~~
- ~~—(3) Existing driveways may result in hazardous vehicle movements and should be closed or relocated.~~
- ~~—(4) Additional plantings are needed in order to comply with the intent of the City of Ionia landscape regulations or to replace trees and shrubs previously removed, or screening is needed in the form of fencing or landscaping to provide a buffer between uses, particularly to screen materials stored outside.~~
- ~~—(5) Access to adjoining properties is inadequate and can be improved by way of parking lot connections or installation of service drives to improve traffic circulation and reduce the number of turning movements onto the public street system.~~
- ~~—(6) Safety for pedestrians can be improved and better emergency vehicle access can be provided.~~
- ~~—(7) Better lighting conditions are needed to reduce or eliminate nuisance lighting situations for drivers and nearby properties.~~
- ~~—(8) Screening of dumpsters is needed to improve the appearance of a site and reduce the likelihood of windblown trash.~~
- ~~—(9) Sidewalks are needed to improve pedestrian safety.~~
- ~~—(c) In determining how to apply the site plan review standards to address the above deficiencies found on a site, the Planning Commission shall be guided by the following criteria:~~
 - ~~—(1) Whether or not compliance would ensure safer on-site conditions, protect the natural environment, improve traffic circulation, achieve compatibility with adjacent land uses, promote the use of the land in a socially and economically desirable manner and generally accomplish the purposes of site plan review as described in this chapter.~~
 - ~~—(2) The practicality of requiring compliance with the applicable regulations of this Zoning Code based on the existing design, layout, and operation of the existing use and size of the site.~~
 - ~~—(3) Whether or not requiring compliance would have a negative impact on the character, safety, and welfare of the neighborhood or surrounding area.~~

Section 2. Amendment to Part Twelve, Title Six, Chapter 1289, Section 1289.08. Part Twelve, Title Six, Chapter 1289, Section 1289.08 of the Codified Ordinances is hereby amended to read in its entirety as follows:

1289.08 APPLICATION AND PROCESSING PROCEDURES.

- (a) As required by the Medical Marihuana Facilities Licensing Act, PA 281 of 2016, any applicant for a medical marihuana facility license shall provide the City of Ionia notification by registered mail informing the City that the applicant has applied for a license under the Act. When the City receives the notice, within 90 days the City shall provide to the Medical Marihuana Licensing Board a copy of the City of Ionia ordinance permitting and regulating medical marihuana facilities, and a description of any previous medical marihuana related ordinance violation of the applicant.
- (b) An application for special land use approval for a medical marihuana facility shall be in accordance with the application procedures for special land uses as required by Chapter 1274 of the City of Ionia Zoning Ordinance, including a site plan prepared according to the requirements of Chapter 1276.
- (c) A notice for public hearing as required by Section 1274.03(d), ~~and as required by Section 1276.05(b)~~ shall be additionally sent to all properties within the distance as required for those buffered uses as required by Section 1289.05(c)(1).

- (d) In addition to all application materials as required for a special land use, an application for a medical marihuana facility, on a form as approved by the City Council, shall be completed and submitted by the applicant.
- (e) The application shall include the following information in addition to any additional information as required by the application form for a medical marihuana facility:
 - (1) The City of Ionia may request from the applicant a copy of the Entity/Individual Prequalification Application Packet for a state medical marihuana facility operating license as required to be submitted to the State of Michigan.
 - (2) A copy of the proposed Business Plan if requested by the Planning Commission.
 - (3) Proof of ownership of the entire premises wherein the medical marihuana establishment is to be operated; or written consent from the property owner of use of the premises for a medical marihuana facility, and a copy of any lease agreement.
 - (4) A description of the security plan for the medical marihuana establishment, prepared as required by the Medical Marihuana Facilities Licensing Act, PA 281 of 2016, M.C.L.A. §§ 333.27101 et seq., as amended, including but not limited to any lighting, alarms, barriers, recording or monitoring devices, and security guard arrangements proposed for the facility and its premises. Each medical marihuana facility shall have a security guard present during business hours, or alternative security measures by the Planning Commission as a condition of special land use approval.
 - (5) A professionally prepared scaled drawing of the floor plan of the medical marihuana facility including uses of all floor areas.
 - (6) A diagram of any proposed text or graphic materials to be shown on the exterior of the proposed medical marihuana facility.
 - (7) A location area map showing the distance to all buffered uses as required in Section 1289.05(c). Each buffered use shall be labeled on the location area map.
 - (8) A waste disposal plan, indicating how all waste products, including marihuana that is to be destroyed or is considered waste, will be disposed of and prevented from being ingested by humans or animals. In no case shall waste be burned on site, or introduced into the sanitary sewer system or stormwater management system.
 - (9) A signed affidavit that neither the applicant nor any investor with an interest in the medical marihuana facility is in default to the City of Ionia for failure to pay any property taxes, income taxes, special assessments, fines, fees, or other financial obligation to the City of Ionia.
 - (10) In the case of an application for a grower license, chemical and pesticide storage plan that states the names of the pesticides, herbicides, and any other chemicals that will be used in cultivation, and a plan for disposal of unused pesticides, herbicides, and chemicals.
- (f) All applications for special land use approval for a medical marihuana facility shall be accompanied by an application fee of \$5,000.
- (g) All applications for a special land use for a medical marihuana facility shall obtain a building permit for any building utilized as a proposed medical marihuana facility, or for a change of occupancy for an existing building to be utilized as a proposed marihuana facility, from the governmental entity having jurisdiction to approve building permits in the City of Ionia under the Stille-DeRossett-Hale single state construction code act, PA 230 of 1972.
- (h) Any other information requested by the Planning Commission, the City Council, public safety official, or other municipal official in order to complete the review of the application.

Section 3. Amendment to Part Twelve, Title Six, Chapter 1290, Section 1290.09. Part Twelve, Title Six, Chapter 1290, Section 1290.09 of the Codified Ordinances is hereby amended to read in its entirety as follows:

1290.09 APPLICATION AND PROCESSING PROCEDURES.

- ~~(b)~~(a) As required by the Michigan Regulation and Taxation of Marihuana Act, M.C.L.A. §§ 333.27951 et seq., as amended (MRTMA) and Rules, the Department shall forward a copy of any complete application for a marihuana establishment license to the City. The Department shall determine whether the applicant and the premises qualify for a state license, and shall notify the applicant of approval of a license or send the applicant notice of rejection within 90 days.
- ~~(e)~~(b) An application for special land use approval for a marihuana establishment shall be in accordance with the application procedures for special land uses as required by Chapter 1274 of the City Code, including a site plan prepared according to the requirements of Chapter 1276.
- ~~(d)~~(c) A notice for public hearing as required by Section 1274.03(d), ~~and as required by Section 1276.05(b)~~ shall be additionally sent to all properties within the distance as required for those buffered uses as required by Section 1290.06(g).
- ~~(e)~~(d) In addition to all application materials as required for a special land use, an application for a marihuana establishment, on a form as approved by the City Council, shall be completed and submitted by the applicant.
- ~~(f)~~(e) The application shall include the following information in addition to any additional information as required by the application form for a marihuana establishment:
- (1) The City may request from the applicant a copy of the entity/individual prequalification application packet for a marihuana establishment operating license as required to be submitted to the State of Michigan.
 - (2) A copy of the proposed business plan if requested by the Planning Commission.
 - (3) Proof of ownership of the entire premises wherein the marihuana establishment is to be operated; or written consent from the property owner of use of the premises for a marihuana establishment, and a copy of any lease agreement.
 - (4) A description of the security plan for the marihuana establishment, prepared as required by the Michigan Regulation and Taxation of Marihuana Act, M.C.L.A. §§ 333.27951 et seq., as amended (MRTMA) and Rules, including but not limited to any lighting, alarms, barriers, recording or monitoring devices, and security guard arrangements proposed for the establishment and its premises. Each marihuana establishment shall have a security guard present during business hours, or alternative security measures approved by the Planning Commission as a condition of special land use approval.
 - (5) A professionally prepared scaled drawing of the floor plan of the marihuana establishment including uses of all floor areas. Locations of all interior and exterior security recording devices shall be shown on the floor plan.
 - (6) A diagram of any proposed text or graphic materials to be shown on the exterior of the proposed marihuana establishment.
 - (7) A location area map showing the distance to all buffered uses as required in Section 1290.06(g)(1). Each buffered use shall be labeled on the location area map.
 - (8) A waste disposal plan, indicating how all waste products, including marihuana that is to be destroyed or is considered waste, will be disposed of and prevented from being ingested by humans or animals. In no case shall waste be burned on site, or introduced into the sanitary sewer system or stormwater management system.

- (9) A signed affidavit that neither the applicant nor any investor with an interest in the marihuana establishment is in default to the City for failure to pay any property taxes, income taxes, special assessments, fines, fees, or other financial obligation to the City.
- (10) In the case of an application for a grower establishment, a chemical and pesticide storage plan that states the names of the pesticides, herbicides, and any other chemicals that will be used in cultivation, and a plan for disposal of unused pesticides, herbicides, and chemicals.
- ~~(g)~~(f) All applications for special land use approval for a marihuana establishment shall be accompanied by an application fee of \$5,000, or a fee as set by resolution of the City Council.
- ~~(h)~~(g) All applications for a special land use for a marihuana establishment shall obtain a building permit for any building utilized as a proposed marihuana establishment, or for a change of occupancy for an existing building to be utilized as a proposed marihuana establishment, from the governmental entity having jurisdiction to approve building permits in the City under the Stille-DeRossett-Hale single state construction code act, PA 230 of 1972.
- ~~(h)~~(h) Any other information requested by the Planning Commission, the City Council, or other municipal official in order to complete the review of the application.

Section 4. Severability. Should any portion of this Ordinance be declared to be invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect any other portion or provision of this Ordinance, which shall remain valid and in full force and effect.

Section 5. Effective Date. This Ordinance shall become effective upon the expiration of seven (7) days after this Ordinance's adoption, or a summary thereof, appears in the newspaper as provided by law.

(VII.2.) Set Public Hearing - Resolution 2025-14 - Obsolete Property Rehabilitation Exemption Certification Application for 322 and 324 W. Main Street, Ionia, Michigan

Finance Director Hyzer presented an application for an Obsolete Property Rehabilitation Exemption (OPRE) Certificate from Artichoke Investments, LLC to completely renovate the buildings at 322 and 324 W. Main Street. Renovation plans included creating four apartments on the second floors and rehabilitation of both commercial storefronts on the first floor for a total estimated investment of \$975,458.60.

Councilmember Cook made a motion, seconded by Councilmember Winters, to schedule a public hearing for 6:30 PM, Wednesday, July 2, 2025, at Ionia City Hall to receive comments on the OPRE Certification application for 322 and 324 W. Main Street and approve the notice being sent to the potentially affected taxing jurisdictions.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstentions: None

MOTION CARRIED

(VII.3.) Resolution 2025-15 - Establish Discover Ionia Social District

Downtown Development Authority (DDA) Director Cassie Rice presented details of a proposal to create a social district in Ionia, as recommended by the DDA Board of Directors to City Council at its May 21, 2025, regular meeting. Information provided included Resolution 2025-15 to establish the district along with a proposed social district boundary map and Marketing, Management, and Maintenance Plan.

Mayor Milewski made a motion, seconded by Councilmember Cook, to approve Resolution 2025-15, a resolution to establish the Discover Ionia Social District and its associated Marketing, Management, and Maintenance Plan.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstentions: None

MOTION CARRIED

Resolution 2025-15



A RESOLUTION DESIGNATING A SOCIAL DISTRICT WITHIN THE CITY OF IONIA AND ESTABLISHING A SOCIAL DISTRICT MANAGEMENT AND MAINTENANCE PLAN

At a regular meeting of the City Council of the City of Ionia, Michigan, held in the City Council Chambers, Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on June 4, 2025, at 6:30 p.m., there were:

PRESENT: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters

ABSENT: Richard Starr and Troy Waterman

The following resolution was offered by Mayor Milewski and seconded by Council Member Cook:

WHEREAS, Section 551 of the Michigan Liquor Control Code of 1998 (MCL 436.1101, et seq.), as amended (“the Act”), authorizes a municipality’s governing body to designate a social district with a commons area which may be used by qualified licensees that obtain a social district permit from the Michigan Liquor Control Commission (the “MLCC”); and

WHEREAS, if a municipality’s governing body designates a social district with a commons area, the governing body must define and clearly mark the commons area with signs, establish local management and maintenance plans (including, but not limited to, hours of operation) for submission to the MLCC, and maintain the commons area in a manner that protects the health and safety of the community; and

WHEREAS, City staff have prepared a social district management and maintenance plan, attached as Exhibit A (the “Social District Management Plan”), and a map identifying the social district’s boundaries and potential establishments, attached as Exhibit B (the “Social District Map”); and

WHEREAS, the City of Ionia Downtown Development Authority (the “DDA”) has recommended adoption of the Social District Management Plan and the Social District Map; and

WHEREAS, the City Council finds that designating a social district and commons area pursuant to the Act, and as recommended by the DDA, will enhance economic vitality, encourage social engagement in downtown Ionia, and otherwise promote the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED:

1. That, pursuant to the Act, the social district and commons area identified in the Social District Map are hereby designated as the Discover Ionia Social District.
2. That the Social District Management Plan is approved and adopted, and the Discover Ionia Social District shall be operated and maintained by the DDA in accordance with the Social District Management Plan.
3. That the City Manager and the DDA are authorized and directed to take such actions that are reasonably necessary to implement this Resolution and comply with the Act.
4. That the City Clerk is authorized and directed to file this Resolution and the attached exhibits with the MLCC as required by the Act.
5. That all resolutions or parts of resolutions in conflict herewith are hereby rescinded.
6. This Resolution shall take effect immediately.

Yeas: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstain: None

Absent: Richard Starr and Troy Waterman

RESOLUTION 2025-15 DECLARED ADOPTED

(VII.4.) Budget Amendment #3 - FY 2024-2025 City of Ionia Budget

Finance Director Hyzer summarized the proposed third and final budget amendment for Fiscal Year 2025-2025.

Councilmember Cook made a motion, seconded by Councilmember Ketchum, to approve Budget Amendment #3 to the FY24-25 City of Ionia budget, which includes the General Fund and multiple special funds.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters

Nays: None

Abstentions: None

MOTION CARRIED

FY 24-25 Council Budget Adjustment #3

		24-25 Amended Budget	Proposed Amendment #3	Proposed Budget After Amendment
Fund: 101				
GENERAL				
Account Category: Revenues				
	CURRENT PROPERTY			
101-000.000-409.000	TAXES	650,000	30,000	680,000
101-000.000-427.000	PAYMENT IN LIEU OF TAX	24,000	6,000	30,000
101-000.000-439.000	ADULT USE MARIJUANA	110,000	7,000	117,000
101-000.000-447.000	PROPERTY TAX ADMINISTRATIVE FEE	55,000	7,000	62,000
101-000.000-450.000	LICENSES AND PERMITS LOCAL COMMUNITY STABILIZATION SHARE	50,000	9,000	59,000
101-000.000-573.000	APPR	120,000	35,000	155,000
101-000.000-665.000	INTEREST	150,000	50,000	200,000
101-000.000-688.000	OTHER REVENUE	25,000	8,000	33,000
101-000.000-688.345	OTHER INCOME - PUBLIC SAFETY	20,000	(5,000)	15,000
Revenues		7,432,000	147,000	7,579,000
Account Category: Expenditures				
Department: 172.000 CITY MANAGER				
101-172.000-702.000	SALARY & WAGES	218,500	36,500	255,000
101-172.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	158,000	2,000	160,000
101-172.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	25,000	(5,000)	20,000
101-172.000-860.000	TRANSPORTATION AND TRAINING	4,600	400	5,000
101-172.000-861.000	MEMBERSHIP AND DUES	1,800	100	1,900
Total Dept 172.000 - CITY MANAGER		409,700	34,000	443,700
Department: 201.000 ACCOUNTING				
101-201.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	237,000	8,000	245,000
Total Dept 201.000 - ACCOUNTING		508,450	8,000	516,450
Department: 203.000 INCOME TAX ADMINISTRATION				
101-203.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	7,500	2,500	10,000
Total Dept 203.000 - INCOME TAX ADMINISTRATION		129,250	2,500	131,750
Department: 208.000 PLANNING & ZONING				
101-208.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	65,000	10,000	75,000
101-208.000-956.000	MISCELLANEOUS EXPENSE	500	(500)	-

Total Dept 208.000 - PLANNING & ZONING	66,500	9,500	76,000
Department: 258.000 DATA PROCESSING DEPARTMENT			
101-258.000-801.000 CONTRACTUAL AND PROFESSIONAL SERVICES	60,000	15,000	75,000
Total Dept 258.000 - DATA PROCESSING DEPARTMENT	184,000	15,000	199,000
Department: 260.000 CLERK			
101-260.000-900.000 PUBLISHING	14,000	4,500	18,500
Total Dept 260.000 - CLERK	71,500	4,500	76,000
Department: 265.000 BUILDINGS - GROUNDS			
101-265.000-801.000 CONTRACTUAL & PROFESSIONAL SEV	415,000	(353,000)	62,000
101-265.000-980.000 CAPITAL OUTLAY	250,000	(100,000)	150,000
Total Dept 265.000 - BUILDINGS - GROUNDS	781,450	(453,000)	328,450
Department: 289.000 OTHER OFFICES			
101-289.000-729.000 CREDIT CARD FEES	3,500	3,000	6,500
Total Dept 289.000 - OTHER OFFICES	675,000	3,000	678,000
Department: 345.000 PUBLIC SAFETY			
101-345.000-702.003 SALARY AND WAGES - PART TIMERS	45,000	(15,000)	30,000
101-345.000-745.000 K9 UNIT	3,000	700	3,700
101-345.000-801.000 CONTRACTUAL & PROFESSIONAL SEV	38,000	19,000	57,000
101-345.000-851.000 TELEPHONE	8,500	1,000	9,500
101-345.000-930.000 VEHICLE REPAIR & MAINTENANCE	32,000	5,000	37,000
101-345.000-989.000 CAPITAL OUTLAY-EQUIPMENT	139,500	(4,500)	135,000
Total Dept 345.000 - PUBLIC SAFETY	3,361,200	6,200	3,367,400
Department: 448.000 STREET LIGHTS			
101-448.000-775.000 REPAIR & MAINTENANCE SUPPLIES	25,000	(15,000)	10,000
101-448.000-920.000 PUBLIC UTILITIES	90,000	7,000	97,000
Total Dept 448.000 - STREET LIGHTS	118,500	(8,000)	110,500
Department: 728.000 Economic Development			
101-728.000-980.000 CAPITAL OUTLAY	-	1,400,000	1,400,000
Total Dept 728.000 - Economic Development	-	1,400,000	1,400,000
Expenditures	7,977,850	1,021,700	8,999,550
Fund 101 - GENERAL:			
TOTAL REVENUES	7,432,000		7,579,000
TOTAL EXPENDITURES	7,977,850		8,999,550
NET OF REVENUES & EXPENDITURES:	(545,850)		(1,420,550)

BEG. FUND BALANCE	5,746,464	5,746,464
END FUND BALANCE	5,200,614	4,325,914

Fund: 202 MAJOR STREETS

Account Category: Revenues

202-000.000-665.000	INTEREST	30,000	12,000	42,000
Revenues		1,129,000	12,000	1,141,000

Account Category: Expenditures

Department: 463.000 ROUTINE MAINTENANCE -
GENERAL

202-463.000-707.000	CENTRAL GARAGE ALLOCATION	71,000	2,000	73,000
202-463.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	50,000	15,000	65,000
Total Dept 463.000 - ROUTINE MAINTENANCE - GENERAL		576,500	17,000	593,500

Department: 463.100 TREE TRIMMING

202-463.100-707.000	CENTRAL GARAGE ALLOCATION	10,000	15,000	25,000
202-463.100-710.000	PAYROLL TAXES & FRINGE BENEFIT	8,000	11,000	19,000
202-463.100-940.000	EQUIPMENT RENTAL	12,000	8,000	20,000
Total Dept 463.100 - TREE TRIMMING		31,500	34,000	65,500

Department: 478.100 WINTER MAINT - SNOW/ICE
CONTR

202-478.100-707.000	CENTRAL GARAGE ALLOCATION	20,000	2,000	22,000
202-478.100-710.000	PAYROLL TAXES & FRINGE BENEFIT	16,000	2,000	18,000
202-478.100-775.000	REPAIR & MAINTENANCE SUPPLIES	15,000	(2,000)	13,000
202-478.100-940.000	EQUIPMENT RENTAL	26,000	(1,000)	25,000
Total Dept 478.100 - WINTER MAINT - SNOW/ICE CONTR		77,000	1,000	78,000

Department: 481.000 CENTRAL GARAGE
CONTRACT - DDA

202-481.000-707.011	SALARY AND WAGES- GEN. MAINT.	90,000	(10,000)	80,000
202-481.000-707.014	SALARY AND WAGES- WINTER MAINT.	21,000	(4,000)	17,000
202-481.000-775.000	REPAIR & MAINTENANCE SUPPLIES	17,000	2,000	19,000
202-481.000-940.000	EQUIPMENT RENTAL	50,000	(4,000)	46,000
Total Dept 481.000 - CENTRAL GARAGE CONTRACT - DDA		264,500	(16,000)	248,500

Expenditures	1,203,500	36,000	1,239,500
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Fund 202 - MAJOR STREETS:

TOTAL REVENUES	1,129,000	1,141,000
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TOTAL EXPENDITURES	1,203,500	1,239,500
NET OF REVENUES & EXPENDITURES:	(74,500)	(98,500)
BEG. FUND BALANCE	1,476,369	1,476,369
END FUND BALANCE	1,401,869	1,377,869

Fund: 203 LOCAL STREETS

Account Category: Revenues

203-000.000-403.000	COUNTY ROAD - TAXES	95,000	16,000	111,000
203-000.000-665.000	INTEREST	20,000	8,000	28,000
	Revenues	717,100	24,000	741,100

Account Category: Expenditures

Department: 463.000 ROUTINE MAINTENANCE - GENERAL

203-463.000-707.000	CENTRAL GARAGE ALLOCATION	72,000	5,000	77,000
203-463.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	50,000	12,000	62,000
	Total Dept 463.000 - ROUTINE MAINTENANCE - GENERAL	402,500	17,000	419,500

Department: 463.100 TREE TRIMMING

203-463.100-707.000	CENTRAL GARAGE ALLOCATION	10,000	15,000	25,000
203-463.100-710.000	PAYROLL TAXES & FRINGE BENEFIT	8,000	11,000	19,000
	Total Dept 463.100 - TREE TRIMMING	29,000	26,000	55,000

Department: 478.100 WINTER MAINT - SNOW/ICE CONTR

203-478.100-707.000	CENTRAL GARAGE ALLOCATION	20,000	2,000	22,000
203-478.100-710.000	PAYROLL TAXES & FRINGE BENEFIT	17,000	2,000	19,000
	Total Dept 478.100 - WINTER MAINT - SNOW/ICE CONTR	76,000	4,000	80,000

Expenditures	557,000	30,000	587,000
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Fund 203 - LOCAL STREETS:

TOTAL REVENUES	717,100	741,100
TOTAL EXPENDITURES	557,000	587,000
NET OF REVENUES & EXPENDITURES:	160,100	154,100
BEG. FUND BALANCE	1,104,571	1,104,571
END FUND BALANCE	1,264,671	1,258,671

Fund: 228 SOLID WASTE FUND

Account Category: Revenues

228-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	70,000	21,000	91,000
228-000.000-660.000	PENALTY REVENUE	6,000	1,900	7,900
228-000.000-665.000	INTEREST	12,000	5,000	17,000
	Revenues	748,000	27,900	775,900

Account Category: Expenditures
Department: 271.000 CITY PROPERTY
IMPROVEMENTS

228-271.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	50,000	3,000	53,000
228-271.000-940.000	EQUIPMENT RENTAL	-	500	500
Total Dept 271.000 - CITY PROPERTY IMPROVEMENTS		55,000	3,500	58,500

Department: 463.700 LEAF AND BRUSH PICKUP

228-463.700-707.000	CENTRAL GARAGE ALLOCATION	35,000	5,000	40,000
228-463.700-710.000	PAYROLL TAXES & FRINGE BENEFIT	22,000	13,000	35,000
228-463.700-940.000	EQUIPMENT RENTAL	25,000	3,000	28,000
Total Dept 463.700 - LEAF AND BRUSH PICKUP		129,600	21,000	150,600

Expenditures	733,600	24,500	758,100
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Fund 228 - SOLID WASTE FUND:

TOTAL REVENUES	748,000		775,900
TOTAL EXPENDITURES	733,600		758,100
NET OF REVENUES & EXPENDITURES:	14,400		17,800
BEG. FUND BALANCE	515,916		515,916
END FUND BALANCE	530,316		533,716

**Fund: 239 PARKS - FACILITIES
IMPROVEMENTS**

Account Category: Revenues

239-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	35,000	10,000	45,000
239-000.000-665.000	INTEREST	20,000	5,000	25,000
Revenues		1,071,000	15,000	1,086,000

Account Category: Expenditures

Department: 545.730 Hale Park

239-545.730-805.400	ARCHITECTURAL- ENGINEERING	12,000	8,000	20,000
Total Dept 545.730 - Hale Park		912,000	8,000	920,000

Department: 545.800 STEELE ST. PARK

239-545.800-805.400	ARCHITECTURAL- ENGINEERING	-	40,000	40,000
Total Dept 545.800 - STEELE ST. PARK		-	40,000	40,000

Department: 545.810 Dog Park

239-545.810-801.000	CONTRACTUAL & PROFESSIONAL SEV	325,000	(55,000)	270,000
239-545.810-805.400	ARCHITECTURAL- ENGINEERING	5,000	15,000	20,000
Total Dept 545.810 - Dog Park		330,000	(40,000)	290,000

Expenditures	1,242,000	8,000	1,250,000
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Fund 239 - PARKS - FACILITIES IMPROVEMENTS:			
TOTAL REVENUES	1,071,000		1,086,000
TOTAL EXPENDITURES	1,242,000		1,250,000
NET OF REVENUES & EXPENDITURES:	(171,000)		(164,000)
BEG. FUND BALANCE	830,719		830,719
END FUND BALANCE	659,719		666,719

Fund: 248 DOWNTOWN DEVELOPMENT OPERATING

Account Category: Revenues

248-000.000-665.000	INTEREST	500	4,500	5,000
	Reimbursement for IFF			
248-000.000-676.002	Agreement	30,000	(22,500)	7,500
Revenues		360,050	(18,000)	342,050

Account Category: Expenditures

Department: 558.000 ADMINISTRATIVE

248-558.000-702.000	SALARY & WAGES	96,900	8,100	105,000
	PAYROLL TAXES &			
248-558.000-710.000	FRINGE BENEFIT	59,000	(14,000)	45,000
	CONTRACTUAL &			
248-558.000-801.000	PROFESSIONAL SEV	-	1,100	1,100
	TRANSPORTATION AND			
248-558.000-860.000	TRAINING	1,600	500	2,100
Total Dept 558.000 - ADMINISTRATIVE		320,600	(4,300)	316,300

Expenditures		388,100	(4,300)	383,800
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Fund 248 - DOWNTOWN DEVELOPMENT OPERATING:

TOTAL REVENUES	360,050		342,050
TOTAL EXPENDITURES	388,100		383,800
NET OF REVENUES & EXPENDITURES:	(28,050)		(41,750)
BEG. FUND BALANCE	190,626		190,626
END FUND BALANCE	162,576		148,876

Fund: 249 RECREATION DEPARTMENT

Account Category: Revenues

249-000.000-647.000	ADULT ACTIVITIES	9,000	(5,000)	4,000
249-000.000-648.000	YOUTH ACTIVITIES	92,000	7,000	99,000
	YOUTH FOOTBALL			
249-000.000-648.100	ASSOCIATION	4,800	(2,800)	2,000
249-000.000-652.000	SPECIAL EVENTS	12,000	(4,400)	7,600
	ARMORY-			
249-000.000-674.000	LEASES:ROOMS,FLOORS	7,000	2,000	9,000
249-000.000-688.000	OTHER REVENUE	1,500	500	2,000
Revenues		505,600	(2,700)	502,900

Account Category: Expenditures

Department: 536.000 ADMINISTRATION

249-536.000-702.000	SALARY & WAGES	138,500	7,500	146,000
	SALARY & WAGES -			
249-536.000-702.009	SEASONAL	7,000	3,000	10,000
249-536.000-727.100	COPY MACHINE LEASE	1,000	(500)	500

249-536.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	8,000	(1,500)	6,500
249-536.000-850.000	COMMUNICATIONS	3,700	(1,500)	2,200
249-536.000-954.000	INSURANCE	11,700	(5,700)	6,000
Total Dept 536.000 - ADMINISTRATION		275,600	1,300	276,900
Department: 560.000 OPERATIONS				
249-560.000-751.000	SPECIAL EVENT ACTIVITIES	3,000	3,000	6,000
249-560.000-752.000	ADULT ACTIVITIES	4,000	(3,000)	1,000
249-560.000-753.000	YOUTH ACTIVITIES	35,000	5,000	40,000
249-560.000-762.313	YOUTH FOOTBALL ADVISORY BOARD	3,400	(2,400)	1,000
Total Dept 560.000 - OPERATIONS		45,400	2,600	48,000
Department: 755.000 ARMORY				
249-755.000-775.000	REPAIR & MAINTENANCE SUPPLIES	3,000	1,500	4,500
249-755.000-920.000	PUBLIC UTILITIES	14,000	3,000	17,000
Total Dept 755.000 - ARMORY		31,100	4,500	35,600
Department: 770.000 PARK MAINTENANCE				
249-770.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	32,000	8,000	40,000
249-770.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	7,000	(5,000)	2,000
249-770.000-940.000	EQUIPMENT RENTAL	70,000	2,000	72,000
Total Dept 770.000 - PARK MAINTENANCE		171,000	5,000	176,000
Expenditures		523,100	13,400	536,500
Fund 249 - RECREATION DEPARTMENT:				
TOTAL REVENUES		505,600		502,900
TOTAL EXPENDITURES		523,100		536,500
NET OF REVENUES & EXPENDITURES:		(17,500)		(33,600)
BEG. FUND BALANCE		69,054		69,054
END FUND BALANCE		51,554		35,454
Fund: 250 THEATRE FUND				
Account Category: Revenues				
250-000.000-633.000	MOVIE ADMISSIONS	80,000	3,000	83,000
250-000.000-634.000	MOVIE CONCESSIONS	110,000	12,000	122,000
250-000.000-635.000	LIVE ENTERTAINMENT REVENUE	2,000	(1,900)	100
250-000.000-640.000	ADVERTISING REVENUES	5,000	1,000	6,000
250-000.000-665.000	INTEREST	1,000	(1,000)	-
250-000.000-675.000	GIFTS DONATIONS	2,500	5,000	7,500
250-000.000-688.000	OTHER REVENUE	2,000	800	2,800
Revenues		365,000	18,900	383,900
Account Category: Expenditures				
Department: 442.000 OPERATIONS				
250-442.000-702.000	SALARY & WAGES	103,000	4,000	107,000

250-442.000-727.000	OFFICE SUPPLIES	800	200	1,000
250-442.000-732.000	LIVE ENTERTAINMENT			
250-442.000-732.000	EXPENSE	1,000	(1,000)	-
250-442.000-740.000	OPERATING SUPPLIES	3,750	(2,250)	1,500
250-442.000-801.000	CONTRACTUAL &			
250-442.000-801.000	PROFESSIONAL SEV	18,000	(4,000)	14,000
250-442.000-804.000	FILM EXPENSE	45,000	10,000	55,000
250-442.000-920.000	PUBLIC UTILITIES	35,000	2,000	37,000
250-442.000-931.000	BUILDING REPAIR &			
250-442.000-931.000	MAINTENANCE	25,000	7,000	32,000
250-442.000-962.200	ADVERTISING -			
250-442.000-962.200	PROMOTION	5,000	3,000	8,000
Total Dept 442.000 - OPERATIONS		358,750	18,950	377,700

Expenditures	358,750	18,950	377,700
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Fund 250 - THEATRE FUND:

TOTAL REVENUES	365,000		383,900
TOTAL EXPENDITURES	358,750		377,700
NET OF REVENUES & EXPENDITURES:	6,250		6,200
BEG. FUND BALANCE	309,974		309,974
END FUND			
BALANCE	316,224		316,174

Fund: 266 PUBLIC SAFETY DONATIONS

Account Category: Revenues

266-000.000-688.000	OTHER REVENUE	2,000	3,300	5,300
Revenues		2,500	3,300	5,800

Account Category: Expenditures

Department: 558.000 ADMINISTRATIVE

266-558.000-801.000	CONTRACTUAL &	-	4,500	4,500
266-558.000-801.000	PROFESSIONAL SEV			
266-558.000-989.000	CAPITAL OUTLAY-	5,000	(5,000)	-
266-558.000-989.000	EQUIPMENT			
Total Dept 558.000 - ADMINISTRATIVE		5,000	(500)	4,500

Expenditures	5,000	(500)	4,500
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Fund 266 - PUBLIC SAFETY DONATIONS:

TOTAL REVENUES	2,500		5,800
TOTAL EXPENDITURES	5,000		4,500
NET OF REVENUES & EXPENDITURES:	(2,500)		1,300
BEG. FUND BALANCE	16,809		16,809
END FUND			
BALANCE	14,309		18,109

Fund: 284 OPIOID SETTLEMENT FUND

Account Category: Revenues

284-000.000-665.000	INTEREST	400	800	1,200
284-000.000-685.000	Opioid Settlement Revenue	3,500	8,500	12,000
Revenues		3,900	9,300	13,200

Account Category: Expenditures

Department: 558.000 ADMINISTRATIVE

284-558.000-740.000	OPERATING SUPPLIES	10,000	34,000	44,000
Total Dept 558.000 - ADMINISTRATIVE		10,000	34,000	44,000
Expenditures		10,000	34,000	44,000
Fund 284 - OPIOID SETTLEMENT FUND:				
TOTAL REVENUES		3,900		13,200
TOTAL EXPENDITURES		10,000		44,000
NET OF REVENUES & EXPENDITURES:		(6,100)		(30,800)
BEG. FUND BALANCE		32,370		32,370
END FUND BALANCE		26,270		1,570

Fund: 412 ENVIRONMENTAL RESPONSE

Account Category: Revenues

412-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	1,500	3,000	4,500
Revenues		18,000	3,000	21,000

Account Category: Expenditures

Department: 536.000 ADMINISTRATION

412-536.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	40,000	7,000	47,000
Total Dept 536.000 - ADMINISTRATION		40,000	7,000	47,000
Expenditures		40,000	7,000	47,000

Fund 412 - ENVIRONMENTAL RESPONSE:

TOTAL REVENUES		18,000		21,000
TOTAL EXPENDITURES		40,000		47,000
NET OF REVENUES & EXPENDITURES:		(22,000)		(26,000)
BEG. FUND BALANCE		114,596		114,596
END FUND BALANCE		92,596		88,596

Fund: 420 CAPITAL IMPROVEMENT PROJECTS

Account Category: Revenues

420-000.000-699.590	CONTRIBUTION FROM SEWER FUND	247,500	(31,950)	215,550
420-000.000-699.591	CONTRIBUTION FROM WATER FUND	247,500	(31,950)	215,550
Revenues		495,000	(63,900)	431,100

Account Category: Expenditures

Department: 543.556 HALL STREET
IMPROVEMENTS

420-543.556-801.000	CONTRACTUAL & PROFESSIONAL SEV	-	22,000	22,000
420-543.556-805.400	ARCHITECTURAL- ENGINEERING	-	3,100	3,100
Total Dept 543.556 - HALL STREET IMPROVEMENTS		-	25,100	25,100

Department: 543.560 KING STREET
IMPROVEMENTS

420-543.560-801.000	CONTRACTUAL & PROFESSIONAL SEV ARCHITECTURAL-	450,000	(90,000)	360,000
420-543.560-805.400	ENGINEERING	45,000	1,000	46,000
Total Dept 543.560 - KING STREET IMPROVEMENTS		495,000	(89,000)	406,000
Expenditures		495,000	(63,900)	431,100
Fund 420 - CAPITAL IMPROVEMENT PROJECTS:				
TOTAL REVENUES		495,000		431,100
TOTAL EXPENDITURES		495,000		431,100
NET OF REVENUES & EXPENDITURES:		-		-
BEG. FUND BALANCE		1,000		1,000
END FUND BALANCE		1,000		1,000

Fund: 588 DIAL-A-RIDE

Account Category: Revenues

588-000.000-409.000	CURRENT PROPERTY TAXES	95,500	3,500	99,000
588-000.000-502.000	FEDERAL GRANT - SECTION 5311	111,562	78,438	190,000
588-000.000-502.750	FEDERAL GRANT - EQUITABLE MOBILITY	-	225,000	225,000
588-000.000-547.000	GRANTS - PRIOR YEARS	-	14,000	14,000
Revenues		1,665,967	320,938	1,986,905

Account Category: Expenditures

Department: 558.000 ADMINISTRATIVE

588-558.000-727.000	OFFICE SUPPLIES	250	250	500
588-558.000-900.000	PUBLISHING	250	350	600
588-558.000-962.200	ADVERTISING - PROMOTION	7,000	500	7,500
Total Dept 558.000 - ADMINISTRATIVE		390,231	1,100	391,331

Department: 560.000 OPERATIONS

588-560.000-702.000	SALARY & WAGES	251,750	33,250	285,000
588-560.000-702.007	SALARY AND WAGES - DISPATCHERS	56,500	5,500	62,000
588-560.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	33,500	3,500	37,000
588-560.000-740.000	OPERATING SUPPLIES	2,500	500	3,000
588-560.000-807.800	RTAP GRANT	5,500	1,000	6,500
Total Dept 560.000 - OPERATIONS		478,545	43,750	522,295

Department: 564.000 MAINTENANCE

588-564.000-931.000	BUILDING REPAIR & MAINTENANCE	6,500	11,500	18,000
Total Dept 564.000 - MAINTENANCE		62,050	11,500	73,550

Department: 568.000 Equitable Mobility

588-568.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	-	69,000	69,000
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588-568.000-962.200	ADVERTISING - PROMOTION	-	1,000	1,000
588-568.000-980.000	CAPITAL OUTLAY	-	155,000	155,000
Total Dept 568.000 - Equitable Mobility		-	225,000	225,000
Expenditures		1,708,254	281,350	1,989,604
Fund 588 - DIAL-A-RIDE:				
TOTAL REVENUES		1,665,967		1,986,905
TOTAL EXPENDITURES		1,708,254		1,989,604
NET OF REVENUES & EXPENDITURES:		(42,287)		(2,699)
BEG. FUND BALANCE		1,166,484		1,166,484
END FUND BALANCE		1,124,197		1,163,785

Fund: 590 SEWER DEPT.

Account Category: Revenues

590-000.000-665.000	INTEREST	60,000	15,000	75,000
590-000.000-688.000	OTHER REVENUE	30,000	5,500	35,500
Revenues		3,562,000	20,500	3,582,500

Account Category: Expenditures

Department: 558.000 ADMINISTRATIVE

590-558.000-702.000	SALARY & WAGES	18,000	1,000	19,000
	PAYROLL TAXES & FRINGE BENEFIT	13,000	1,000	14,000
590-558.000-710.000				
590-558.000-954.000	INSURANCE	20,000	(10,000)	10,000
	CONTRIB TO GRANT PROJECTS	247,500	(31,950)	215,550
Total Dept 558.000 - ADMINISTRATIVE		1,571,422	(39,950)	1,531,472

Department: 560.000 OPERATIONS

590-560.000-940.000	EQUIPMENT RENTAL	7,500	4,500	12,000
Total Dept 560.000 - OPERATIONS		156,000	4,500	160,500

Department: 564.000 MAINTENANCE

	PAYROLL TAXES & FRINGE BENEFIT	25,000	3,000	28,000
590-564.000-710.000				
590-564.000-940.000	EQUIPMENT RENTAL	50,000	(30,000)	20,000
Total Dept 564.000 - MAINTENANCE		147,500	(27,000)	120,500

Expenditures		3,674,922	(62,450)	3,612,472
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Fund 590 - SEWER DEPT.:

TOTAL REVENUES		3,562,000		3,582,500
TOTAL EXPENDITURES		3,674,922		3,612,472
NET OF REVENUES & EXPENDITURES:		(112,922)		(29,972)
BEG. FUND BALANCE		14,114,376		14,114,376
END FUND BALANCE		14,001,454		14,084,404

Fund: 591 WATER DEPT.

Account Category: Revenues

591-000.000-502.000	FEDERAL GRANT	-	260,000	260,000
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591-000.000-625.000	FIRE SUPPRESSION/CROSS CONNECTION FEES	105,000	5,000	110,000
591-000.000-642.000	UTILITY USAGE - STATE INSTITU	430,000	(20,000)	410,000
591-000.000-643.000	UTILITY USAGE - CUSTOMERS	1,630,000	50,000	1,680,000
591-000.000-660.000	PENALTY REVENUE	20,000	2,000	22,000
591-000.000-665.000	INTEREST	20,000	(8,000)	12,000
591-000.000-688.000	OTHER REVENUE	25,000	12,000	37,000
Revenues		3,025,000	301,000	3,326,000

Account Category: Expenditures

Department: 558.000 ADMINISTRATIVE

591-558.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	225,000	75,000	300,000
591-558.000-999.420	CONTRIB TO GRANT PROJECTS	247,500	(31,950)	215,550
Total Dept 558.000 - ADMINISTRATIVE		1,711,860	43,050	1,754,910

Department: 560.000 OPERATIONS

591-560.000-940.000	EQUIPMENT RENTAL	15,000	3,000	18,000
591-560.000-980.000	CAPITAL OUTLAY	60,000	(25,000)	35,000
Total Dept 560.000 - OPERATIONS		300,000	(22,000)	278,000

Department: 561.000 WATER SOURCE

591-561.000-740.000	OPERATING SUPPLIES	80,000	(25,000)	55,000
Total Dept 561.000 - WATER SOURCE		743,500	(25,000)	718,500

Department: 564.000 MAINTENANCE

591-564.000-707.000	CENTRAL GARAGE ALLOCATION	90,000	15,000	105,000
591-564.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	65,000	12,000	77,000
591-564.000-940.000	EQUIPMENT RENTAL	50,000	(10,000)	40,000
Total Dept 564.000 - MAINTENANCE		218,000	17,000	235,000

Expenditures		2,973,360	13,050	2,986,410
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Fund 591 - WATER DEPT.:

TOTAL REVENUES	3,025,000		3,326,000
TOTAL EXPENDITURES	2,973,360		2,986,410
NET OF REVENUES & EXPENDITURES:	51,640		339,590
BEG. FUND BALANCE	12,091,291		12,091,291
END FUND BALANCE	12,142,931		12,430,881

Fund: 598 IONIA REGIONAL UTILITIES AUTHORITY

Account Category: Revenues

598-000.000-688.000	OTHER REVENUE	60,000	7,000	67,000
Revenues		2,075,000	7,000	2,082,000

Account Category: Expenditures

Department: 558.000 ADMINISTRATIVE			
598-558.000-702.000 SALARY & WAGES	85,000	7,000	92,000
Total Dept 558.000 - ADMINISTRATIVE	1,299,000	7,000	1,306,000
Expenditures	2,165,000	7,000	2,172,000
Fund 598 - IONIA REGIONAL UTILITIES AUTHORITY:			
TOTAL REVENUES	2,075,000		2,082,000
TOTAL EXPENDITURES	2,165,000		2,172,000
NET OF REVENUES & EXPENDITURES:	(90,000)		(90,000)
BEG. FUND BALANCE	9,732,766		9,732,766
END FUND BALANCE	9,642,766		9,642,766
Fund: 661 CENTRAL GARAGE			
Account Category: Revenues			
661-000.000-626.000 CHARGE FOR SERVICES	45,000	(10,000)	35,000
661-000.000-695.000 SALE OF PROPERTY	10,000	(10,000)	-
Revenues	515,000	(20,000)	495,000
Account Category: Expenditures			
Department: 441.000 ADMINISTRATION			
661-441.000-727.000 OFFICE SUPPLIES	200	300	500
661-441.000-860.000 TRANSPORTATION AND TRAINING	2,500	3,500	6,000
Total Dept 441.000 - ADMINISTRATION	263,700	3,500	267,200
Expenditures	613,700	3,500	617,200
Fund 661 - CENTRAL GARAGE:			
TOTAL REVENUES	515,000		495,000
TOTAL EXPENDITURES	613,700		617,200
NET OF REVENUES & EXPENDITURES:	(98,700)		(122,200)
BEG. FUND BALANCE	1,145,648		1,145,648
END FUND BALANCE	1,046,948		1,023,448

(VII.5.) Policy Update - City of Ionia Public Transportation Drivers Drug & Alcohol Policy

Finance Director Hyzer explained that the Michigan Department of Transportation (MDOT) Office of Passenger Transportation (OPT) is requiring updates to the Drug & Alcohol Policies of local transit agencies in response to changes to the Federal Transit Administration (FTA) circular that provides guidelines for drug and alcohol testing.

Councilmember Lee made a motion, seconded by Councilmember Millard, to approve the revised Policy 3-014: Drug and Alcohol Testing Policy as presented.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters

Nays: None
Abstentions: None

MOTION CARRIED

(VII.6.) Bid Award - Dial-A-Ride Entry Window Replacement Project

Councilmember Winters made a motion, seconded by Councilmember Cowling, to approve the proposal from Central Michigan Building Services of Ionia, Michigan in the amount of \$29,359.00 for the Dial-A-Ride window replacement project, with \$1,891 reserved as contingency funding. It was indicated that funds for this project were included in the proposed FY25-26 budget in accounts 588-000.000-502.500 and 588-000.000-569.500.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters
Nays: None
Abstentions: None

MOTION CARRIED

VIII. APPOINTMENTS

(VIII.1.) Appointments - Brownfield Redevelopment Authority and Local Development Finance Authority

Per Section 2.03 of the City Charter of the City of Ionia, Mayor John Milewski recommended for Council approval the following individuals as appointments to various boards and commissions.

Brownfield Redevelopment Authority – (3 year terms)

Tom Dickinson – Term Expires 6/30/25; Reappointment through 6/30/28
Mark Vroman – Term Expires 6/30/25; Reappointment through 6/30/28

Local Development Finance Authority – (4 year terms following initial staggered terms)

Bob Masters – Appointment beginning 7/1/25; ending 7/1/29

Councilmember Winters made a motion, seconded by Councilmember Millard, to reappoint Tom Dickinson and Mark Vroman to the Brownfield Redevelopment Authority and to appoint Bob Masters to the Local Development Finance Authority, as recommended by Mayor Milewski.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Dawn Ketchum, Tim Lee, John Milewski, Tom Millard, Jeff Winters
Nays: None
Abstentions: None

MOTION CARRIED

IX. CITY DEPARTMENT REPORTS AND MINUTES FROM BOARDS AND COMMISSIONS

(IX.1.) Accounts Payable

June 12 - Councilmember Winters and/or Councilmember Cook

June 26 - Councilmember Waterman

(IX.2.) May Reports & Minutes

Written department reports and minutes from various City boards and commissions were provided to Council.

X. GOOD OF THE ORDER/ CITY COUNCILMEMBER COMMENTS

City Clerk Bowman: (1) Informed everyone that there will not be a City election in August, but there will be one on November 4; (2) Announced that the application for the vacant Ward 3 City Councilmember position is posted on the City's website and notified Council that applications will be solicited until June 20; (3) Requested input from Council on a potential special meeting for appointing a new councilmember.

Finance Director Hyzer: (1) Provided an update that Hale Park is scheduled to reopen in mid-June; (2) Reminded everyone of the Farmers Market's opening day on June 7; (3) Announced June 23 as the scheduled closing date for the City's approved purchase of a portion of the Deerfield and Riverside property.

Tim Lee: Congratulated Councilmember Ketchum.

Margot Cook: (1) Thanked DDA Director Cassie Rice for her work on the social district; (2) Wished a "Happy Retirement" to Dawn Ketchum.

Tom Millard: (1) Provided a reminder about the June 7 car show; (2) Thanked Cassie Rice for her efforts to inform downtown businesses of street closures; (3) Mentioned that planning for the Free Fair Parade is underway; (4) Thanked Dawn for her service to the community.

Jeff Winters: (1) Offered congratulations to Dawn; (2) Thanked City staff for the preparation of the City Budget.

Brenda Cowling: Thanked Dawn.

Dawn Ketchum: Thanked everyone and noted that it had been a great year and a half on Council.

Mayor John Milewski: (1) Thanked Dawn for her years of service, which included employment with the City prior to serving on Council; (2) Highlighted the upcoming 10-year anniversary celebration of the hospital on June 9; (3) Announced June 24 as the next Theatre Ad Hoc Committee meeting; (4) Requested that councilmembers provide him with their availability for a special City Council meeting during the last week of June to review applications for the vacant councilmember position.

XI. CLOSED SESSION

None.

XII. ADJOURNMENT

Councilmember Cook made a motion, seconded by Councilmember Cowling, to adjourn.

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 7:55 PM.

Respectfully Submitted,

Jonathan T. Bowman
Ionia City Clerk