



CITY OF IONIA
CITY COUNCIL
REGULAR MEETING AGENDA
6:30 PM, Wednesday, July 2, 2025
IONIA CITY HALL - COUNCIL CHAMBERS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

ROLL CALL

I. Approval of Agenda

II. Approval of Minutes

1. June 4, 2025 – Regular Meeting
2. June 24, 2025 - Special Meeting

III. Proclamations

IV. Public Comments – Section 3.02 of the City Council’s Rules of Order and Conduct for City Council Meetings provides opportunity for the public to address Council during the Public Comment section identified on the agenda. Your opportunity to speak occurs after you have been recognized by the Mayor. When addressing Council please state your name and address. Comments are limited to 5 minutes unless additional time (up to 10 minutes) is granted by the Mayor.

V. Public Hearings and Associated Action

1. Public Hearing to receive comments on Ordinance No. 594 - Chapter 1276: Site Plan Review
Action Required – Decision to approve or reject Ordinance No. 594
2. Public Hearing to receive comments on Resolution 2025-14 and the Obsolete Property Rehabilitation Exemption (OPRE) Certificate application for 322 and 324 W. Main Street
Action Required – Decision to approve or reject Resolution 2025-14

VI. Communications

1. *Informational* – ICEA Annual Report

VII. City Manager's Report

1. *Action Required* – Introduction and First Reading - Ordinance No. 595 - An ordinance to amend Chapters 606, 804, 1020 and 1062 regarding alcoholic beverages
2. *Action Required* – ICEA Partnership - Resolution 2025-17

3. *Action Required* – Discover Ionia Social District - Individual Business Permit Applications
4. *Action Required* – Policy Update: 2-005 Utilities - Water, Sanitary, Storm, Cable, Phone, Electric
5. *Action Required* – Policy Update: 2-011 Oak Hill Cemetery Operations
6. *Action Required* – Bid Award - Lincoln Water Tower Painting Project
7. *Action Required* – Michigan Municipal League Membership Renewal (July 1, 2025 - June 30, 2026)
8. *Informational* – Emergency Purchase - WWTP Generator Repairs

VIII. Appointments

IX. City Department Reports and Minutes from Boards and Commissions

1. Accounts Payable
July 10 - Councilmember Millard and/or Councilmember Cowling
July 24 - Councilmember Starr and/or Councilmember Lee
2. June Reports & Minutes

X. Good of the Order/ City Councilmember Comments

XI. Closed Session –None

XII. Adjournment



**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~~plan ~~R~~eview ~~r~~Required.
- 1276.03 Approval ~~A~~authority.
- 1276.04 Application and ~~P~~rocedures.
- 1276.05 Site ~~P~~plan ~~R~~eview.
- 1276.06 Final ~~S~~ite ~~P~~plan ~~A~~pproval.
- 1276.07 Standards for ~~A~~pproval.
- 1276.08 Conditions of ~~A~~pproval.
- 1276.09 Validity of ~~F~~final ~~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.
- ~~(f) — 3. All neighborhood organizations, public utility companies, airports, railroads, and other persons, which have requested to receive notice pursuant to this section.~~
 - ~~(f) — (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:~~
 - ~~(f) — 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
	PAYMENT IN LIEU OF			
101-000.000-427.000	TAX	24,000	6,000	30,000
	ADULT USE			
101-000.000-439.000	MARIJUANA	110,000	7,000	117,000
	PROPERTY TAX			
101-000.000-447.000	ADMINISTRATIVE FEE	55,000	7,000	62,000
101-000.000-450.000	LICENSES AND PERMITS	50,000	9,000	59,000
	LOCAL COMMUNITY			
	STABILIZATION SHARE			
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
	OTHER INCOME -			
101-000.000-688.345	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
	PAYROLL TAXES &			
101-172.000-710.000	FRINGE BENEFIT	158,000	2,000	160,000
	CONTRACTUAL &			
101-172.000-801.000	PROFESSIONAL SEV	25,000	(5,000)	20,000
	TRANSPORTATION AND			
101-172.000-860.000	TRAINING	4,600	400	5,000
	MEMBERSHIP AND			
101-172.000-861.000	DUES	1,800	100	1,900
Total Dept 172.000 - CITY MANAGER		409,700	34,000	443,700
Department: 201.000 ACCOUNTING				
	PAYROLL TAXES &			
101-201.000-710.000	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				
	CONTRACTUAL &			
101-203.000-801.000	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				
	CONTRACTUAL &			
101-208.000-801.000	PROFESSIONAL SEV	65,000	10,000	75,000
	MISCELLANEOUS			
101-208.000-956.000	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	70,000	21,000	91,000
228-000.000-660.000	APPR	6,000	1,900	7,900
228-000.000-665.000	PENALTY REVENUE	12,000	5,000	17,000
	INTEREST			
	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

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			
	EXPENSE	1,000	(1,000)	-
250-442.000-740.000	OPERATING SUPPLIES	3,750	(2,250)	1,500
250-442.000-801.000	CONTRACTUAL &			
	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 &			
	MAINTENANCE	25,000	7,000	32,000
250-442.000-962.200	ADVERTISING -			
	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
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 &			
	PROFESSIONAL SEV	-	4,500	4,500
266-558.000-989.000	CAPITAL OUTLAY-			
	EQUIPMENT	5,000	(5,000)	-
Total Dept 558.000 - ADMINISTRATIVE		5,000	(500)	4,500
Expenditures		5,000	(500)	4,500
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 CONTRIB TO GRANT	225,000	75,000	300,000
591-558.000-999.420	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
	TRANSPORTATION AND			
661-441.000-860.000	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



**CITY COUNCIL
SPECIAL MEETING MINUTES**

12:00 PM, Tuesday, June 24, 2025

IONIA CITY HALL - COUNCIL CHAMBERS

CALL TO ORDER

Deputy Mayor Richard Starr called the special meeting of the Ionia City Council to order at 12:04 PM.

PLEDGE OF ALLEGIANCE

Deputy Mayor Richard Starr led everyone present with the Pledge of Allegiance.

ROLL CALL

Roll call revealed a Quorum with Councilmembers Margot Cook, Brenda Cowling, Tim Lee, Tom Millard, Richard Starr, Jeff Winters, and Troy Waterman present. Mayor John Milewski was absent.

I. APPROVAL OF AGENDA

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

MOTION CARRIED BY VOICE VOTE.

II. PUBLIC COMMENTS

None.

III. COMMUNICATIONS

(III.1.) Review applications from City Council Ward 3 Applicants

Councilmember Winters made a motion, seconded by Councilmember Millard, to appoint Mary Patrick to the Ward 3 City Councilmember vacancy with an unexpired term ending December 31, 2028.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Tim Lee, Tom Millard, Richard Starr, Jeff Winters, Troy Waterman

Nays: None

Abstentions: None

MOTION CARRIED

IV. CITY MANAGER'S REPORT

(IV.1.) Resolution 2025-16: A Resolution to Establish Water and Sewer Rates effective July 1, 2025

City Manager Garland presented Resolution 2025-16 to the Council proposing a 3.78% increase to water and sanitary sewer rates, based on an average household usage of 22,000 gallons per month.

Councilmember Winters made a motion, seconded by Councilmember Lee, to approve Resolution 2025-16 to increase the water and sanitary sewer rates effective July 1, 2025, consistent with the previously approved FY2025-2026 City of Ionia Operating Budget.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Tim Lee, Tom Millard, Richard Starr, Jeff Winters, Troy Waterman

Nays: None

Abstentions: None

MOTION CARRIED

Resolution 2025-16



A RESOLUTION TO ESTABLISH CHARGES ASSOCIATED WITH THE CITY OF IONIA'S WATER AND SANITARY SEWER SYSTEMS IN ACCORDANCE WITH CHAPTERS 214 AND 1040 OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA

At a special meeting of the City Council of the City of Ionia, held at the Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on the 24th day of June 2025 at 12:00 p.m.

PRESENT: Margot Cook, Brenda Cowling, Tim Lee, Tom Millard, Richard Starr, Troy Waterman, and Jeff Winters

ABSENT: John Milewski

The following Resolution was offered for adoption by City Councilmember Winters and was seconded by City Councilmember Lee:

WHEREAS, the City of Ionia is authorized by law and contract to set and establish rates, fees, and charges for services and use of the City Water Supply System and the Sanitary Sewer System; and

WHEREAS, without limiting the foregoing, Sections 214.05 and 1040.10 of the Codified Ordinances of the City of Ionia expressly provide for the establishment of such rates, fees, and charges by the City Council's adoption of resolutions from time to time; and

WHEREAS, the City Council, in reliance on the reports and data provided to it regarding the utility systems, finds and determines that the rates, fees, and charges for the service and use of the utility systems as set forth in this Resolution are appropriate and should be adopted and established as being the best interest of the City, its businesses, residents, and the systems' customers and

users.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The recitals set forth above are hereby adopted as accurate and incorporated herein.
2. The amounts for the charges, surcharges, and fees for the services and use of City's Water and Sanitary Sewer Systems are hereby established and provided as follows:

Water System Rates and Charges (Code Sec. 214.05(c)(1)):

Water Facilities maintenance charges as of 7/1/2024

000 to 100,000 gallons	1 REU	\$33.39/qtr
100,000 to 300,000 gallons	5 REU	\$166.95/qtr
300,000 to 1 million gallons	13 REU	\$434.07/qtr
1 million to 2 million gallons	45 REU	\$1,502.55/qtr
2 million to 10 million gallons	90 REU	\$3,005.10/qtr
10 million gallons plus -usage is divided by 22,000 gallons X \$33.39/qtr/REU		

Water Facilities maintenance charges as of 7/1/2025

000 to 100,000 gallons	1 REU	\$34.00/qtr
100,000 to 300,000 gallons	5 REU	\$170.00/qtr
300,000 to 1 million gallons	13 REU	\$442.00/qtr
1 million to 2 million gallons	45 REU	\$1,530.00/qtr
2 million to 10 million gallons	90 REU	\$3,060.00/qtr
10 million gallons plus -usage is divided by 22,000 gallons X \$34.00/qtr/REU		

Commodity rate: All water service shall be charged on the basis of water consumed as determined by the meter installed by the Department in the premises of water users. The commodity rate shall be per thousand metered gallons.

	Effective
<u>7/1/2024</u>	<u>7/1/2025</u>
\$4.20	\$4.60

Sanitary Sewer System Rates and Charges (Code Sec. 214.05(d)(1)):

Sewer Facilities maintenance charges as of 7/1/2024

000 to 100,000 gallons	1 REU	\$44.59/qtr
100,000 to 1 million gallons	5 REU	\$222.95/qtr
1 million to 2 million gallons	45 REU	\$2,006.55/qtr
2 million to 4 million gallons	90 REU	\$4,013.10/qtr
4 million to 8 million gallons	180 REU	\$8,026.20/qtr
8 million to 10 million gallons	360 REU	\$16,052.40/qtr
10 million gallons plus -usage is divided by 22,000 gallons X \$44.59/qtr/REU		

Sewer Facilities maintenance charges as of 7/1/2025

000 to 100,000 gallons	1 REU	\$45.00/qtr
100,000 to 1 million gallons	5 REU	\$225.00/qtr

1 million to 2 million gallons	45 REU	\$2,025.00/qtr
2 million to 4 million gallons	90 REU	\$4,050.00/qtr
4 million to 8 million gallons	180 REU	\$8,100.00/qtr
8 million to 10 million gallons	360 REU	\$16,200.00/qtr
10 million gallons plus -usage is divided by 22,000 gallons X \$45.00/qtr/REU		

Commodity rate: All sewage disposal service shall be charged based on water consumed. The commodity rate shall be per thousand metered gallons.

<u>7/1/2024</u>	<u>Effective 7/1/2025</u>
\$4.87	\$4.90

3. The City Council of the City of Ionia additionally authorizes its City Manager to take such administrative and similar actions as are reasonably necessary to effectuate and implement this Resolution.

4. All prior resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

5. This Resolution shall take effect immediately.

RESOLUTION 2025-16 DECLARED ADOPTED.

(IV.2.) Bid Award - City of Ionia 2025 Computer Upgrade Project

Councilmember Millard made a motion, seconded by Councilmember Cook, to approve the quote from CDW-G in the amount of \$24,338.88 to purchase computer equipment as specified with funds budgeted and available in 101-258.000-980.000.

Roll Call Vote:

Ayes: Margot Cook, Brenda Cowling, Tim Lee, Tom Millard, Richard Starr, Jeff Winters, Troy Waterman

Nays: None

Abstentions: None

MOTION CARRIED

V. GOOD OF THE ORDER/ CITY COUNCILMEMBER COMMENTS

Tom Millard: (1) Recognized the construction crews for their good work on Kimball Alley; (2) Mentioned that planning for the Free Fair Parade is coming along nicely.

Brenda Cowling: Advised everyone to stay cool and hydrated during the warm weather.

Troy Waterman: Noted that the car show was good this year.

Jeff Winters: Commented on how great Hale Park is looking.

City Manager Garland: Reminded everyone of the upcoming Uncle Sam Jam and fireworks display scheduled for June 26.

Richard Starr: Echoed sentiments on everyone staying hydrated.

VI. ADJOURNMENT

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

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 12:14 PM.

Respectfully Submitted,

Jonathan T. Bowman
Ionia City Clerk

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: V.1

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: July 2, 2025

RE: Public Hearing to receive comments on Ordinance No. 594 - Chapter 1276: Site Plan Review

Background:

As a certified Redevelopment Ready Community (RRC), the City of Ionia has adopted best practices provided by the Michigan Economic Development Corporation (MEDC) to improve local policies and procedures, increase transparency, and simplify the development process. Ionia became certified in 2020 and must go through a re-certification process every 5 years to maintain its certified status. RRC-certified communities are given access to grant money as well as additional redevelopment resources from MEDC.

An added requirement for this certification cycle is related to the City's approval authority for development. RRC Best Practice 3.5 is that the "community streamlines the approval process by using administrative and Planning Commission approval authority." A component of this best practice is to not require a public hearing for permitted uses. The reasoning being this best practice is that input on site plans can always be provided via public comment or other engagement opportunities. Removing the formal public hearing reduces costs and time. It also sets accurate expectations about the administrative nature of site plan review, which is intended by law to be an objective decision driven by data. When a use is permitted by right, this use has been determined to be acceptable in all areas of the subject zoning district. The Site Plan Review process ensures that all standards and requirements are followed related to site design. The use itself is already permitted by the ordinance in this situation and should not be open for discussion.

The City's Site Plan Review requirements are found in Chapter 1276 of the Zoning Code. Staff have made the requested changes to align with the RRC best practice and updated other portions of the chapter for clarity and modernization. The proposed changes would be enacted through Ordinance No. 594. A red-lined version of Ordinance No. 594 is provided following this communication. The City Attorney has reviewed and provided input on the proposed changes.

Requested Action / Motion:

Following the public hearing, it is requested the Ionia City Council consider a motion to approve Ordinance No. 594, 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 Section 1289.08 and 1289.09 of the Codified Ordinances of the City of Ionia.

Motion By:

Seconded By:

Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____
	Starr	_____	Cowling	_____
	Milewski	_____		

**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~~plan ~~R~~review ~~r~~Required.
- 1276.03 Approval ~~A~~authority.
- 1276.04 Application and ~~P~~procedures.
- 1276.05 Site ~~P~~plan ~~R~~review.
- 1276.06 Final ~~S~~site ~~P~~plan ~~A~~approval.
- 1276.07 Standards for ~~A~~approval.
- 1276.08 Conditions of ~~A~~approval.
- 1276.09 Validity of ~~F~~final ~~S~~site ~~P~~plans.
- 1276.10 Performance ~~G~~guarantees.
- 1276.11 Amendments to ~~A~~approved ~~S~~site ~~p~~Plan.
- 1276.12 Expansion of ~~E~~existing ~~U~~use, ~~S~~structure or ~~B~~building.

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) 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 110 of 2006 as amended and the other provisions of this section with regard to public notification.~~

~~—(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.~~

~~—(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:~~

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

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

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

~~—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.~~

~~—3. All neighborhood organizations, public utility companies, airports, railroads, and other persons, which have requested to receive notice pursuant to this section.~~

~~—(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.~~

~~—(4) Content of notice. The public notice shall:~~

~~—A. Describe the nature of the request.~~

— 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.

— C. Indicate the date, time and place of the public hearing.

— 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.

— (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.

— (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:

— (1) The date on which the site plan was prepared.

— (2) The name, address and professional seal of the architect, landscape architect, engineer or professional surveyor who prepared the plan.

— (3) A north arrow and legal description based upon the most current survey.

— (4) Property lines, dimensions, and building setback distances and all structures, lot lines and wetlands within 100 feet of the site.

— (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.

— (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.

— (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.

— (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.

— (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.

— (10) Location and type of all sidewalks, bike paths, and other walkways.

— (11) Location, type and size of any walls, fences or other screening devices.

— (12) Location of all proposed landscape materials, including size and type of plantings.

— (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.

— (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.

— (15) Exterior lighting showing areas of illumination and type of fixtures as well as the method of shielding lights from adjacent properties and roadways.

- ~~—(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.~~
- ~~—(17) Location of existing and proposed slopes which are twenty percent or greater.~~
- ~~—(18) Zoning and land use on adjacent properties.~~
- ~~—(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.~~
- ~~—(20) The Planning Commission may request architectural elevation drawings of a building and cross-section drawings of the site.~~
- ~~—(21) Small-scale sketch of properties, streets and zoned uses of land within one-half mile of the site.~~
- ~~—(d) The final site plan for developments which have been proposed in phases shall generally conform to the approved preliminary plan.~~
- ~~—(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.~~
- ~~—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

1276.06 FINAL SITE PLAN APPROVAL.

(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.
- (e) 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) 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.
- (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.

- (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.
- (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.
- (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).
- (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.
- (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.
- (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.
- (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) 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.

The vote to approve and adopt this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE NO. 594 DECLARED ADOPTED

CITY OF IONIA

Dated: _____

Jonathan T. Bowman, City Clerk

CERTIFICATION

I hereby certify that the above is a true copy of the Ordinance adopted by the City Council of the City of Ionia as of the date, time, and place as specified above, pursuant to the required statutory procedures.

Jonathan T. Bowman, City Clerk

Introduction and First Reading:

Notice of Public Hearing:

Public Hearing, Second Reading, Adoption:

Effective (7 days after publication):

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: V.2

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: July 2, 2025

RE: Public Hearing to receive comments on Resolution 2025-14 and the Obsolete Property Rehabilitation Exemption (OPRE) Certificate application for 322 and 324 W. Main Street

Background:

The City of Ionia previously approved the creation of an Obsolete Property Rehabilitation Exemption District on April 3, 2002, in accordance with PA 146 of 2000, as amended. The City of Ionia OPRE District #1 encompasses the entire Downtown Development Authority District. Eligible properties within the district that have been certified as obsolete by the city assessor, and for which major rehabilitation activities are planned, may apply for an Obsolete Property Rehabilitation Exemption Certificate.

An application for an OPRE Certificate has been received from Artichoke Investments, LLC to completely renovate the buildings at 322 and 324 W. Main Street. Renovation plans include creating four apartments on the second floors and rehabilitation of both commercial space storefronts on the first floors. The total estimated investment is \$975,458.60. If approved, the certificate will abate local property taxes derived from the value of real property improvements for 12 years beginning December 31, 2025, and ending December 30, 2037.

Before action on the OPRE Certificate application can be taken, a public hearing must be conducted.

Requested Action / Motion:

Following the public hearing, it is requested the Ionia City Council consider a motion to approve Resolution 2025-14, a resolution approving the Obsolete Property Rehabilitation Exemption (OPRE) Certificate application for 322 and 324 W. Main Street.

Motion By:

Seconded By:

Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____

Starr

____ Cowling
Milewski ____



**A RESOLUTION TO APPROVE AN OBSOLETE PROPERTY
REHABILITATION EXEMPTION CERTIFICATE APPLICATION
PA 146 OF 2000 AS AMENDED**

Minutes of a regular meeting of the City Council of the City of Ionia, held on July 2, 2025, at Ionia City Hall in Ionia, Michigan at 6:30 PM.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____, and supported by _____.

**Resolution 2025-14 Approving Obsolete Property Rehabilitation Exemption
Certificate Application for Artichoke Investments, LLC with property located at
322 and 324 W. Main Street, Ionia, Michigan**

WHEREAS, pursuant to PA 146 of 2000, the City of Ionia is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts; and

WHEREAS, the City of Ionia legally established the Obsolete Property Rehabilitation District #1 on April 3, 2001, following a public hearing held on April 3, 2001; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total taxable value of the City of Ionia; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 on July 2, 2025; and

WHEREAS, Artichoke Investments, LLC is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the applicant, Artichoke Investments, LLC, has provided answers to all required items under “Instructions” (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certification to the City of Ionia; and

WHEREAS, the City of Ionia requires that rehabilitation of the facility shall be completed by December 31, 2026; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Ionia eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ionia that Artichoke Investments, LLC be and hereby is granted an Obsolete Property Rehabilitation Exemption for the real property, excluding land, located in Obsolete Property Rehabilitation District #1 at 322 and 324 W. Main Street for a period of 12 years, beginning December 31, 2025 and ending December 30, 2037, pursuant to the provisions of PA 146 of 2000, as amended.

AYES: _____

NAYS: _____

ABSTAINS: _____

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Ionia County of Ionia, Michigan at a regular meeting held on July 2, 2025.

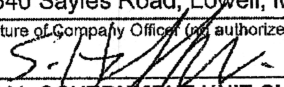
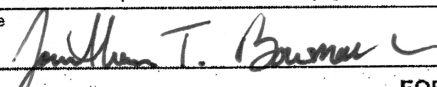
Jonathan Bowman, City Clerk

Application for Obsolete Property Rehabilitation Exemption Certificate

Issued under authority of Public Act 146 of 2000, as amended.

This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) See State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.

Applicant (Company) Name (applicant must be the OWNER of the facility)			
Artichoke Investments, LLC			
Company Mailing Address (Number and Street, P.O. Box, City, State, ZIP Code)			
10640 Sayles Road, Lowell, Michigan 49331			
Location of obsolete facility (Number and Street, City, State, ZIP Code)			
322 and 324 W. Main Street			
City, Township, Village (indicate which)		County	
City of Ionia		Ionia	
Date of Commencement of Rehabilitation (mm/dd/yyyy)	Planned date of Completion of Rehabilitation (mm/dd/yyyy)	School District where facility is located (include school code)	
October 1, 2025	September 21, 2026	Ionia Public Schools 34018	
Estimated Cost of Rehabilitation		Number of years exemption requested	
\$975,458.60		12	
Attach legal description of obsolete property on separate sheet.			
Expected Project Outcomes (Check all that apply)			
☒ Increase commercial activity	☐ Retain employment	☒ Revitalize urban areas	
☒ Create employment	☐ Prevent a loss of employment	☒ Increase number of residents in the community in which the facility is situated	
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment. <u>12</u>			
☒ Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the box at left if you wish to be considered for this exclusion.			
APPLICANT CERTIFICATION			
The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.			
The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.			
It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.			
Name of Company Officer (No authorized agents)		Telephone Number	Fax Number
Artichoke Investments, LLC		(517) 944-5515	
Mailing Address		E-mail Address	
10640 Sayles Road, Lowell, Michigan 49331		stephanie.hoffer@hoffersheremet.com	
Signature of Company Officer (not authorized agents)		Title	
		Developer	
LOCAL GOVERNMENT UNIT CLERK CERTIFICATION			
The Clerk must also complete Parts 1, 2 and 4 on page 2. Part 3 is to be completed by the Assessor.			
Signature		Date Application Received	
		May 27, 2025	
FOR STATE TAX COMMISSION USE			
Application Number		Date Received	LUCI Code

LOCAL GOVERNMENT ACTION

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and Instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.

PART 1: ACTION TAKEN

Action Date

☐ Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)

☐ Denied

Date District Established

LUCI Code

School Code

PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)

A statement that the local unit is a Qualified Local Governmental Unit.

A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.

A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.

A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.

A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.

A statement that the applicant is not delinquent in any taxes related to the facility.

If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.

A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.

A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.

A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.

A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.

A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.

A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.

PART 3: ASSESSOR RECOMMENDATIONS

Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC)

Building Taxable Value

Building State Equalized Value

\$

\$

Name of Government Unit

Date of Action Application

Date of Statement of Obsolescence

PART 4: CLERK CERTIFICATION

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act of 2000 may be in jeopardy.

Name of Clerk

Telephone Number

Clerk Mailing Address

Mailing Address

Telephone Number

Fax Number

E-mail Address

Clerk Signature

Date

For faster service, email completed application and attachments to PTE@michigan.gov. An additional submission option is to mail the completed application and attachments to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909. If you have any questions, call 517-335-7491.

April 24, 2025

Application for Obsolete Property Rehabilitation Exemption Certificate
Public Act 146 of 2000, as amended
Ionia City Market
322-324 W. Main Street Ionia, Michigan

PART 2: APPLICATION DOCUMENTS

a. General Description of the facility (year built, original use, most recent use, number of stories, square feet)

Historical records indicate the existing buildings were constructed prior to 1884. Throughout the years the two 2-story buildings have been used for clothing stores, bookstores, and most recently the Ionia City Market. The two buildings located at 322 and 324 W. Main are 3,178 square feet and 3,934 square feet respectively. The buildings are approximately 141 years old, functionally obsolete, and located in downtown Ionia.

b. Description of the qualified facility's proposed use

A redevelopment of a two-story, functionally obsolete property totaling 5,819 square feet located in the center of downtown Ionia. The first floor will have two commercial spaces: 322 W Main that will be white boxed, and 324 W Main that is the current and future home of a micro-grocery store, the Ionia City Market. The entire first floor will need upgrades to mechanical, electrical, lighting and flooring. The interior walls need masonry repairs. On the 324 side, a temporary wall will need to be replaced and the back area and basement access needs attention. On the 322 side (white box side), two new restrooms are planned as well as an office build out in the back. A new roof and rear stairway to access the second story is planned in the back along with repairs to the exterior wall. All new windows and doors on both levels are planned. The front facade, on both the 322 and 324 side, will get new doors and windows along with masonry repairs, painting, etc. The second story will be a gut rehabilitation and heavy remodel including four apartments: two 2 bedroom and 1-bathroom units (723 and 677 square feet) and two 1 bedroom and 1 bath units (504 and 515 square feet) will be created.

c. Description of the general nature and extent of the rehabilitation to be undertaken

This is a complete rehabilitation project that will include new utilities, interior, windows, doors, flooring, and roofing.

d. Descriptive list of the fixed building equipment that will be a part of the qualified facility

The building interior will be demolished down to the structural components of the building while maintaining and/or reusing as many of the original architectural features as possible. New fixed building equipment will include air condition (HVAC), plumbing and plumbing fixtures, electrical, fire

suppression, interior walls and flooring, new doors and windows, elevators, building accessories/garages, and improved interior and exterior appearance.

e. Time schedule for undertaking and completing the facility's rehabilitation

The rehabilitation project is anticipated to take 8 months to complete with a construction schedule currently planned for October 1, 2025, through September 21, 2026. No construction activities will be conducted prior to any approval of the PA 146 abatement.

f. Statement of the economic advantages expected from the exemption

Redevelopment of the property would provide numerous benefits to the City. While the specific facility would undergo considerable renovation, the entire area would benefit from the transformation of a blighted and deteriorating building into a thriving and fully utilized property. The project will also create approximately 4 temporary construction related jobs.

In an effort to maximize the utility value of the vacant, dilapidated building, the applicant is committed to doing a complete rehabilitation of the building. In that context, the applicant will incur considerable renovation costs. The establishment of the PA 146 District, with its multi-year property tax deferment benefit, is vital to making the project economically viable.

g. Legal description of the facility

The legal description of the eligible property is provided below.

CITY OF IONIA ORIGINAL TOWN E 1/2 OF W 35FT 3 1/2IN OF LOT 28.

CITY OF IONIA ASSESSORS OFFICE

RANDY JEWELL, ASSESSOR
PO BOX 496
IONIA, MI 48846

Ph 616-523-0146
Fax 616-527-0810
Email: rjewell@ci.ionia.mi.us

October 31, 2024

Ronald Drzewicki
Revitalize LLC

Re: 322-324 W Main St, Ionia Mi

Dear Ron,

Thank you for allowing me to inspect the property listed above. Below is my statement of obsolescence.

Please feel free to contact me anytime if you have any questions.

Sincerely,

Randy Jewell

Assessor

STATEMENT OF OBSOLESCENCE FROM ASSESSOR

Subject: 322-324 W Main St, Ionia, MI 48846

The building that is the subject of this request is a typical 2 story, downtown building and was most likely constructed in the late 1800's. The first floor has been used as commercial space for most of that time and the 2nd floor as apartments. Obsolescence is evident in the lack of modern electrical, plumbing and mechanical systems as well as poor condition of the floors, walls, and ceilings. The 2nd floor has not been used in many years and is in need of extreme updating. In the opinion of the assessor this building suffers in excess of 50% functional obsolescence.



ESTIMATE

4/1/2025

Stephanie Hoffer
322-324 W Main St
Ionia, MI 48846

Renovation Estimate

Hard Costs

Public Infrastructure	
Site Improvements	\$ -
Demolition (Include Lead and Asbestos Abatement)	\$ 15,000.00
Other Environmental Mitigation	\$ -
Earth Work	\$ -
Site Utilities (Water Main)	\$ 15,000.00
Structures	
Parking Structures	\$ -
Building Concrete/Masonry	\$ 29,500.00
Carpentry	\$ 145,497.00
Roofing/Metals/Siding/Insulation/Caulking	\$ 107,933.00
Doors/Windows/Glass	\$ 71,333.00
Drywall/Accoustical	\$ 50,283.00
Flooring (including Ceramics)	\$ 69,850.00
Cabinets/Counertops/Appliances	\$ 74,500.00
Painting/Decorating	\$ 28,650.00
Plumbing/Electrical/Fire Protection	\$ 141,100.00
HVAC	\$ 47,750.00
Building Accessories/Garages	\$ 3,160.00
Elevators/Special Equipment	\$ -
Tenant Upgrades	\$ -
Other	\$ -
Builder Overhead/Profit/General Requirements - 12%	\$ 95,947.00
Permits/Tap Fees/Bond/Cost Certification	\$ -
Construction Contingency -10%	\$ 79,955.60
Other:	\$ -
TOTAL ESTIMATE	\$ 975,458.60

X Kelley
Gordon Kelley
Owner, KDH Construction

4/1/2025

616.893.0637
931 W. Main St. Ionia, MI 48846

**OBSOLETE PROEPRTY REHABILITATION
LETTER OF AGREEMENT**

City of Ionia, Michigan, and Artichoke Investments, LLC

This Agreement between the City of Ionia, Ionia County, Michigan, a Michigan municipal corporation (the "City"), and ARTICHOKE INVESTMENTS, LLC, a Michigan limited liability company, whose registered office address is 10640 Sayles Road, Lowell, Michigan, 49331 (the "Applicant"), is entered into by and between the parties to comply with the provisions of the Obsolete Property Rehabilitation Act, Public Act 146 of the Public Acts of 2000, as amended (the "Act").

The City, by resolution adopted July 2, 2025, approved the granting of a twelve (12) year Obsolete Property Rehabilitation Exemption Certificate to the Applicant for real property improvements at 322 and 324 W. Main Street, which is identified with particularity in its Application for Obsolete Property Rehabilitation Exemption Certificate, attached as Exhibit A, and incorporated by reference subject to the terms and conditions of this Agreement.

By accepting the Obsolete Property Rehabilitation Tax Exemption Certificate, the Applicant agrees to the following terms and conditions:

IMPROVEMENTS: INVESTMENT COSTS TO PROPERTY

The Applicant shall invest a sum not less than one million two hundred sixteen thousand dollars (\$975,458.60) for certain real property improvements at the Ionia Facility, also more particularly described in Exhibit A.

IMPROVEMENTS: COMPLIANCE

The City shall have the right to withdraw from this Agreement if the Applicant fails to complete the real property improvements on the schedule described in Exhibit A. Within six (6) months following the completion of the real property improvements as set forth in Exhibit A, the Applicant shall provide the City Assessor's Office with proof of the actual costs of the improvements. If the costs associated with the real property improvements identified in Exhibit A are less than the amounts set forth therein, the City may revoke or alter the terms of the Obsolete Property Rehabilitation Tax Exemption Certificate after a hearing and in accordance with the provisions of the Act.

JOB RETENTION

The Applicant shall retain approximately (3) jobs, create approximately (3) jobs and shall maintain the positions for the entire abatement period. Demonstration by the Applicant of the need for reduction of jobs due to non-controllable economic or casualty conditions may be considered an exception from this requirement subject to provisions found in the "Periodic Review/Non- Compliance Hearing" section of this Agreement.

LOCATION OF FACILITY

The Applicant shall maintain its facility within the boundaries of the City during the entire abatement period. Should the Applicant fail to do so, the Applicant shall pay the taxing units affected by the Obsolete Property Rehabilitation Tax Exemption Certificate an amount equal to the sum abated under the terms of the Certificate, as well as any required administrative fees.

PERIODIC REVIEW/NON-COMPLIANCE HEARING

The City shall have the right to periodically review the business and facilities of the Applicant to assure compliance with the terms of this Agreement. Should any review identify non-compliance with the terms of this Agreement, the City reserves the right to amend the Obsolete Property Rehabilitation Tax Exemption Certificate and/or this Agreement or revoke it in its entirety after a hearing is conducted. The hearing will provide an opportunity to explain why there may be non-compliance with the terms of this Agreement.

AFFIDAVIT OF FEES

The City and the Applicant swear and affirm by their signatures below that no payment of any kind in excess of the fee allowed by Public Act 146 of the Public Acts of 2000, has been made or promised in exchange for favorable consideration of the exemption certificate application.

It is agreed by and between the parties that the above conditions shall remain in effect for the life of the Obsolete Property Rehabilitation Tax Exemption Certificate.

IN WITNESS WHEREOF, the parties have caused this Agreement to be properly executed as of the ____ day of July, 2025.

City of Ionia

By: _____

John R. Milewski

Its: Mayor

By: _____

Jonathan Bowman

Its: Clerk

Artichoke Investments, LLC

By:  _____

Its: President

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VI.1

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: July 2, 2025
RE: ICEA Annual Report

Background:

Ryan Wilson, Executive Director for ICEA will present the 2024 ICEA Annual Report, as required by the City of Ionia for economic development activities undertaken on its behalf and in exchange for its annual contribution for services. A copy of the report follows this communication.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to accept the 2024 ICEA Annual Report and place it on file.

Motion By:

Seconded By:

Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____
	Starr	_____	Cowling	_____
	Milewski	_____		

ICEA

Ionian County
Economic
Alliance

Powered by The Right Place

2024 ANNUAL REPORT



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Letter from the Chair

Fourteen years ago, the Ionia County Economic Alliance (ICEA) formed a strategic partnership with The Right Place, Inc. to drive long-term job creation, investment and overall economic prosperity in Ionia County.

Since then, ICEA has significantly increased its capabilities, and become an even more valuable resource to the Ionia County business community. ICEA provides Ionia County businesses with the tools, resources, and support they need to flourish.

In addition to directly supporting the business community, ICEA also works on long-term initiatives to create strong foundations for sustainable economic growth. Examples include our continued work to help with expansion of current businesses while attracting new, working with developers on more housing options, and assisting municipalities with placemaking projects.

ICEA looks beyond the more immediate gains of economic development through investments in strategic, long-term initiatives within the county. Infrastructure, work-ready talent, and quality of life are all critical factors in creating healthy foundations for continued economic growth.



**PRECIA
GARLAND**

Chair, ICEA

THE PARTNERSHIP

ICEA is a public-private partnership, and receives financial support from both communities and businesses to sustain this partnership and enable long-term building of economic prosperity in Ionia County. We look forward to our continued work together to create the next generation of economic growth in our community.

ICEA Overview



Our Mission

Long-term, sustainable economic growth is the goal of the ICEA. By supporting existing businesses in Ionia County while attracting new business to the area, ICEA provides a firm foundation for future growth of the county.

Our Board

- **Precia Garland** (Chair), *City of Ionia*
- **Ethan Ebenstein** (Vice-Chair), *Ionia County ISD*
- **Dan Mitchell** (Treasurer), *Mercantile Bank*
- **Amber Rood** (Secretary), *The Daily News*
- **Dave Bee**, *West Michigan Regional Planning Commission*
- **Jenny Dinehart**, *Independent Bank*
- **Terry Frewen**, *Ionia County Board of Commissioners*
- **Andrew Dymczyk**, *City of Portland*
- **Kevin Wagenmaker**, *Montcalm Community College*
- **Amy Herbruck**, *Herbruck's Poultry Ranch*
- **Steve Holt**, *ICEA Board Member*
- **Chad Shaw**, *Ionia County Administrator*
- **Linda Reetz**, *U of M Sparrow-Ionia Hospital*
- **Keven Kreiger**, *City of Belding*
- **Jessica Tramontana**, *Consumers Energy*
- **Rose Willson**, *Union Bank*

2024 at a Glance

For over twenty years, ICEA has collaborated with business and community leaders to ensure long-term economic prosperity for Ionia County. Ionia County residents recognize the positive impact this work has on our communities, from the increase in quality employment opportunities to the economic multiplier effect that growing businesses have on other business sectors throughout our economy.

Partnering with The Right Place, the ICEA supports businesses in Ionia County, providing services including but not limited to: State & Local Incentives, Confidential Site Location Searches, Local Supply Chain & Partner Opportunities, and Manufacturing Innovation & Operational Improvement.

ICEA has prioritized work in three main areas of focus: Business Retention, Expansion and Attraction; Talent Development, Retention, and Attraction; and Strategic Foundations.



Company Visits

60+



Company Assists

300+



Project Pipeline

12

ICEA Investment Report

An investment in our work produces a direct return in the form of new jobs and capital investment, strong businesses, and increased quality of life in Ionia County. In a recent example of one of our projects, ICEA helped the owners of the New Community Condos of Lake Odessa complete phase 1 of the planned 3-phase project. We are bringing awareness and exposure to local companies, engaging with over 60 businesses and organizations, and providing assistance to hundreds of companies, such as guiding Enwork through the process of receiving a PA 198 Tax Abatement from the City of Ionia. We are creating a pipeline of talent with renewed initiatives such as business tours for Belding, Ionia, and Portland high school students and co-hosting career fairs with our partners. These are just a few examples of the many ways investment in ICEA is producing tangible outcomes for our business community.



→	Investors	38
→	New/Increased	6
→	Total Raised	\$112,000+

Our Investors

 **19** Private Investors

 **19** Public Investors

APEC	Belding Public Schools
Cargill Kitchen Solutions	Boston Township
C.L. Trucking and Excavating	City of Belding
Coldwell Banker Frewen Realty	City of Ionia
Consumers Energy	City of Portland
Herbruck’s Poultry Ranch	Easton Township
Independent Bank	Ionia County
Ionia County Community Foundation	Ionia County Intermediate School District
ITC Holdings	Ionia Public Schools
Jordan Manufacturing	Lakewood Public Schools
Mercantile Bank	Montcalm Community College
Michigan One Community Credit Union	Odessa Township
PFCU	Portland Public Schools
SoZo Coffee Roasting	Saranac Community Schools
The Daily News	Village of Clarksville
U of M Sparrow-Ionia Hospital	Village of Lake Odessa
Union Bank	Village of Muir
West Michigan Works	Village of Pewamo
Wolbers Possehn Pools, Ponds, and Landscapes	Village of Saranac

*Thank you to our 2024
Investors that made all of
this work possible.*

Strategic Partners

Thank you to our strategic partners who support Economic Development work in Ionia County.

Belding Area Chamber of Commerce

Ionia County Career Center

Ionia Area Chamber of Commerce

Ionia County Community Foundation

Ionia DDA

MI Portland Downtown

United Way of Montcalm-Ionia Counties

West Michigan Works!

ICEA Ionia County
Economic
Alliance

Powered by The Right Place

2024 Highlights



4th Annual MIPitch Event

ICEA partnered with area Chambers, Strategic Partners, and the Montcalm Economic Alliance for the fourth annual MIPitch event. \$14,000 was awarded to three promising start-ups with The Ionia Smoothie Company taking 1st place. All three finalists were businesses in Ionia County. The event, which was attended by over 80 people, is designed to encourage entrepreneurship in Ionia and Montcalm Counties, which is a key economic growth strategy for the region.

SoZo Coffee Roasting Expansion

Sozo Coffee Roasting marked the opening of a new bean roasting and storage facility at 310 Cleveland on Nov. 9 with a ribbon-cutting ceremony attended by employees, friends, and family of owners Mindy and Rodney Hensley.

Sozo's new location, formerly the site of Bert's Glass, will house their coffee bean roasting operation as well as providing storage for empty cups and other retail items. When the raw coffee beans arrive from Guatemala, they will now be roasted in that facility using a 30-kilogram-capacity Mill City brand coffee roasting machine.



2024 Highlights



K-12 Business Awareness

ICEA coordinated business tours with multiple area high schools. The goal of these business tours is to create a pipeline of talent by exposing high school students to the many different careers in their community. In 2024, ICEA worked with Belding High School, Ionia High School, the Ionia County Career Center, Saranac High School, and Portland High School to gain exposure to multiple businesses in the Ionia area. Looking ahead to 2025 and beyond, ICEA will be planning tours for all local schools on a consistent basis.

Community Condos of Lake Odessa Project

Recognizing a lack of housing options in the Village, Stuart Ventures acquired the old Lakewood school property with the goal of providing new living opportunities where residents could be an integral part of the downtown Lake Odessa community. After many months of hard work in acquiring the land, developing, and refining the project plans, the project has become a reality. Construction of the first building of five units was completed in the summer of 2024. Although the development is not limited to seniors, the design of the 5-unit Phase 1A building addresses typical needs of seniors with 3-foot-wide door openings, zero step entrances, the accommodation of stairs that allow chair lifts, and bathrooms large enough to accommodate walk-in showers. The development will be an asset to downtown Lake Odessa for many years.



Contact Us

**RYAN WILSON**

Executive Director
Ionia County Economic Alliance

Phone**616-690-3613****Email****wilsonr@rightplace.org****Website****<https://www.rightplace.org/regions/ionia-county>****Address****101 West Main St, Ionia, MI 48846**

ICEA Ionia County
Economic
Alliance

Powered by The Right Place

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.1

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: July 2, 2025

RE: Introduction and First Reading - Ordinance No. 595 - An ordinance to amend Chapters 606, 804, 1020 and 1062 regarding alcoholic beverages

Background:

With the recent establishment of the Discover Ionia Social District (the "District"), a comprehensive review of the Ionia Codified Ordinances was conducted to determine where inconsistencies may now exist between the District's rules and other rules regarding alcohol consumption. This review produced multiple sections of City Code identified for proposed amendment, which are shown in Ordinance 595 and summarized as follows:

- Chapter 606. Alcoholic Beverages, Section 606.01 Open Containers
- Chapter 804. Sidewalk Cafes, Sections 804.01 - 804.99 (entire chapter)
- Chapter 1020. Streets Generally, Section 1020.17 Parades and Promotions; Closure of Streets
- Chapter 1062. Parks and City Cemeteries, Section 1062.13 Alcoholic Beverages

The amendments in Ordinance 595 would modify the above-noted Chapters to permit possession and consumption of alcoholic beverages in the Discover Ionia Social District consistent with District rules, without violating other codified ordinances of the City.

Requested Action / Motion:

It is requested the Ionia City Council make a motion to introduce and conduct a first reading of Ordinance No. 595, an ordinance to amend Chapters 606, 804, 1020, and 1062 regarding alcoholic beverages and to schedule a Public Hearing regarding the proposed ordinance for 6:30 PM, Wednesday, August 6, 2025 at Ionia City Hall.

Motion By:

Seconded By:

Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____
	Starr	_____	Cowling	_____

**CITY OF IONIA
NOTICE OF PUBLIC HEARING**

**Ordinance No. 595 – Amend Chapters 606, 804, 1020, and 1062 Regarding Alcoholic
Beverages**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Ionia City Hall, 114 N. Kidd Street, Ionia, Michigan on Wednesday, August 6, 2025, at 6:30 PM at a meeting of the Ionia City Council, to receive comments on Ordinance No. 595. If approved, this ordinance will amend multiple sections of the City’s ordinances to update restrictions regarding public alcohol consumption. Following the public hearing City Council will be asked to approve the ordinance on second reading. The ordinance will become effective upon publication.

The City of Ionia complies with the "Americans with Disabilities Act." If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Jonathan Bowman, City Clerk, at least three (3) business days prior to any such meeting. The following is a summary of the proposed ordinance.

AN ORDINANCE TO AMEND PART SIX, CHAPTER 606, SECTION 606.01 ENTITLED “OPEN CONTAINERS”; PART EIGHT, TITLE TWO, CHAPTER 804 ENTITLED “SIDEWALK CAFES”; PART TEN, TITLE TWO, CHAPTER 1020, SECTION 1020.17 ENTITLED “PARADES AND PROMOTIONS; CLOSURE OF STREETS”; AND PART TEN, TITLE SIX, CHAPTER 1062, SECTION 1062.13 ENTITLED “ALCOHOLIC BEVERAGES” OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.

Section 1: Amendment of Section 606.01 - “Open Containers”

Section 2: Amendment of Chapter 804 - “Sidewalk Cafés”

Section 3: Amendment of Section 1020.17 - “Parades and Promotions; Closure of Streets”

Section 4: Amendment of Section 1062.13 - “Alcoholic Beverages”

Section 5: Repealer

Section 6: Severability

Section 7: Publication and Effective Date

A complete copy of proposed Ordinance No. 595 is available for review at www.cityofionia.org or at Ionia City Hall, 114 N. Kidd Street, Ionia. Questions or comments may be directed to Jonathan Bowman, Assistant City Manager and City Clerk, 616-523-0147.

By: Jonathan Bowman, City Clerk
Ionia City Hall
114 N. Kidd Street, PO Box 496
Ionia, MI 48846

(616) 527-4170

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
ORDINANCE NO. 595**

AN ORDINANCE TO AMEND PART SIX, CHAPTER 606, SECTION 606.01 ENTITLED "OPEN CONTAINERS"; PART EIGHT, TITLE TWO, CHAPTER 804 ENTITLED "SIDEWALK CAFES"; PART TEN, TITLE TWO, CHAPTER 1020, SECTION 1020.17 ENTITLED "PARADES AND PROMOTIONS; CLOSURE OF STREETS"; AND PART TEN, TITLE SIX, CHAPTER 1062, SECTION 1062.13 ENTITLED "ALCOHOLIC BEVERAGES" OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.

THE CITY OF IONIA HEREBY ORDAINS:

Section 1. Amendment of Section 606.01.

That Part Six, Chapter 606, Section 606.01 entitled "Open Containers" of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

606.01 OPEN CONTAINERS.

(a) Transportation or Possession in Vehicles. No person shall transport or possess any alcoholic liquor in a container which is open or uncapped, or upon which the seal is broken, within the passenger compartment of a vehicle on any street or highway. If the vehicle does not have a trunk or compartment separate from the passenger compartment, a container which is open, uncapped, or upon which the seal is broken, shall be encased or enclosed. This section shall not apply to any chartered passenger vehicle licensed by the Michigan Public Service Commission.

(b) Possession in Other Places. No person shall be inside or outside of a motor vehicle upon any public park, grounds or street, or upon any vacant land not owned by such person, in any parking lot, or in any non-residential building (other than a bar, tavern or eating establishment which has been duly licensed by the State of Michigan for serving alcoholic beverages for consumption on the premises), having in such person's possession an open receptacle or container containing any alcoholic beverage, except as follows:

(1e) Special Permit. ~~This section shall not apply to any~~ Any person who is a participant in an event for which a special permit for alcohol possession or consumption has been issued by the City Manager, pursuant to Section 1062.07, Section 1020.17, or similar section. A "participant" is a person who has been invited to the event for which a special permit for alcohol possession or consumption has been issued, is allowed on the property ~~which that~~ is subject to the special permit for the purpose of attending the event, or is associated with the individual, club, organization or association ~~which that~~ received the special permit. A participant shall not include any person who has been asked to leave the event by the club, organization or association ~~which that~~ received the special permit; or-

(2) Social District. Any person who possesses or consumes alcoholic beverages within a designated area within the boundaries of the City's established Social District, and such activity complies with all applicable provisions of state law, the rules and regulations of the Michigan Liquor Control Commission, and the City's approved Social District Marketing, Management, and Maintenance Plan.

Section 2. Amendment of Chapter 804.

That Part Eight, Title Two, Chapter 804 entitled "Sidewalk Cafés" of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

CHAPTER 804 Sidewalk Cafés

- 804.01 Definitions.
- 804.02 Licensing required.
- 804.03 Licensing procedure.
- 804.04 General standards.
- 804.05 Operating standards.
- 804.06 Revocation.
- 804.99 Penalty.

804.01 DEFINITIONS.

Unless the context specifically indicates otherwise, the meanings of the terms used in this chapter shall be as follows:

- (a) "City manager" shall mean the City Manager of the City or his or her designee.
- (b) "Sidewalk" shall mean the paved surface provided for the exclusive use of pedestrians in the public right-of-way and situated between and extending from any building to the curb of any street (excluding therefrom any unpaved area).
- (c) "Sidewalk café" shall mean an outdoor dining area located on a public sidewalk that is public through an easement, dedication, or right-of-way; that provides wait staff service or counter service; that contains readily removable tables and chairs. It is unenclosed by fixed walls and is open to the air, except that it may have umbrellas.
- (d) "Sidewalk café district" shall mean the area in which a business owner may operate a sidewalk café. The district shall consist of Depot Street (Adams Street to Washington Street); Kidd Street (Adams Street to Washington Street); Main Street (Dexter Street to Kidd Street); and, Steele Street (Adams Street to Washington Street).
- (e) "Social District" shall mean a geographic area designated by the City Council in which multiple licensed establishments (e.g., bars, restaurants) with Social District Permits, as required

by the Michigan Liquor Control Commission, may sell alcoholic beverages in specially marked containers to be consumed within a contiguous commons area.

804.02 LICENSING REQUIRED.

No person shall operate a sidewalk café within the City without first obtaining a sidewalk café license and satisfying all of the requirements of this chapter.

804.03 LICENSING PROCEDURE.

(a) The City Manager is authorized to issue a revocable seasonal license to operate a sidewalk café within the sidewalk café district, provided the applicant has complied with the standards set forth in this chapter.

(b) The applicant must ~~hold a valid business license at the time of applying for a sidewalk café license and~~ be licensed as a food service establishment in accordance with Public Act 92 of 2000, as amended from time to time, and other applicable sState and county food service licensing requirements prior to applying for a sidewalk café license.-

(c) Before issuing a license, the City Manager shall confirm with the City Treasurer and County Treasurer that the applicant is up-to-date with all income tax, personal property tax and real property tax payments.

(d) The seasonal license shall permit operation of a sidewalk café from April 1 up to and including October 31 of any calendar year. A license may also be issued for less than a full season or for a stipulated number of operating days.

(e) The fees for a license, if any, shall be those fees set by the City Council by resolution or ordinance from time-to-time. If a fee is established, no license shall be issued until all fees have been paid.

(f) The applicant shall indemnify and hold harmless the City against loss, including costs and expenses, resulting from injury to person(s) or property occurring on the premises occupied by the café. The applicant shall provide a certificate of insurance as evidence of the required policy to the City, and name the City as an additional named insured, in the amount of not less than one million dollars (\$1,000,000).

(g) Application and site plan.

(1) No sidewalk café shall be established on public property except in conformance with a site plan approved by the City Manager.

- (2) The application for a sidewalk café license ~~which~~ shall at minimum include the following:
- A. Name of the individual and business;
 - B. Address of the sidewalk occupancy;

C. ~~Property owner~~ information, if other than applicant (~~if not the owner, written authorization for submitting the application from the property owner is required~~);

D. Dates and hours of occupancy;

E. Dimensions and area of occupancy (in square feet);

F. Indication if the application is a new application or a renewal.

~~—(3) A sidewalk café site plan which shall contain such information as:~~

(h) Prior to acting on an application, the City Manager shall solicit the input of the ~~Community Development Director~~, DDA Director, Public Safety Director, Public Works Director and any other City staff determined necessary. Upon ~~receiving~~soliciting input, the City Manager may approve, approve with conditions, refer the application back to the applicant for modification, or deny the request. If the application is denied, the applicant may appeal the denial in writing to the City Council within 14 days of the denial.

(i) Sidewalk café licenses may be renewed for additional seasons subject to review by the City Manager.

804.04 GENERAL STANDARDS.

(a) The sidewalk café shall not reduce the pedestrian travel area of any sidewalk to less than that required by the Americans with Disabilities Act. The pedestrian travel area shall not include trees, benches, bushes, walls, fire hydrants, tree grates or any other fixture permanently located within the right-of-way.

(b) The sidewalk café shall not impede on a fire hydrant, utility box, or other public service facility.

(c) Sidewalk cafés shall only be located adjacent to the establishment with which they are associated.

(d) Furnishings of a sidewalk café shall be limited solely to umbrellas, chairs, tables and trash containers within the permitted area. All objects shall be of quality construction and design to ensure the safety and convenience of users and to enhance the visual and aesthetic quality of downtown. No furnishings shall be attached to the sidewalk, street trees, light pole or any structure.

(e) Furniture or other items used in connection with the sidewalk café shall be placed on the sidewalk no more than thirty minutes prior to the opening of the business and shall be removed within thirty minutes after the closing of the business.

(f) Signs, banners, flags, pennants, balloons, blow-ups or other similar decorations or advertising devices are prohibited. Umbrellas may contain the name of the business or other advertising so long as the product being advertised is utilized by the business.

(g) All food preparation shall be performed inside the business. No outside storage of food is permitted including hot or cold buffet tables.

(h) Sidewalk café areas shall remain clear of litter, food scraps, and soiled dishes at all times. The business shall clean the entire area of encroachment and all other adjacent sidewalk areas by removing debris and trash, and sweeping and washing the sidewalk each day.

(i) Operation of a sidewalk café shall not adversely impact adjacent or nearby residential, religious, educational or commercial properties, and shall be operated in accordance with all applicable codes and regulations.

(j) Electric powered lights shall not be used for the sidewalk café. The use of tabletop candles is permitted.

(k) Music, either acoustical or via external building speakers, is permitted but shall be kept at such a level so as to not interfere with the activities of neighboring businesses or residences. Music shall also be kept at such a level as to comply in all respects with the provisions of other applicable ordinances.

804.05 OPERATING STANDARDS.

(a) ~~S~~All sidewalk cafés shall not begin sales or service before 6:00 a.m. ~~each morning~~ and shall cease sales or service by ~~9:00~~10:00 p.m. ~~each night~~.

(b) ~~—Alcohol shall not be sold or consumed at a sidewalk café.~~ Alcohol Sales, Service and Consumption:

(1) A restaurant/bar establishment with a sidewalk café may sell and serve alcohol at a sidewalk café if that area is within the scope of the establishment's Michigan Liquor Control Commission liquor license for on-premises sales and consumption.

(2) A restaurant/bar establishment with a sidewalk café that is not within the scope of the establishment's Michigan Liquor Control Commission liquor license for on premises consumption, may not sell or serve alcohol at the sidewalk café. However, if such sidewalk café is located within the City's designated Social District, establishments with liquor licenses may sell alcohol from inside the premises for customers to remove the alcohol from the premises to be consumed in the Social District's commons area.

(c) The sidewalk café permit for each business shall be ~~prominently displayed and displayed in a location which shall be viewed easily~~available for inspection by the general public.

~~(d) The business shall not serve food or beverage to a patron at a sidewalk café unless that patron is seated at a table. "To go" service shall not be covered by this prohibition.~~

804.06 REVOCATION.

(a) The City Manager shall be authorized to revoke a sidewalk café license granted per this chapter if the City Manager determines that, in his or her reasonable discretion, revocation of the license

is in the best interests of the general health, safety, and welfare of the city residents or if ~~with or without just cause or explanation upon the recommendation of~~ any of the City departments that participated in the license review process ~~makes the same determination and recommends that the City Manager revoke the license.~~ The City Manager may also revoke a sidewalk café license ~~or~~ for non-payment of fees or charges owed to the City or County. All revocations under this section shall be in writing with the reasons set forth therein and issued to the license holder.

(b) Upon revocation of a license, the licensee shall immediately cease operation or any use of the encroachment upon written ~~or oral~~ notice by the City Manager or his or her representative. All furnishings and fixtures shall be immediately removed from the sidewalk café.

(c) The licensee may appeal the revocation to the City Council within 14 days of the revocation, however, until action is taken by the City Council regarding the appeal the license shall remain revoked.

804.99 PENALTY.

Any person who operates a sidewalk café outside of the sidewalk café district, or any person who operates a sidewalk café within the sidewalk café district without a license or who violates any of the standards or operating provisions contained in this chapter shall be ~~responsible for~~ responsible for a municipal civil infraction, punishable per the provisions of Section 202.99 of these Codified Ordinances. A second violation event within the license period shall result in the immediate termination of the license agreement for the remainder of the license period.

Section 3. Amendment of Section 1020.17.

That Part Ten, Title Two, Chapter 1020, Section 1020.17 entitled “Parades and Promotions; Closure of Streets” of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

1020.17 PARADES AND PROMOTIONS; CLOSURE OF STREETS.

(a) Any person, individual, club, organization or association (the “applicant”) seeking to hold a parade or other promotional event (the “event”) on any “street,” as that term is defined in this Chapter, shall notify the City and receive a permit for such event. The applicant shall provide the necessary information for justifying closure of a street or streets with the final action subject to approval by the City Manager. In the case of major streets, closure shall be limited and emergency access provided to abutting properties at all times.

(b) In addition to the requirements of Subsection (a), above, an applicant ~~that intends~~ intends to allow ~~participants to possess or consume~~ the sale or consumption of alcoholic beverages outside of the City’s Social District, during the event, must file an application for a “special permit,” ~~as required under Section 606.01(c),~~ with the Director of Public Safety, and pay an additional application fee at City Hall, as established from time to time by the City Council. The application for the special permit must provide the following ~~designate, among other~~ information, (1) the expected number of

participants, (2) the hours during which alcoholic beverages will be served during the event, (3) the hours during which alcoholic beverages will be allowed to be possessed or consumed during the event, and (4) the methods used to prevent possession or consumption by minors and non-participants. The Director of Public Safety shall then submit a recommendation regarding the approval of the application for the special permit to the City Manager. Upon receipt of the application and recommendation, the City Manager may approve or deny the special permit. ~~No special permit shall be issued for possession or consumption of alcoholic beverages having a higher alcoholic content than that of beer or wine.~~ In addition to the application fee, the City Manager may require reimbursement for law enforcement and other City services related to the event. The method of collecting and calculating this fee shall be described in the special permit. All events approved for a special permit under this subsection must comply with all permitting requirements and rules and regulations of the Michigan Liquor Control Commission.

If an event does not receive a special permit for alcohol, the possession and consumption of any alcoholic beverages must occur within the designated area within the boundaries of the City's established Social District, and such activity must comply with all applicable provisions of state law, the rules and regulations of the Michigan Liquor Control Commission, and the City's approved Social District Marketing, Management, and Maintenance Plan.

(c) If an application for a permit or special permit submitted under this section is denied by the City Manager, within 14 days of the denial, the applicant may appeal to the City Council, which shall have ultimate authority for issuance.

Section 4. Amendment of Section 1062.13.

That Part Ten, Title Six, Chapter 1062, Section 1062.13 entitled "Alcoholic Beverages" of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

1062.13 ALCOHOLIC BEVERAGES.

~~No person shall possess or consume alcoholic beverages in a park at any time, unless he or she is a participant in an event for which an individual, or a club, organization or association has received a special permit for alcoholic possession or consumption, as described in Section 1062.07, or similar ordinance. "Participant" is defined in Section 606.01 of this Code of Ordinances.~~
No person shall possess or consume any alcoholic beverage in a City park, except as follows:

(a) The individual is a "participant," as defined in Section 606.01, in an event for which an individual, or a club, organization or association has received a special permit for alcoholic possession or consumption, as permitted in this Code of Ordinances, and such possession or consumption complies with all applicable provisions of state law, the rules and regulations of the Michigan Liquor Control Commission; or

(b) When the possession and consumption of alcoholic beverages occurs within a designated area of a City park that lies within the boundaries of the City's established Social District, and such activity complies with all applicable provisions of state law, the rules and regulations of the

Michigan Liquor Control Commission, and the City's approved Social District Marketing, Management, and Maintenance Plan.

Section 5. Repealer

That all ordinances and parts of ordinances in conflict herewith are repealed to the extent of such conflict.

Section 6. Severability.

Should any section, portion or part of this Ordinance be declared to be invalid by a court of competent jurisdiction, such declaration does not void or render inoperable any other part of this Ordinance.

Section 7. Publication and Effective Date

The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect immediately upon publication of a summary thereof as permitted by law, along with the date of its adoption, in the *Daily News*, a newspaper of general circulation in the City.

CITY OF IONIA

Dated: _____

By: Jonathan T. Bowman, City Clerk

Introduction and First Reading:

Notice of Public Hearing:

Public Hearing, Second Reading, Adoption:

Effective (upon publication):

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.2

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: July 2, 2025
RE: ICEA Partnership - Resolution 2025-17

Background:

The City of Ionia has been a partner organization of the Ionia County Economic Alliance (ICEA) since 2011. The ICEA is a private, non-profit organization committed to promoting local economic development through the provision of local economic development services. ICEA collaborates with community leaders in Ionia County to ensure long-term job creation, investment and overall economic prosperity for the county.

ICEA is requesting a contribution of \$10,000 for this year's services. Past years' contributions to ICEA have been as follows:

Year	Contribution
2024	\$10,000
2021-2023 (each year)	\$9,000
2020	\$8,954
2015 – 2019 (each year)	\$8,140
2011 – 2014 (each year)	\$7,400

I have been a member of the ICEA Board since 2021 and its chairperson since 2023. The information and services available through ICEA and its executive director are very resourceful and represent a great collaboration with other local units of government within our county to achieve professional services that none have the capacity to fund alone.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the following resolution (Resolution 2025-17), authorizing a \$10,000 contribution to Ionia County Economic Alliance in exchange for economic development services. Funds are available for this expenditure in 101-101.000-861.000.

Motion By:

Seconded By:

Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____
	Starr	_____	Cowling	_____
		Milewski	_____	



At a regular meeting of the City Council of the City of Ionia, held at the Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on the 2nd day of July, 2025, at 6:30 p.m.

PRESENT: _____
 ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

**A RESOLUTION TO APPROVE PARTNERSHIP WITH THE
 IONIA COUNTY ECONOMIC ALLIANCE, A NONPROFIT ECONOMIC
 DEVELOPMENT ORGANIZATION, IN CONSIDERATION OF ECONOMIC
 DEVELOPMENT SERVICES AND OTHER VALUE AND BENEFITS TO BE
 RECEIVED BY THE CITY**

WHEREAS, the City desires to confirm its partnership with the Ionia County Economic Alliance, the State-recognized economic development organization for Ionia County; and

WHEREAS, the City has been asked to remit \$10,000 for services to be received in FY 2025-2026; and

WHEREAS, in consideration of the City's contribution, the Ionia County Economic Alliance shall provide various services to and for the City relating to economic development, all of which will provide valuable benefit to the City in its performance of important governmental functions, including land use planning and zoning, analysis of anticipated property tax base and other City responsibilities; now

THEREFORE, BE IT RESOLVED:

1. The City Council approves and confirms the City's pledge of \$10,000 to the Ionia County Economic Alliance, payable in one installment during FY2025-2026 upon the terms and subject to the conditions of this resolution.
2. In consideration of the above-stated pledge, and the fulfillment thereof, the Ionia County Economic Alliance shall provide continuing services to the City with respect to economic development, including but not limited to, submission of the organization's annual report; other materials on its economic development activities, such as reports and studies that are furnished to its members and other written materials and information useful to the City in its governmental functions associated with economic development, including land use planning; future City needs with respect to residential land uses and commercial and other development; prediction of future City property tax base and the like. The Ionia County Economic Alliance shall also assist the City, if possible, with other economic development services when reasonably requested.

3. The City's pledge and payment thereunder shall be conditional upon the above-stated benefits and services to be received from the Ionia County Economic Alliance.
4. The City Manager shall act for the City Council in the implementation of this resolution, together with other appropriate City officers and staff members.

Upon a call of the roll, the vote was as follows:

AYES: _____
NAYS: _____
ABSENT: _____

RESOLUTION 2025-17 DECLARED ADOPTED.

Jonathan T. Bowman, City Clerk

CERTIFICATION: I hereby certify that the foregoing is a true and complete resolution adopted by the City Council of the City of Ionia at a regular meeting held this 2nd day of July, 2025.

Jonathan T. Bowman, City Clerk

MISSION

Long-term, sustainable economic growth is the goal of the ICEA. By supporting existing businesses in Ionia County while attracting new businesses to the area, ICEA will provide a firm foundation for future growth of the county.

BOARD OF DIRECTORS

Precia Garland, Chair
City of Ionia

Ethan Ebenstein, Vice-Chair
Ionia County Intermediate School District

Dan Mitchell, Treasurer
Mercantile Bank

Amber Rood, Secretary
The Daily News

Dave Bee
West Michigan Regional Planning Commission

Jenny Dinehart
Independent Bank

Terry Frewen
Ionia County Commissioner

Andrew Dymczyk
City of Portland

Amy Herbruck
Herbruck's Poultry Ranch

Steve Holt
ICEA Board Member

Chad Shaw
Ionia County Administrator

Linda Reetz
Sparrow Hospital

Keven Krieger
City of Belding

Jessica Tramontana
Consumers Energy

Rose Willson
Union Bank

Kevin Wagenmaker
Montcalm Community College

CONTACT

Ryan Wilson, Executive Director

P: 616.690.3613
E: wilsonr@rightplace.org

June 12, 2025

Precia Garland
City of Ionia
114 North Kidd
Ionia, MI 48846

Dear Precia,

At the Ionia County Economic Alliance (ICEA), your business is our business. We are a 501c3 nonprofit organization that offers free business assistance services to current and prospective Ionia County companies. We work both with companies that are growing and those that may be experiencing challenges. Like you, we want your business to thrive in Ionia County. We are here for you every step of the way to help ensure that happens.

For over twenty years, ICEA has collaborated with business and community leaders to ensure long-term economic prosperity for Ionia County. Ionia County residents recognize the positive impact this work has on our communities, from the increase in quality employment opportunities to the economic multiplier effect that growing businesses have on other business sectors throughout our economy.

An investment in our work produces a direct return in the form of new jobs and capital investment, strong businesses, and increased quality of life in Ionia County. In a recent example of one of our projects, ICEA helped the owners of the New Community Condos of Lake Odessa complete phase 1 of the planned 3-phase project. We are bringing awareness and exposure to local companies, engaging with over 60 businesses and organizations, and providing assistance to hundreds of companies, such as guiding Enwork through the process of receiving a PA 198 Tax Abatement from the City of Ionia. We are creating a pipeline of talent with renewed initiatives such as business tours for Belding, Ionia, and Portland high school students and co-hosting career fairs with our partners. These are just a few examples of the many ways investment in ICEA is producing tangible outcomes for our business community.

Financial support from local businesses and municipalities is critical to sustain our work in making Ionia County an even better place to live, work, and play. An investment in our work produces a direct return in the form of new jobs, capital investment, strong businesses, and increased quality of life in Ionia County. We invite you to join our growing network of business and municipal investors uniting together to grow our economy, our community, and one another with an investment of \$10,000.

To make a tax-deductible investment in ICEA, please complete the attached form and include it with your check made out to ICEA. If you have any questions or to learn how ICEA can help meet your business needs, please contact me at wilsonr@rightplace.org or 616.690.3613.

Thank you for your consideration,

Ryan Wilson

Ryan Wilson
ICEA Executive Director

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.3

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: July 2, 2025
RE: Discover Ionia Social District - Individual Business Permit Applications

Background:

The City of Ionia recently received notice from the Michigan Liquor Control Commission (MLCC) that its proposed creation of the Discover Ionia Social District was approved. One of the next steps in the process to operationalize the district is to receive Social District Permit applications from qualifying businesses that wish to participate in the District. The MLCC requires the City to approve all permit applications from businesses on an individual basis before they are then submitted to the MLCC for final approval. The City does not charge a fee for processing local Social District Permit applications; however, the MLCC charges a \$70 inspection fee and a \$250 Social District Permit Fee as part of its processing and approval process.

Following this communication are five Social District Permit applications from qualifying businesses, along with corresponding Resolutions to approve each application locally, prior to submission to the MLCC. Graphics explaining where the sale and service of alcohol are allowed and not allowed have also been included to provide clarification on how the businesses would be permitted to operate. The applicants are as follows:

Business Applicant Name	Business Address	Application Complete & Qualified (Y/N)
El Mariachi	412 W. Main Street	Y
Steele Street Hall	115 S. Steele Street	Y
Steele Street Brewing	300 S. Steele Street	Y
Olivera's Restaurant	390 S. Dexter Street	Y
Brick House Tavern	314 W. Main Street	Y

A corresponding City Council Resolution has been prepared for each qualified and complete application to grant local permit approval, which would then allow the applicant to file with the MLCC for state approval.

Requested Action / Motion:

It is requested the Ionia City Council consider individual motions to approve the following resolutions:

- Resolution 2025-18: A Resolution to Grant City of Ionia Approval for a Discover Ionia Social District Permit on behalf of El Mariachi.
- Resolution 2025-19: A Resolution to Grant City of Ionia Approval for a Discover Ionia Social District Permit on behalf of Steele Street Hall.
- Resolution 2025-20: A Resolution to Grant City of Ionia Approval for a Discover Ionia Social District Permit on behalf of Steele Street Brewing.
- Resolution 2025-21: A Resolution to Grant City of Ionia Approval for a Discover Ionia Social District Permit on behalf of Olivera's Restaurant.
- Resolution 2025-22: A Resolution to Grant City of Ionia Approval for a Discover Ionia Social District Permit on behalf of Brick House Tavern.

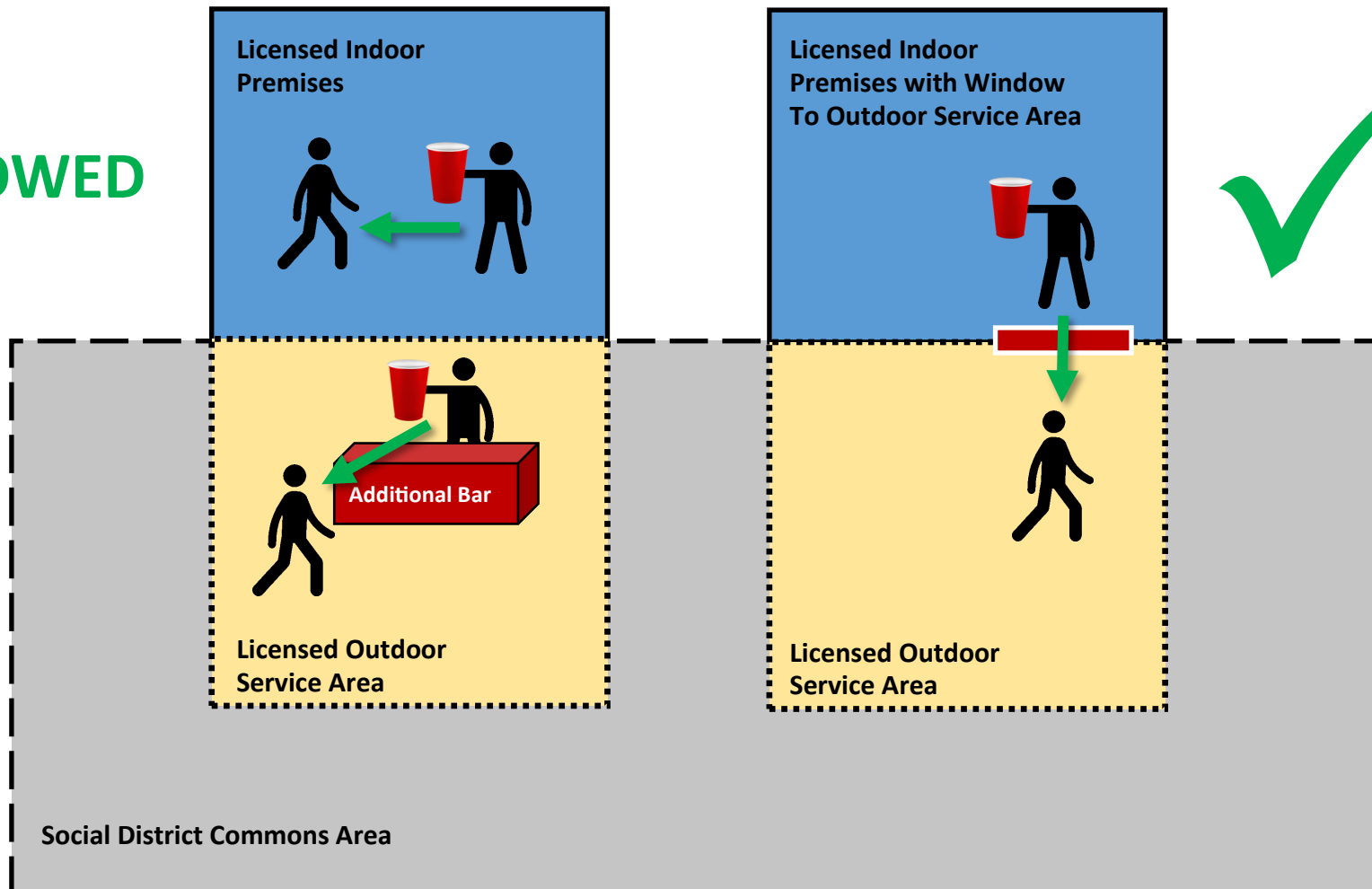
Motion By:

Seconded By:

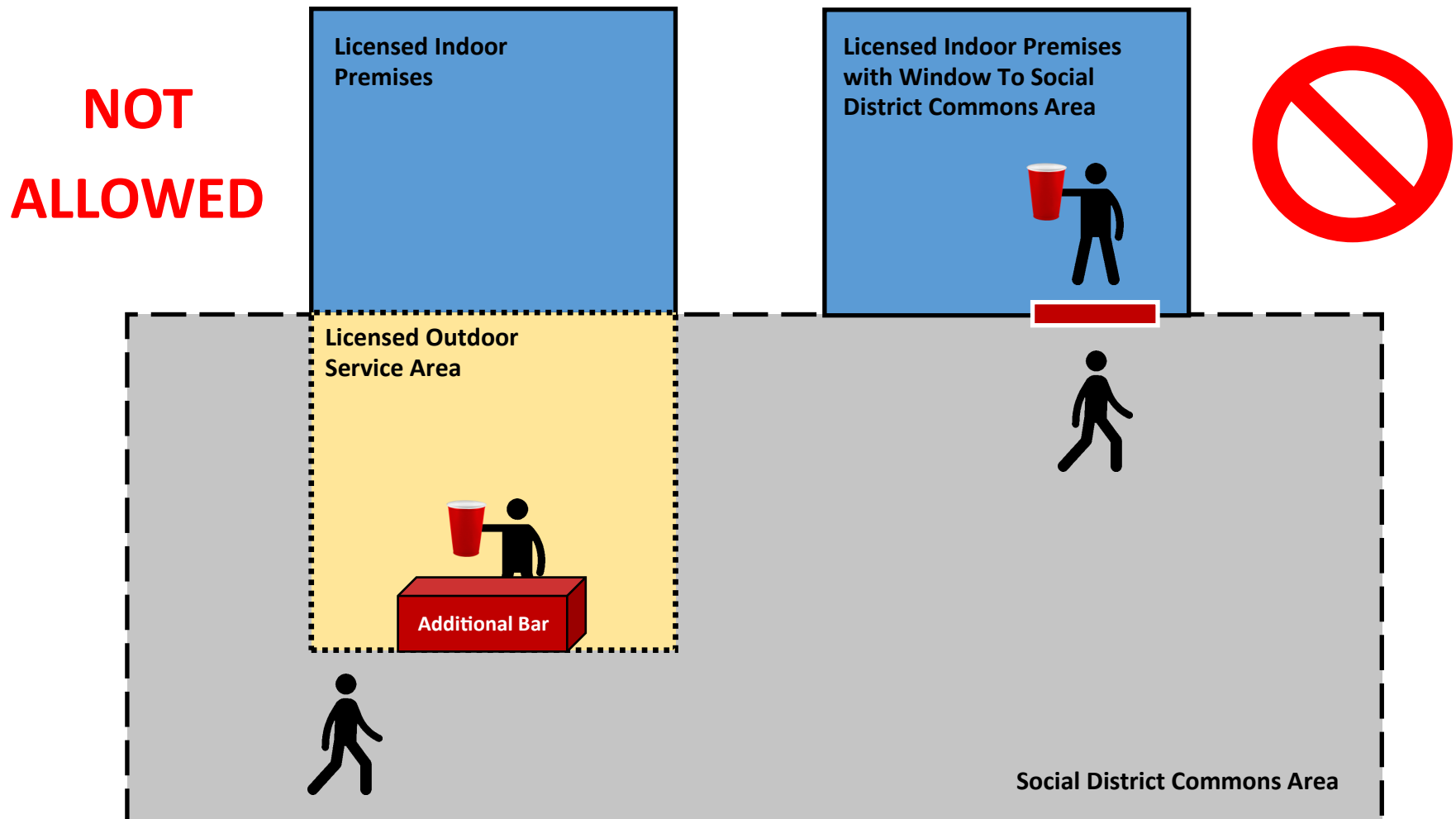
Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____
	Starr	_____	Cowling	_____
	Milewski	_____		

All sales and service of alcoholic liquor must be done on the licensed premises, whether inside the licensed building or within the approved outdoor service area. Alcoholic liquor may be sold through a window from the inside licensed premises to customers in an approved outdoor service area. In both scenarios, an Additional Bar Permit may also be necessary if the business hold a Class C or B-Hotel license. Alcoholic liquor may NOT be sold or served to customers in the social district commons area.

ALLOWED



All sales and service of alcoholic liquor must be done on the licensed premises, whether inside the licensed building or within the approved outdoor service area. Alcoholic liquor may NOT be sold and served from an outdoor service area to customers who are outside the outdoor service area in the social district commons area. Alcoholic liquor may NOT be sold and served through a window from inside the licensed building to customers who are in the social district commons area.





A RESOLUTION TO APPROVE A SOCIAL DISTRICT PERMIT

At a regular meeting of the City Council of the City of Ionia, held at the Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on the 2nd day of July, 2025 at 6:30 PM;

PRESENT: _____
 ABSENT: _____

The following Resolution was offered for adoption by City Councilmember _____ and was seconded by City Councilmember _____:

WHEREAS, the City of Ionia has established the Discover Ionia Social District, which has also received approval by the Michigan Liquor Control Commission; and

WHEREAS, to participate in the sale of alcoholic beverages within the commons area of the District, qualified businesses are required to individually apply for a Social District Permit; and

WHEREAS, a Social District Permit has been received from El Mariachi, located at 412 W. Main Street, Ionia, Michigan, which is contiguous to the Discover Ionia Social District commons area, and has subsequently been reviewed and found to be administratively complete.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The application from El Mariachi is approved by the Ionia City Council for consideration for approval by the Michigan Liquor Control Commission.
2. If not recommended, the stated reason is as follows: _____.
3. All prior resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.
4. This Resolution shall take effect immediately.

AYES: _____
 NAYS: _____
 ABSTAIN: _____
 ABSENT: _____

RESOLUTION 2025-18 DECLARED ADOPTED

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846
Telephone No: (616) 527-4170

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Ionia, Ionia County, Michigan at a regular meeting held on July 2, 2025 and that the public notices of said meeting were given pursuant to Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting notice of publication or posting at least eighteen (18) hours prior to the time set for the meeting.

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the Ionia City Council as part of a social district pursuant to MCL 436.1551.

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846



SOCIAL DISTRICT PERMIT — LOCAL GOVERNMENT UNIT APPLICATION

Submit Applications to Ionia Downtown Development Authority

Address: 203 West Main Street Ionia, MI 48846

Ph: (616) 527-1420 Website: cityofionia.org

BUSINESS INFORMATION

Business Name: El Mariachi DBA Name: _____

Business Address: 412 W. Main St.

City: Ionia State: MI ZIP: 48846

Mailing Address (if different): _____

Business Phone: (616) 522-9290

Contact Person Name: Moises Velasco Title: Owner

Contact Phone: (616) 835-7572 Email Address: Velasoccer@gmail.com

LIQUOR LICENSE INFORMATION

Liquor License Number: L-000448831

License Type (check one):

☒ Class C

☐ B-Hotel

☐ Other (specify): _____

Is the establishment located within the designated Social District boundaries?

☒ Yes ☐ No

PARTICIPATION AGREEMENT

By submitting this application, the applicant acknowledges and agrees to the following:

☒ Complying with all applicable local ordinances/state laws regarding the sale and service of alcoholic beverages under a Social District Permit.

☒ Training staff and patrons to identify district boundaries and social district rules, including:

- Consumption by persons age 21 and over ONLY
- Maximum of two alcoholic beverage per person served at a time
- No outside or personal alcohol (BYOB) is allowed
- Keeping alcoholic beverages within the designated commons area

☒ Providing beverages in approved, labeled cups for consumption in the Social District's designated Commons Area.

☒ Maintaining communication with the local government and other permittees and contributing to the safety and cleanliness of the shared space.

☒ Maintaining a valid on-premises liquor license and a valid Social District Permit issued by the MLCC. *Any violations of MLCC or local Social District rules may result in suspension or revocation of this approval.

RESPONSIBILITIES OF THE CITY

The City of Ionia agrees to:

- Maintain the commons area, including trash removal, signage, and boundary markings.
- Include the Establishment in promotional efforts related to the Social District.
- Enforce Social District boundaries and rules in partnership with local law enforcement.

UPON APPROVAL

Provide a Certificate of Insurance indemnifying and holding harmless the City, its officers, and employees from any claims, damages, or liabilities arising from the Establishment's participation in the Social District.

TERMINATION

This Application may be terminated:

- By either party with written notice of 14 days
- Immediately by the City if the Establishment violates local ordinances, this Agreement, or MLCC regulations

Termination of this Agreement does not affect the MLCC's authority to revoke or suspend any liquor licenses or permits.

SIGNATURE

I certify that the information provided in this application is true and complete to the best of my knowledge. I request that The City of Ionia provide Local Governmental Unit Approval for submission to the Michigan Liquor Control Commission (MLCC).

Printed Name: Moises Velasco

Signature: 

Date: 7/1/25

OFFICE USE ONLY

☐ Approved ☐ Denied

Authorized Official Name: _____

Title: _____

Signature: _____

Date of Action: _____



A RESOLUTION TO APPROVE A SOCIAL DISTRICT PERMIT

At a regular meeting of the City Council of the City of Ionia, held at the Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on the 2nd day of July, 2025 at 6:30 PM;

PRESENT: _____
 ABSENT: _____

The following Resolution was offered for adoption by City Councilmember _____ and was seconded by City Councilmember _____:

WHEREAS, the City of Ionia has established the Discover Ionia Social District, which has also received approval by the Michigan Liquor Control Commission; and

WHEREAS, to participate in the sale of alcoholic beverages within the commons area of the District, qualified businesses are required to individually apply for a Social District Permit; and

WHEREAS, a Social District Permit has been received from Steele Street Hall, located at 115 S. Steele Street, Ionia, Michigan, which is contiguous to the Discover Ionia Social District commons area, and has subsequently been reviewed and found to be administratively complete.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The application from Steele Street Hall is approved by the Ionia City Council for consideration for approval by the Michigan Liquor Control Commission.
2. If not recommended, the stated reason is as follows: _____.
3. All prior resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.
4. This Resolution shall take effect immediately.

AYES: _____
 NAYS: _____
 ABSTAIN: _____
 ABSENT: _____

RESOLUTION 2025-19 DECLARED ADOPTED

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846
Telephone No: (616) 527-4170

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Ionia, Ionia County, Michigan at a regular meeting held on July 2, 2025 and that the public notices of said meeting were given pursuant to Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting notice of publication or posting at least eighteen (18) hours prior to the time set for the meeting.

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the Ionia City Council as part of a social district pursuant to MCL 436.1551.

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846



SOCIAL DISTRICT PERMIT — LOCAL GOVERNMENT UNIT APPLICATION

Submit Applications to Ionia Downtown Development Authority

Address: 203 West Main Street Ionia, MI 48846

Ph: (616) 527-1420 Website: cityofionia.org

BUSINESS INFORMATION

Business Name: RYAM 2, LLC DBA Name: STEELE ST. HALL

Business Address: 115 S. Steele St.

City: Ionia State: MI ZIP: 48846

Mailing Address (if different): 419 Baldie St

Business Phone: (616) 902-0662

Contact Person Name: Amy Gregory Title: Owner

Contact Phone: (616) 902-0662 Email Address: cateringbygregory@gmail.com

LIQUOR LICENSE INFORMATION

Liquor License Number: 232221 Business Id

License Type (check one):

☒ Class C

☐ B-Hotel

☐ Other (specify): _____

Is the establishment located within the designated Social District boundaries?

☒ Yes ☐ No

PARTICIPATION AGREEMENT

By submitting this application, the applicant acknowledges and agrees to the following:

☒ Complying with all applicable local ordinances/state laws regarding the sale and service of alcoholic beverages under a Social District Permit.

☐ Training staff and patrons to identify district boundaries and social district rules, including:

- Consumption by persons age 21 and over ONLY
- Maximum of two alcoholic beverage per person served at a time
- No outside or personal alcohol (BYOB) is allowed
- Keeping alcoholic beverages within the designated commons area

- ☒ Providing beverages in approved, labeled cups for consumption in the Social District's designated Commons Area.
- ☒ Maintaining communication with the local government and other permittees and contributing to the safety and cleanliness of the shared space.
- ☒ Maintaining a valid on-premises liquor license and a valid Social District Permit issued by the MLCC. *Any violations of MLCC or local Social District rules may result in suspension or revocation of this approval.

RESPONSIBILITIES OF THE CITY

The City of Ionia agrees to:

- Maintain the commons area, including trash removal, signage, and boundary markings.
- Include the Establishment in promotional efforts related to the Social District.
- Enforce Social District boundaries and rules in partnership with local law enforcement.

UPON APPROVAL

Provide a Certificate of Insurance indemnifying and holding harmless the City, its officers, and employees from any claims, damages, or liabilities arising from the Establishment's participation in the Social District.

TERMINATION

This Application may be terminated:

- By either party with written notice of 14 days
- Immediately by the City if the Establishment violates local ordinances, this Agreement, or MLCC regulations

Termination of this Agreement does not affect the MLCC's authority to revoke or suspend any liquor licenses or permits.

SIGNATURE

I certify that the information provided in this application is true and complete to the best of my knowledge. I request that The City of Ionia provide Local Governmental Unit Approval for submission to the Michigan Liquor Control Commission (MLCC).

Printed Name: Amy Gregory

Signature: Amy Gregory

Date: 7/1/25

OFFICE USE ONLY

☐ Approved ☐ Denied

Authorized Official Name: _____

Title: _____

Signature: _____

Date of Action: _____



A RESOLUTION TO APPROVE A SOCIAL DISTRICT PERMIT

At a regular meeting of the City Council of the City of Ionia, held at the Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on the 2nd day of July, 2025 at 6:30 PM;

PRESENT: _____
ABSENT: _____

The following Resolution was offered for adoption by City Councilmember _____ and was seconded by City Councilmember _____:

WHEREAS, the City of Ionia has established the Discover Ionia Social District, which has also received approval by the Michigan Liquor Control Commission; and

WHEREAS, to participate in the sale of alcoholic beverages within the commons area of the District, qualified businesses are required to individually apply for a Social District Permit; and

WHEREAS, a Social District Permit has been received from Steele Street Brewing, located at 300 S. Steele Street, Ionia, Michigan, which is contiguous to the Discover Ionia Social District commons area, and has subsequently been reviewed and found to be administratively complete.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The application from Steele Street Brewing is approved by the Ionia City Council for consideration for approval by the Michigan Liquor Control Commission.
2. If not recommended, the stated reason is as follows: _____.
3. All prior resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.
4. This Resolution shall take effect immediately.

AYES: _____
NAYS: _____
ABSTAIN: _____
ABSENT: _____

RESOLUTION 2025-20 DECLARED ADOPTED

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846
Telephone No: (616) 527-4170

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Ionia, Ionia County, Michigan at a regular meeting held on July 2, 2025 and that the public notices of said meeting were given pursuant to Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting notice of publication or posting at least eighteen (18) hours prior to the time set for the meeting.

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the Ionia City Council as part of a social district pursuant to MCL 436.1551.

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846



SOCIAL DISTRICT PERMIT — LOCAL GOVERNMENT UNIT APPLICATION

Submit Applications to Ionia Downtown Development Authority

Address: 203 West Main Street Ionia, MI 48846

Ph: (616) 527-1420 Website: cityofionia.org

BUSINESS INFORMATION

Business Name: The Sanford Beverage Co Inc DBA Name: Steele St. Brewing

Business Address: 300 S. Steele St.

City: Ionia State: MI ZIP: 48846

Mailing Address (if different): 3037 Nickleplate Rd Ionia, MI 48846

Business Phone: 616-524-4003

Contact Person Name: Pete Sanford Title: President

Contact Phone: 517-281-9135 Email Address: psanford69@gmail.com

LIQUOR LICENSE INFORMATION

Liquor License Number: L-000417901 (On Premises Testing Room)

L-000226890 (On Premises Class C)

License Type (check one):

☒ Class C

☐ B-Hotel

☒ Other (specify): Micro Brewer, Small winemaker

Is the establishment located within the designated Social District boundaries?

☒ Yes ☐ No

PARTICIPATION AGREEMENT

By submitting this application, the applicant acknowledges and agrees to the following:

☒ Complying with all applicable local ordinances/state laws regarding the sale and service of alcoholic beverages under a Social District Permit.

☒ Training staff and patrons to identify district boundaries and social district rules, including:

- Consumption by persons age 21 and over ONLY
- Maximum of two alcoholic beverage per person served at a time
- NO outside or personal alcohol (BYOB) is allowed
- Keeping alcoholic beverages within the designated commons area

☒ Providing beverages in approved, labeled cups for consumption in the Social District's designated Commons Area.

☒ Maintaining communication with the local government and other permittees and contributing to the safety and cleanliness of the shared space.

☒ Maintaining a valid on-premises liquor license and a valid Social District Permit issued by the MLCC. *Any violations of MLCC or local Social District rules may result in suspension or revocation of this approval.

RESPONSIBILITIES OF THE CITY

The City of Ionia agrees to:

- Maintain the commons area, including trash removal, signage, and boundary markings.
- Include the Establishment in promotional efforts related to the Social District.
- Enforce Social District boundaries and rules in partnership with local law enforcement.

UPON APPROVAL

Provide a Certificate of Insurance indemnifying and holding harmless the City, its officers, and employees from any claims, damages, or liabilities arising from the Establishment's participation in the Social District.

TERMINATION

This Application may be terminated:

- By either party with written notice of 14 days
- Immediately by the City if the Establishment violates local ordinances, this Agreement, or MLCC regulations

Termination of this Agreement does not affect the MLCC's authority to revoke or suspend any liquor licenses or permits.

SIGNATURE

I certify that the information provided in this application is true and complete to the best of my knowledge. I request that The City of Ionia provide Local Governmental Unit Approval for submission to the Michigan Liquor Control Commission (MLCC).

Printed Name: Pete Sanford

Signature: Pete Sanford

Date: 7-01-25

OFFICE USE ONLY

☐ Approved ☐ Denied

Authorized Official Name: _____

Title: _____

Signature: _____

Date of Action: _____



A RESOLUTION TO APPROVE A SOCIAL DISTRICT PERMIT

At a regular meeting of the City Council of the City of Ionia, held at the Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on the 2nd day of July, 2025 at 6:30 PM;

PRESENT: _____
ABSENT: _____

The following Resolution was offered for adoption by City Councilmember _____ and was seconded by City Councilmember _____:

WHEREAS, the City of Ionia has established the Discover Ionia Social District, which has also received approval by the Michigan Liquor Control Commission; and

WHEREAS, to participate in the sale of alcoholic beverages within the commons area of the District, qualified businesses are required to individually apply for a Social District Permit; and

WHEREAS, a Social District Permit has been received from Olivera's Restaurant, located at 390 S. Dexter Street, Ionia, Michigan, which is contiguous to the Discover Ionia Social District commons area, and has subsequently been reviewed and found to be administratively complete.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The application from Olivera's Restaurant is approved by the Ionia City Council for consideration for approval by the Michigan Liquor Control Commission.
2. If not recommended, the stated reason is as follows: _____.
3. All prior resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.
4. This Resolution shall take effect immediately.

AYES: _____
NAYS: _____
ABSTAIN: _____
ABSENT: _____

RESOLUTION 2025-21 DECLARED ADOPTED

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846
Telephone No: (616) 527-4170

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Ionia, Ionia County, Michigan at a regular meeting held on July 2, 2025 and that the public notices of said meeting were given pursuant to Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting notice of publication or posting at least eighteen (18) hours prior to the time set for the meeting.

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the Ionia City Council as part of a social district pursuant to MCL 436.1551.

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846



SOCIAL DISTRICT PERMIT — LOCAL GOVERNMENT UNIT APPLICATION

Submit Applications to Ionia Downtown Development Authority

Address: 203 West Main Street Ionia, MI 48846

Ph: (616) 527-1420 Website: cityofionia.org

BUSINESS INFORMATION

Business Name: Oliveras DBA Name: _____

Business Address: 390 S. Dexter St.

City: Ionia State: MI ZIP: 48846

Mailing Address (if different): Same

Business Phone: 616 522-3000

Contact Person Name: Luciano Biella Title: Gm/operator

Contact Phone: 616 522-3000 Email Address: Luciano@oliverasrestaurant.com

LIQUOR LICENSE INFORMATION

Liquor License Number: L-000234782

License Type (check one):

- ☒ Class C
☐ B-Hotel
☐ Other (specify): _____

Is the establishment located within the designated Social District boundaries?

☒ Yes ☐ No

PARTICIPATION AGREEMENT

By submitting this application, the applicant acknowledges and agrees to the following:

- ☒ Complying with all applicable local ordinances/state laws regarding the sale and service of alcoholic beverages under a Social District Permit.
☒ Training staff and patrons to identify district boundaries and social district rules, including:

- Consumption by persons age 21 and over ONLY
- Maximum of two alcoholic beverage per person served at a time
- NO outside or personal alcohol (BYOB) is allowed
- Keeping alcoholic beverages within the designated commons area

☒ Providing beverages in approved, labeled cups for consumption in the Social District's designated Commons Area.

☒ Maintaining communication with the local government and other permittees and contributing to the safety and cleanliness of the shared space.

☒ Maintaining a valid on-premises liquor license and a valid Social District Permit issued by the MLCC. *Any violations of MLCC or local Social District rules may result in suspension or revocation of this approval.

RESPONSIBILITIES OF THE CITY

The City of Ionia agrees to:

- Maintain the commons area, including trash removal, signage, and boundary markings.
- Include the Establishment in promotional efforts related to the Social District.
- Enforce Social District boundaries and rules in partnership with local law enforcement.

UPON APPROVAL

Provide a Certificate of Insurance indemnifying and holding harmless the City, its officers, and employees from any claims, damages, or liabilities arising from the Establishment's participation in the Social District.

TERMINATION

This Application may be terminated:

- By either party with written notice of 14 days
- Immediately by the City if the Establishment violates local ordinances, this Agreement, or MLCC regulations

Termination of this Agreement does not affect the MLCC's authority to revoke or suspend any liquor licenses or permits.

SIGNATURE

I certify that the information provided in this application is true and complete to the best of my knowledge. I request that The City of Ionia provide Local Governmental Unit Approval for submission to the Michigan Liquor Control Commission (MLCC).

Printed Name: Luciano Biella

Signature: 

Date: 6-25-2025

OFFICE USE ONLY

☐ Approved ☐ Denied

Authorized Official Name: _____

Title: _____

Signature: _____

Date of Action: _____



A RESOLUTION TO APPROVE A SOCIAL DISTRICT PERMIT

At a regular meeting of the City Council of the City of Ionia, held at the Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on the 2nd day of July, 2025 at 6:30 PM;

PRESENT: _____
 ABSENT: _____

The following Resolution was offered for adoption by City Councilmember _____ and was seconded by City Councilmember _____:

WHEREAS, the City of Ionia has established the Discover Ionia Social District, which has also received approval by the Michigan Liquor Control Commission; and

WHEREAS, to participate in the sale of alcoholic beverages within the commons area of the District, qualified businesses are required to individually apply for a Social District Permit; and

WHEREAS, a Social District Permit has been received from Brick House Tavern, located at 314 W. Main Street, Ionia, Michigan, which is contiguous to the Discover Ionia Social District commons area, and has subsequently been reviewed and found to be administratively complete.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The application from Brick House Tavern is approved by the Ionia City Council for consideration for approval by the Michigan Liquor Control Commission.
2. If not recommended, the stated reason is as follows: _____.
3. All prior resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.
4. This Resolution shall take effect immediately.

AYES: _____
 NAYS: _____
 ABSTAIN: _____
 ABSENT: _____

RESOLUTION 2025-22 DECLARED ADOPTED

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846
Telephone No: (616) 527-4170

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Ionia, Ionia County, Michigan at a regular meeting held on July 2, 2025 and that the public notices of said meeting were given pursuant to Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting notice of publication or posting at least eighteen (18) hours prior to the time set for the meeting.

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the Ionia City Council as part of a social district pursuant to MCL 436.1551.

Jonathan T. Bowman, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846



SOCIAL DISTRICT PERMIT — LOCAL GOVERNMENT UNIT APPLICATION

Submit Applications to Ionia Downtown Development Authority

Address: 203 West Main Street Ionia, MI 48846

Ph: (616) 527-1420 Website: cityofionia.org

BUSINESS INFORMATION

Business Name: Brick House Tavern DBA Name: _____

Business Address: 314 W main

City: Ionia State: MI ZIP: 48876

Mailing Address (if different): _____

Business Phone: 517-523-4017

Contact Person Name: Derek Title: GM

Contact Phone: 517-588-8940 Email Address: derek@brickhouse.com

LIQUOR LICENSE INFORMATION

Liquor License Number: L-000 47 3668

License Type (check one):

☒ Class C

☐ B-Hotel

☐ Other (specify): _____

Is the establishment located within the designated Social District boundaries?

☒ Yes ☐ No

PARTICIPATION AGREEMENT

By submitting this application, the applicant acknowledges and agrees to the following:

- ☒ Complying with all applicable local ordinances/state laws regarding the sale and service of alcoholic beverages under a Social District Permit.
- ☒ Training staff and patrons to identify district boundaries and social district rules, including:

- Consumption by persons age 21 and over ONLY
- Maximum of two alcoholic beverage per person served at a time
- NO outside or personal alcohol (BYOB) is allowed
- Keeping alcoholic beverages within the designated commons area

☒ Providing beverages in approved, labeled cups for consumption in the Social District's designated Commons Area.

☒ Maintaining communication with the local government and other permittees and contributing to the safety and cleanliness of the shared space.

☒ Maintaining a valid on-premises liquor license and a valid Social District Permit issued by the MLCC. *Any violations of MLCC or local Social District rules may result in suspension or revocation of this approval.

RESPONSIBILITIES OF THE CITY

The City of Ionia agrees to:

- Maintain the commons area, including trash removal, signage, and boundary markings.
- Include the Establishment in promotional efforts related to the Social District.
- Enforce Social District boundaries and rules in partnership with local law enforcement.

UPON APPROVAL

Provide a Certificate of Insurance indemnifying and holding harmless the City, its officers, and employees from any claims, damages, or liabilities arising from the Establishment's participation in the Social District.

TERMINATION

This Application may be terminated:

- By either party with written notice of 14 days
- Immediately by the City if the Establishment violates local ordinances, this Agreement, or MLCC regulations

Termination of this Agreement does not affect the MLCC's authority to revoke or suspend any liquor licenses or permits.

SIGNATURE

I certify that the information provided in this application is true and complete to the best of my knowledge. I request that The City of Ionia provide Local Governmental Unit Approval for submission to the Michigan Liquor Control Commission (MLCC).

Printed Name: Derek Wampler Alvarez

Signature: Derek W. Alvarez

Date: 7/1/25

OFFICE USE ONLY

☐ Approved ☐ Denied

Authorized Official Name: _____

Title: _____

Signature: _____

Date of Action: _____

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.4

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: July 2, 2025
RE: Policy Update: 2-005 Utilities - Water, Sanitary, Storm, Cable, Phone, Electric

Background:

A recent review of **Policy 2-005: Utilities - Water, Sanitary, Storm, Cable, Phone, Electric**, from the City of Ionia General Policy Manual, noted several necessary updates and inconsistencies that required correction. The substantive changes are indicated on pages 2, and 4-6 of the following, red-line version. In reviewing the existing version of this policy, it was determined several sections are inconsistent with both City of Ionia Code and long-standing practice regarding the City's and Contractor/Owner's responsibilities when connecting to the City's water, sanitary sewer or storm sewer infrastructure. The policy has been updated as shown to eliminate those inconsistencies.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the updated Policy 2-005: Utilities - Water, Sanitary, Storm, Cable, Phone, Electric.

Motion By:

Seconded By:

Roll Call Vote:	Lee	___	Winters	___
	Cook	___	Patrick	___
	Millard	___	Waterman	___
	Sarr	___	Cowling	___
	Milewski	___		

Utilities – Water, Sanitary, Storm, Cable, Phone, Electric

I. PURPOSE

The purpose of this policy is to develop standardized procedures, costs and information for the hook-up and provision of utilities to properties within the City. It is the intent of this policy to allow such work to progress at affordable fees while protecting, maintaining, and guarding the public rights-of-ways and street surfaces. Further, this policy is designed to protect the City from exposure to litigation for improper usage and maintenance of the right-of-way area.

II. SCOPE

This policy shall be coordinated between the City Manager, Director of Public Utilities, Director of Public Works, and Director of Public Safety.

III. DEFINITIONS

- A. **Right of way** – The publicly owned area which normally includes the street surface, berm, and property to the property-side of the public walkway. Rights of way are normally 66 feet on all new construction; such distance may vary in older parts of the City.
- B. **Water main** – The water main that is under City control shall include the main line and the lateral piping to the point it reaches the shut-off box on the private property.
- C. **Sewer main** – The sewer main that is under City control and responsibility is the main along with connection to the main. The City responsibility ends at the saddle on the main. All lateral piping from the main is the responsibility and liability of the property owner.
- D. **Storm main** – The storm main that is under City control and responsibility is the main and any lateral connections to the right-of-way line.
- E. **Application** – All applications shall be made to the ~~Community Development Director or Building Inspector~~City Manager's Office at Ionia City Hall, 114 N. Kidd Street, Ionia. Coordination shall be made by the ~~Director~~City Manager's Office with all other agencies.

IV. WATER

Water taps may be performed both inside and outside of the City limits under the guidelines established by the City Council and as amended by later agreements with the Townships of Ionia, Easton and Berlin. For the most part, however, water hook-ups shall be allowed only within the corporate City limits of Ionia. Portions of Ionia, Easton and Berlin Township covered by franchises for utilities and/or Public Act 425 transfer

agreements may be serviced by water at a rate 1 ½ (one and one-half) times the normal City rates. The 1 ½ rate applies to tap fees, debt service, and operation and maintenance (usage) billings.

A. City Responsibility

- ~~1. The City of Ionia is responsible for cutting the road surface (asphalt, blacktop, concrete or other surface) up to the right of way line. Such work shall be done in a manner so as to not interfere with normal traffic and any open cut shall be properly marked utilizing the signage requirements mandated and directed by State and Federal law/policy.~~
1. The City is responsible for all water mains and water service lines up to the water shut-off box.
2. The City of Ionia shall furnish and install the connection to the curb shut-off. Included in the tap fee shall be the cost of this piping the water meter, yoke, and the actual shut-off box to the property owner or contractor for installation.
- ~~2-3. Only an authorized employee of the City, shall turn on or off any water service, unless written authorization is provided by the City.~~
- ~~3. The City shall be responsible for placing all piping in the right of way area as well as repairing the street surface. Such cost shall be paid by the property owner.~~
- ~~4. The property owner or contractor shall be responsible for materials and labor for any additional distance to connect the water to the property to be served.~~

B. Contractor/Owner ~~R~~esponsibility

1. The property owner shall make application with the City for all work completed within the right-of-way area. Work shall be done in a manner so as to not interfere with normal traffic and any open cut shall be properly marked utilizing the signage requirements mandated and directed by State and Federal law/policy.
2. All costs, expenses and liabilities incident to the installation, connection and maintenance of the water service line from the shut-off box to the building as well as all inside plumbing shall be borne by the property owner. The property owner shall indemnify and save harmless the City from any loss or damage that may directly or indirectly be occasioned by the installation of the water service line.
- ~~1-3.~~ A detailed site plan shall be drawn up by the contractor or owner before a permit can be issued and a final as-built if such plan is altered in any way.
- ~~2-4.~~ The contractor or owner must call Miss Dig (1-800-482-7171) at least 72 hours prior to the start of construction and the City will mark City utility lines.
- ~~3-5.~~ The contractor or owner shall conform to all state and local ordinances.

- ~~4-6.~~ The contractor or owner shall be responsible for property damage or personal property damage in the right-of-way area with the exception of work performed by the City. All areas shall be returned to the same or better condition as they were prior to construction.
- ~~5-7.~~ The minimum depth of the water line shall be six (6) feet and the distance between the water and sanitary sewer shall be a minimum of ten (10) feet, unless otherwise approved by the Department of Public Works ~~D~~irector.
- ~~6-8.~~ The contractor or owner is responsible for placing the required copper or other acceptable material line pipe from the curb valve to the building where the water meter is to be placed.
- ~~7-9.~~ The contractor or owner must ~~be~~ contact the Department of Public Works ~~D~~irector or his representative for inspection before the water line is buried.
- ~~8-10.~~ The contractor or owner shall be responsible for the distance from the right-of-way to the property.
- ~~9-11.~~ The contractor or owner shall be responsible for replacement of sidewalks or other damaged structures ~~from the shut-off box to the residence~~within the right-of-way area.
- ~~10-12.~~ If a pump or any similar supplies are needed to give adequate pressure (including pressure reducing valves or devices), it shall be the responsibility of the owner or contractor to provide for such costs and the installation of such items.
- ~~11-13.~~ The contractor or owner shall be responsible for any ground settlement outside of work performed by the City Department of Public Works for a period of one (1) year. If the contractor or owner fails to do so, the City shall perform the work and assess it as a special assessment against the property.
- ~~12-14.~~ Fees and charges: Fees and charges shall be set by resolution of the Ionia City Council as specified in the City Code. Any fees for auguring or boring shall be in addition to any other fees listed.

V. SANITARY SEWER

Sanitary sewer taps are primarily performed inside the city limits, either within the original corporate boundaries of the City or in areas brought into the City via an Act 425 Conditional Land Transfer Agreement. In most cases, sanitary sewer taps will not be allowed outside the city limits. Areas that desire sanitary sewer to enable new or enhanced economic development will be required to join the city via an Act 425 Conditional Land Transfer Agreement.

Per the City of Ionia Code of Ordinances, specifically Section 1042.16 CONNECTION OF PREMISES LOCATED OUTSIDE THE CITY, premises located outside the City shall be permitted to connect to the sewage collection system only upon the consent of the City. This determination will be made on a case by case basis with the goal of ensuring that City services are provided principally to City taxpayers, which promotes proper funding equity, sound community development, and the long-term financial sustainability of the City and the System.

By way of further guidance for decision-making, properties outside the City to which sanitary sewer taps will be considered for approval will possess all of the following characteristics (use will be either residential or commercial as detailed below):

1. The property will be within 200 feet of an existing City sanitary sewer main that was put into service prior to January 1, 1995.
2. The use of the property is limited to residential only, with no more than two taps per parcel, each utilizing a three-quarter (3/4") meter size or less. The size of the parcel will be limited to one acre or less.
3. The use of the property is limited to commercial only, with no more than one single-occupant structure containing less than 5,000 sq. ft. utilizing a one inch (1") meter size or less. The size of the parcel will be limited to one acre or less.
4. Remaining sanitary sewerage treatment capacity under the Ionia Regional Utilities Authority (IRUA) must exist for the township in which the property is located.

The City explicitly retains all rights to reasonably interpret the above criteria and determine if consent will be granted to permit a sanitary sewer tap outside the city limits.

A. City Responsibility

~~The City is responsible for cutting the road surface, installing the sewer saddle and any lateral piping to the property line on new or replacement lines. Such costs shall be recovered in the sewer tap fee structure. The lateral installation shall end at the right-of-way line under the direction of city employees.~~

1. For maintenance of sewer lines, the City shall be responsible for only for the main line in the street. All laterals on older properties and structures that were not installed by or under the City direction shall be the responsibility of the property owner to clean, maintain, and otherwise keep free of obstructions. Any back-up from such line is the responsibility of the property owner.
2. ~~The City shall replace the street surface and make other repairs within the right-of-way area as part of the tap fee cost. Only repairs in the right-of-way shall be the responsibility of the City. It shall be the duty of the City to maintain, clean and repair as necessary at its expense the sewer collection system. The City may repair or replace any broken or crushed sewer service lateral line at the property owner's expense. The City shall not be responsible for cleaning or maintenance of sewer service lateral lines at the City's own expense.~~

B. Contractor/Owner Responsibility

1. The property owner shall make application with the City for all work completed within the right-of-way area. Work shall be done in a manner so as to not interfere with normal traffic and any open cut shall be properly marked utilizing

the signage requirements mandated and directed by State and Federal law/policy.

2. All costs, expenses and liabilities incident to the installation, connection and maintenance of the sewer service lateral line shall be borne by the property owner. The property owner shall indemnify and save harmless the City from any loss or damage that may directly or indirectly be occasioned by the installation of the sewer service lateral line.

1-3. The contractor or owner shall call Miss Dig (1-800-482-7171) at least seventy-two (72) hours prior to start of construction and the City will perform the Miss Dig contact and staking of City utilities.

2-4. Barricades and lighting as specified by state, federal and local codes shall be placed to avoid injuries or damage to other property within the construction area.

3-5. The minimum depth from the surface of the ground to the sanitary line shall be four (4) feet.

4-6. A detailed site plan shall be drawn by the contractor or owner before a permit ~~can be~~ issued and a final as-built shall be submitted to accompany the permit documents.

5-7. ~~After the City has installed the line to the right-of-way line, the contractor shall be responsible for connection and other distance to the home.~~ Only piping as specified in the City Material Policy of Ionia Municipal Standards shall be used for sanitary sewer lines.

6-8. The connection and line must be inspected by the Department of Public Works prior to burying such line with soil or other material. If a contractor does not have the line inspected, ~~they it~~ shall bear the cost of uncovering such line so that an inspection can take place.

7-9. The contractor/owner shall be responsible for any ground settling that may occur on or over the line for a period of 1 year following construction. Failure to maintain the soil condition shall result in the City performing the work and billing the property owner. Failure to pay shall result in an assessment against the property.

8-10. If a catch basin, pump or any other device is needed to properly make the connection or ensure the working of the sanitary sewer, it shall be the responsibility of the property owner/contractor to furnish such device at their cost. ~~The City shall only pay for piping and connection along with repairs.~~

9-11. The contractor/owner is responsible for all costs beyond the right-of-way line in the case of replacement or new construction. Maintenance is the responsibility of the property owner to the main lateral line on older connections.

10-12. The contractor or owner shall conform to all applicable local, state, and federal laws.

11-13. Fees shall be set by the City Council through resolution and in accordance with the City Sewer Ordinance. Any costs for manholes, auguring, pumps, or boring shall be in addition to listed fees.

VI. STORM SEWERS

A. City Responsibility

- ~~1. The City shall be responsible for all connections and piping within the road right-of-way area.~~
1. The City is responsible to maintain the storm main and any lateral connections up to the right-of-way line.
- ~~2. All materials and other supplies shall be in accordance with the City Materials Policy.~~
2. The City is responsible to enforce the storm water management requirements and controls as established in Chapter 1043 "Storm Water Management" of the City of Ionia Codified Ordinances.
3. Under no circumstances shall a contractor tap the City storm system without a permit and without inspections. Failure to obtain the necessary permits shall result in the connection being removed and a special assessment for all costs levied against the property.

B. Contractor/Owner Responsibility

1. The property owner shall make application with the City for all work completed within the right-of-way area. Work shall be done in a manner so as to not interfere with normal traffic and any open cut shall be properly marked utilizing the signage requirements mandated and directed by State and Federal law/policy.
2. All costs, expenses and liabilities incident to the installation, connection and maintenance of the storm sewer service lateral line shall be borne by the property owner. The property owner shall indemnify and save harmless the City from any loss or damage that may directly or indirectly be occasioned by the installation of the storm sewer service lateral line.
- ~~1-3.~~ 3. The contractor or owner must call Miss Dig at least seventy-two (72) hours prior to construction.
- ~~2-4.~~ 4. A detailed site plan shall be drawn and presented to the ~~Community Development Director~~ City Manager or his/her designee and the Ionia County Drain Commissioner prior to any work being performed. An as-built shall be submitted following completion of the project.
- ~~3-5.~~ 5. Barricades and lighting in accordance with applicable codes shall be used at all times by the contractor. All open connections shall be barricaded to prevent falls.
- ~~4-6.~~ 6. The minimum depth from the surface of the ground to the storm line shall be four (4) feet and a minimum of ten (10) feet from the water line unless otherwise approved by the Department of Public Works Director.

- ~~5.7.~~ The contractor or owner shall be responsible for all costs for connections. Failure to pay such costs shall result in an assessment against the property owner. In any case, no occupancy permit shall be given until such fees are paid in full.
- ~~6.8.~~ The contractor or owner shall be responsible for settling that may occur for one (1) year following completion of construction. Failure to repair such settling shall result in an assessment against the property.
- ~~7.9.~~ All taps shall be made at catch basins.
- ~~8.10.~~ Materials and other construction shall be in accordance with applicable local, state and federal codes.

VII. OTHER UTILITIES

This classification is designed to include all other utility installations in the public right-of-way, whether franchised or not. These include cable television, electric, telephone and natural gas.

A. City Responsibility

1. The City shall approve all utility installations through the City Manager or his/her ~~representative~~designee. Utilities not applying for or receiving a permit prior to work shall be responsible for fees, penalties, and all repairs to all structures within the right-of-way area.
2. The City shall be responsible for inspection of work in the right-of-way. The City shall not be responsible for accidents, injuries, or litigation caused by contractors working within the right-of-way. The City shall be indemnified by the utility and/or its subcontractors for such liability. The City may require the contractor to provide a performance bond, depending on the scope of the utility installation. This bond may be utilized in the event the contractor fails to satisfactorily complete restoration activities. Alternatively, if restoration work following utility installation is not completed by the contractor/utility to the City's satisfaction, the City shall make the repairs and invoice the utility. Such repairs shall include, but not be limited to: damage or disfigurement of berms, sidewalks, trees, lawns, curb and gutter, or road surface.
3. The City shall be named as an additional insured on certificates of insurance that shall accompany any permit application.

B. Contractor/Utility Responsibility

1. The contractor/utility shall contact Miss Dig at least seventy-two (72) hours prior to start of construction.
2. A detailed site plan shall be drawn by the contractor or utility and submitted to the City Manager or his/her ~~representative~~designee at City Hall, 114 N. Kidd Street, Ionia MI.

- ~~2.3.~~ Barricades, lighting, and warning signs shall be used at all times and are the responsibility of the contractor/utility to maintain. Such devices shall be in accordance with applicable state, federal and local controls.
- ~~3.4.~~ The contractor shall be responsible for all costs, materials, labor, personal injury, and property damage caused by the placement of utilities within the right-of-way.
- ~~4.5.~~ The construction zone shall be inspected by the Department of Public Works ~~D~~irector prior to commencement of work. All deficiencies in the zone (broken walks, curbs, etc.) shall be marked with spray paint and noted on a pre-construction inspection sheet. The utility is encouraged to have a representative present at such inspection. Failure to perform the pre-inspection shall result in a determination that all defects occurred as a result of construction and were not present prior to starting such work.
- ~~5.6.~~ The contractor/utility shall compact all cuts in the roadway, berm, and on private property. Any ground settling that occurs during a one-year period following construction shall be the responsibility of the contractor to repair.
- ~~6.7.~~ All construction materials present prior to utility work shall be used in repairs. To explain, if a road surface is concrete, it shall be doweled and replaced with concrete; asphalt shall be replaced with asphalt of the same depth and the edges sealed. Concrete sidewalks shall be replaced with four ~~inches~~ in non-drive areas; six inches in drives.
- ~~7.8.~~ A final inspection shall be performed by the Department of Public Works. Any deficiencies noted in the final inspection shall be corrected within 30 days of notice. Failure to correct deficiencies in that time period shall result in the City performing the work and a charge of the costs of the City being levied against the utility. The City reserves the right to ban or not approve contractors who do not perform work in a timely and orderly manner. A review sheet shall be provided to the utility to document sub-standard workmanship by a subcontractor and shall serve as a notice that future work may be disapproved by the City.
- ~~8.9.~~ Should the contractor or utility auger under a roadway or drive, it shall be responsible for any settling that may occur. If auguring is made under trees or other living matter, the contractor shall assume responsibility of replacing such matter for a one-year period after work is completed. Trees that die because of work shall be replaced by a tree of not less than two (2) inches in diameter of species outlined in the City Tree Ordinance.
- ~~9.10.~~ Trees damaged by excessive or improper trimming shall be replaced by the City and billed to ~~utilities-the utility~~ directing the work. All trees shall be trimmed according to American National Standards Institute (ANSI) guidelines.
- ~~10.11.~~ All crossings under roadways shall be a minimum of 24 inches below the ground surface.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.5

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: July 2, 2025
RE: Policy Update: 2-011 Oak Hill Cemetery Operations

Background:

Policy 2-011 Oak Hill Cemetery Operations Policy was first established in 2022 to provide general background information regarding Oak Hill Cemetery, a link to burial records, and rules of operation. The City of Ionia is responsible for perpetual care of Oak Hill Cemetery, which contains graves preceding the City's official incorporation and is the final resting place of several of the City's first leaders. Given its historic status and limited burial record data, no new burials are allowed in the cemetery. Under limited circumstances, the addition of cremains on existing, family-owned plots is permitted.

As you may know, another old, very small cemetery exists in the City of Ionia on the former Deerfield-Riverside Correctional Facility site. Since the State of Michigan and City of Ionia began working in partnership several years ago to guide the overall redevelopment of this 173-acre parcel, there has been agreement it would be best to preserve the small cemetery in its present location, with the City accepting responsibility for its perpetual maintenance. In response, preparations are currently underway to accept the donation of this cemetery parcel, now known as Riverside Cemetery, from the State. As part of that process, it is necessary to amend the City's policy regarding cemetery operations to include Riverside Cemetery.

Following this communication is a copy of the proposed, amended Policy 2-011. A few interesting facts about Riverside Cemetery include:

- Size - 60' x 160' (approximately 0.18 acres).
- Records and on-site inspections show 95 headstones representing likely burials, further supported by a ground-penetrating sonar survey; official records can only confirm four burials.
- Inhabitants of the cemetery were patients of the former Ionia State Hospital. Headstones indicate burial dates ranging from 1893 to 1963. The hospital closed in 1975 and was then transferred to the Department of Corrections, then repurposed as the Riverside Correctional Facility.
- Two cemetery inhabitants are identified as veterans of the Civil War.
- More information is available about Riverside Cemetery

at <https://storymaps.arcgis.com/stories/0bc01dca44dc4338a6c3ca17be777ea4>

Like the Oak Hill Cemetery, Riverside Cemetery will not be open to any additional burials. It will also not accept the additional of cremains on existing plots. Maintenance, hours of operation, and other rules will be the same as those for Oak Hill Cemetery.

Requested Action / Motion:

It is requested the Ionia City Council consider a motion to approve the amended Policy 2-011: Oak Hill and Riverside Cemetery Operations, as presented.

Motion By:

Seconded By:

Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____
	Starr	_____	Cowling	_____
	Milewski	_____		

Oak Hill and Riverside Cemetery Operations

I. PURPOSE

Oak Hill Cemetery is located on Yeomans Street near Rice Street. It is a 2.87-acre parcel, (34-202-024-000-001.00) that was developed as Ionia's first cemetery and is the resting place of many of Ionia County's founders. There are over 1,400 recorded burials in this cemetery, some dating back to the early 1800's. There are also many unrecorded/unmarked burials. In addition, technically a separate cemetery and visually indistinguishable as such, is an adjacent parcel of 2.66 acres, (34-051-140-000-400-00) located in Easton Township and identified in property tax records as "Cemetery," Ionia, Michigan.

Riverside Cemetery is located on the former Riverside Correctional Facility site, 777 W. Riverside Drive. It is a small, 0.18-acre parcel (34-202-024-000-001.00) that was utilized as the final resting place for unclaimed, deceased patients from the former Ionia State Hospital, which closed in 1975. After its closure, the hospital was then transferred to the Department of Corrections and repurposed as the Riverside Correctional Facility. There are 95 headstones but only four confirmed burials in the Riverside Cemetery.

II. SCOPE

This policy applies to the Oak Hill Cemetery and adjacent "Cemetery" located in Easton Township, as well as the Riverside Cemetery. The policy dictates maintenance and operations, as well as rules for limited interments and general cemetery rules. Maintenance work will typically be performed by the City of Ionia Department of Public Works.

III. POLICY

A. Maintenance

Oak Hill Cemetery, ~~and~~ the adjacent "Cemetery" located in Easton Township, and Riverside Cemetery will be provided perpetual care and maintenance by the City of Ionia Department of Public Works. Expenses associated with cemetery maintenance ~~shall be~~ paid for through the City's General Fund. Maintenance activities will typically include mowing, tree trimming, and leaf and brush removal. Maintenance activities will not include snow plowing of cemetery drives during the winter months.

B. Burial Records

According to an article published by the *Ionia Sentinel Standard* in 1996, plot records for Oak Hill Cemetery were mostly destroyed by a turn-of-the-century City Hall fire. However, thanks to the efforts of Ionia resident Marilyn Webster, records listing who is buried where were developed during the first decade of the 2000s. This compilation is now available via the Internet at "Ionia County MIGenWeb," <http://ionia.migenweb.org/cemetery/oakhill.htm>. A printed copy of the Oak Hill Cemetery information, as posted on the Ionia County MIGenWeb website is available for review at City Hall in the Finance Department. Additionally, Easton Township sent its Cemetery records to the State of Michigan Archives, available at the Michigan History Center, 702 W. Kalamazoo Street, Lansing, MI, (517) 373-3559.

Burial records for the Riverside Cemetery have been compiled in an online database, available via this link: <https://storymaps.arcgis.com/stories/0bc01dca44dc4338a6c3ca17be777ea4> It appears people were buried in this cemetery between the years of 1893 and 1963. There are two individuals noted as Civil War veterans.

C. Interments

1. Closed to new interments - Given its age, fragility of existing monuments, and incomplete recordation of gravesites, Riverside Cemetery has no plots for sale and is **closed** to new interments or cremains.

~~1-2.~~ ~~Closed to new interments - Given its age, fragility of existing monuments, and incomplete recordation of gravesites,~~ Oak Hill Cemetery also has no available plots for sale and is **closed** to new interments, with very limited exceptions regarding cremains, as follows:

~~2-3.~~ **Cremains** – The City of Ionia will perform burial of cremains at Oak Hill Cemetery when all the following criteria are satisfied:

- Death certificate is provided for the cremains to be buried.
- The individual requesting burial of cremains must produce a deed for the lot upon which the cremains are to be buried. Documentation of the decedent's familial relationship to the individual already interred on the lot shall be provided.
- Burial of cremains will only take place from April 15 – October 31, subject to severe weather conditions.
- At least two (2) business days-notice must be given whenever an interment is to be made.
- Cremains can be, but are not required to be enclosed in an approved vault.

- A fee of \$250 must be paid to the City prior to interment (or disinterment) of cremains. The City will pour concrete monument foundations at \$0.45 per square inch.
- The City shall record the full name, birth date and death date of the individual's cremains added to a specific lot. This information shall be retained with Oak Hill Cemetery records and notification shall be provided to MIGenWeb.org of the same, so that its records can be updated for Oak Hill Cemetery.

D. Cemetery Rules

All individuals shall observe the following Oak Hill Cemetery and Riverside Cemetery rules:

1. All memorials, monuments, and grave markers must be cut from quarried granite, marble or cast from genuine bronze.
2. No artificial stone, native boulders or fieldstone will be allowed.
3. Permission must be obtained from the Public Works Director (or his/her designee) to plant trees, shrubbery, set markers, etc.
4. No rose bushes will be allowed.
5. No person other than City personnel will be permitted to dig a grave or open any grave already there.
6. No vehicle shall exceed a speed of 5 MPH.
7. All persons are prohibited from picking or digging up any flowers or injuring any tree, plant or shrub on the Cemetery grounds.
8. All urns, plant material, etc. will be in line with the headstone.
9. The City of Ionia ~~/Oak Hill Cemetery~~ is not responsible for items removed from graves or for vandalism.
10. A single grave site shall be allowed to contain one full burial and one (1) cremains or only two (2) cremains (Oak Hill Cemetery only).

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.6

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: July 2, 2025
RE: Bid Award - Lincoln Water Tower Painting Project

Background:

Part of the regular maintenance required of a public water system involves the occasional exterior painting of its water towers. Paint on our water towers helps to protect the underlying steel from the elements and finishes their appearance.



The water tower located near Lincoln Avenue was last painted approximately 25 years ago in 1999. While originally planned for repainting in FY 2027-2028, a recent inspection reprioritized this project to FY 2025-2026. Fedewa Inc. of Hastings, MI was subsequently asked for a bid to power wash and repaint the tower. It provided the proposal that follows this communication, which includes using the same color of blue as now appears, plus reapplying the City of Ionia logo for \$36,000. Fedewa has completed several water tower painting projects for the City in past years and performs quality work. Such work is quite specialized and few contractors are available to perform it, which means there is typically a several-month lead-time to be placed on the contractor's schedule. A search for additional potential bidders turned up no other contractors located in the state of Michigan. Given the due diligence performed in bid solicitation and evaluation of past purchases for painting services from Fedewa, it is recommended the sole source bid from Fedewa Inc. of Hastings, Michigan be approved in the amount of \$36,000.

Requested Action / Motion:

It is requested City Council consider a motion to approve the bid from Fedewa Inc. of Hastings, Michigan to repaint the Lincoln Avenue water tower with logo reapplication for \$36,000. Funds have been budgeted for this purchase in the Water Fund, 591-560.000-980.000 Capital Projects.

Motion By:**Seconded By:**

Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____
	Sarr	_____	Cowling	_____
	Milewski	_____		

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CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.7

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: July 2, 2025
RE: Michigan Municipal League Membership Renewal (July 1, 2025 - June 30, 2026)

Background:

The Michigan Municipal League (MML) is a membership organization that has worked for over a century to improve Michigan communities and strengthen local government. The City of Ionia has been a member of MML for decades and has benefitted from many of the following programs and initiatives:

- SaveMIO City Municipal Finance Reform Initiative
- Insurance & Employee Benefits
- Leadership and Professional Development Opportunities
- MML Foundation
- Legislative and Legal Advocacy
- Information and research databases
- Education and Events

Membership is renewed on an annual basis. The annual dues and contribution to the MML Legal Defense Fund are as follows:

MML Dues	\$6,554 (includes subscription to <i>The Review</i>)
Legal Defense Fund	\$ 596
TOTAL	\$6,554 (3.1% increase over prior year)

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to continue its membership in the Michigan Municipal League for the period July 1, 2025 – June 30, 2026. Funds are available for this membership purchase in 101-101.000-861.000.

Motion By:

Seconded By:

Roll Call Vote:	Lee	_____	Winters	_____
	Cook	_____	Patrick	_____
	Millard	_____	Waterman	_____

Starr _____ Cowling _____
Milewski _____



Date _____	Auth _____
GL# _____	
Desc _____	

Notice

Michigan Municipal League
1675 Green Road
Ann Arbor, MI 48105
Phone: 734-669-6371
Website: <https://www.mml.org>

Renewal Number	0007625
Document Date	05/1/2025
Due Date	60 Days

City of Ionia
114 N. Kidd St.
PO Box 496
Ionia, MI 48846-0496

Membership Renewal for Ionia
Membership Type: MML Full Member
Membership Term: 07/01/2025 - 06/30/2026

Item	Quantity	Price	Total
MML Full Member Dues	1	\$5,958.00	\$5,958.00
Legal Defense Fund Member Dues	1	\$596.00	\$596.00

Please make checks payable to:

Michigan Municipal League
PO Box 7409
Ann Arbor, MI 48107-7409

Total: \$6,554.00
Grand Total: \$6,554.00
Payment: \$0.00
Balance: \$6,554.00

Please sign, date, and return with your payment.

(Signature)

(Date)

MML dues include annual digital or print subscriptions to the Review for your officials valued at \$12.00 per copy.

The Legal Defense Fund is an optional charge. The purpose of the fund is to provide specialized legal assistance to member municipalities in cases that have significant statewide impact.

We love where you live.



The League's 2025-26 Legislative Priorities to **Foster Thriving Communities**

We love where you live.

Michigan's Next Opportunity for Thriving Communities



The future of Michigan relies on creating thriving communities across the state. From downtowns to small towns, farm towns to beach towns, local leaders are working to create vibrant places that offer a great quality of life. These are communities with values that create deep connections between people and places. They invite people to visit and to stay, to make a home, to start a business, and to invest in Michigan.

Our state's prosperity rests on the sum of these local successes, and Michigan must support its communities with the necessary tools. Our residents depend on high-quality local infrastructure and services. Roads, drinking water, and public safety support them in pursuing their own best lives.

Michigan's economic development needs healthy local housing markets and flourishing business districts. Creating these is the pathway to a thriving community in Michigan.

It is time for our state to step up. Past decades of state policy decisions have left our communities to work in the face of financial strains and growing limitations. The results are clear: an aging population, a last-in-the-nation growth rate, and a dwindling workforce. For Michigan to change its trajectory, it must choose a better policy path that supports the efforts happening on the ground and around the state.

The League offers the following policy actions as initial steps to begin rebuilding solid foundations for thriving communities and Michigan's road to growth.

2025-26 Legislative Priorities

- | | |
|---|---|
| 01 Creation of a Revenue Sharing Trust Fund | 05 Implementing an Employer Housing Tax Credit |
| 02 Addressing the Interaction Between Headlee and Proposal A | 06 Protecting Locals' Ability to Regulate Short-Term Rentals |
| 03 Creating a Neighborhood Roads Fund | 07 Enacting the Michigan Mobility Trust Fund |
| 04 Continue Funding for the Revitalization and Placemaking (RAP) Program | 08 Codify the Process for Implementing a Stormwater Utility |

The Issue:

Revenue sharing is one of two primary funding sources local governments rely on to provide core services to residents. It ensures we can keep our communities safe and secure, provide safe drinking water, maintain parks, and be attractive to small businesses and entrepreneurs. Unfortunately, even with recent increases, this important funding

stream is hundreds of millions of dollars less annually than it was in the late '90s. This places undue pressure on local governments to continue identifying funding sources to provide core services. It is time to change this dynamic by creating a system that protects and provides predictability for local units of government.

The Policy:

All state shared revenue for local units of government should be secured utilizing a trust fund model. Additionally, those resources should be calculated based on a percentage of sales tax collected, allowing resources to rise and fall with economic change.

- Amend the Michigan Trust Fund Act to establish a Revenue Sharing Trust Fund within the Department of Treasury.

- Amend the General Sales Tax Act to require the Department of Treasury to deposit 8.7% of the money received and collected from the tax imposed at a rate of 4% into the newly created Revenue Sharing Trust Fund.
- Beginning on October 1, 2025, the State Treasurer would have to transfer and disburse money received by the Revenue Sharing Trust Fund from sales tax revenue.

Making the Case:

Michigan's local governments had 21,950 fewer employees in 2022 than they did in 2002. Twenty-five percent of all jobs lost were public safety related. On average, local units lost one out of every six staffers over that period. Today, the state is providing 51% less revenue sharing to cities, villages, and townships than they were in 2002. While Michigan communities have faced capacity constraints, revenue loss, and stagnant growth, all but one state has outpaced us in growth.

Providing a secure and stable funding source through the Revenue Sharing Trust Fund does more than just make sure municipalities can balance their books. It is an investment that helps maintain the infrastructure that keeps our economy running, provides the jobs that keep our communities safe and secure, and creates opportunities to foster great places that attract and retain talent. This is an investment worth making if we want a growing and prosperous Michigan.

Addressing the Interaction Between Headlee and Proposal A

The Issue:

Michigan is somewhat unique in that we have not one, but two constitutional limitations on property taxes. The combination of the two has created a dysfunctional system in need of legislative attention.

The 1978 Headlee Amendment is applied on a community wide basis and adjusts maximum millage rates up or down based on inflation via a millage reduction fraction.

Proposal A, adopted in 1994, limits value growth on a parcel-by-parcel basis to the rate of inflation or 5%, whichever is less, and introduced taxable value as the basis for taxation.

More importantly, it created the “pop-up” upon sale of a house and included those values into the millage reduction fraction calculation.

When Proposal A was approved, its subsequent implementation legislation eliminated this self-correcting mechanism provided for by Headlee. Therefore, millage rates no longer track with the economy. Additionally, the popped-up values were included in the calculation of the millage reduction fraction. This artificially inflates overall property tax growth and often triggers a Headlee rollback. This effectively negates the deferred growth from the sales as was provided for by Headlee.

The Policy:

The fix is simple and straightforward: Restore Headlee roll-ups and remove the pop-up from the calculation of the millage reduction fraction.

- Removal of the roll-up provision was not a part of the constitutional amendment voted on by the people, and legislative restoration of the “roll-up” provision of Headlee would provide

important protection for the future of our communities by tracking with the economy.

- Ensure communities can capture the full value of deferred growth when a property sells by removing the popped-up values from the millage reduction fraction calculation.

Making the Case:

The current structure of Headlee and Proposal A lock local government into recession long past the recovery of the general economy, and often permanently. After adjusting for inflation, 55% of Michigan cities and townships still have total taxable values below their 2009 total taxable values.

Independently, these constitutional measures are well intended. When statutorily intertwined, they are failing to achieve their intent to balance the financial need of provided services at the

local level, while not placing an extreme burden on the taxpayer. Instead, their interaction has steadily eroded the public services that Michigan residents rely on. By decoupling the pop-up from the millage reduction fraction and restoring the original provisions of the Headlee amendment, we can preserve the intent of these constitutional provisions in a way that benefits both people and the places they live.

The Issue:

The need for new resources to fund our roads, bridges, and transit systems has been well documented over the years. Recently, the state has been able to use its bonding authority to pump billions into fixing state roads.

Additionally, the Infrastructure Investment and Jobs Act provided billions more to fix state and local roads but only those that are federal aid eligible. While these new resources are helpful, our neighborhood roads that millions of Michigan residents live and rely on have been left behind.

The Policy:

Create a Neighborhood Roads Fund where funding generated by a “Retail Delivery Fee” would be specifically dedicated to fixing residential and neighborhood streets.

- A Retail Delivery Fee of 50 cents would be imposed on all deliveries by motor vehicle. This would be to any location in Michigan with at least one item of taxable, tangible personal property subject to state sales or use tax. It would include items such as appliances, electronics, flowers, food (groceries and takeout), and furniture.
- Any retailer licensed to make sales in Michigan must collect the retail delivery fee on all deliveries made by motor vehicle to a location in Michigan. This includes brick-and-mortar

retailers, eCommerce sellers, grocery stores, and restaurants. Deliveries of business-to-business retail sales are also subject to the fee, but wholesale transactions would be exempt.

- A business that has \$500,000 or less of retail sales in the prior year or is new would be exempt from the retail delivery fee.

Funds would be distributed to local road agencies based on the number of centerline miles of non-federal aid eligible roads classified as “Local Roads” within cities and villages, or as “County Urban Local Miles” for county road agencies. A retail delivery fee of 50 cents would be expected to generate approximately \$275 million in new revenue for our neighborhood roads.

Making the Case:

Neighborhood streets are the critical first mile on our road system. City and village streets carry 3.2 billion vehicle miles a year, as well as countless trips by those using non-motorized means. These streets are vital to our residents’ quality of life and our communities’ quality of place. They help us get to and from work, school, the park, or the coffee shop. They enhance our social experience by acting as connectors to the people and places we enjoy. Ensuring these streets are adequately funded serves Michiganders both at home and every time they leave it.

Home delivery traffic is rapidly increasing on our neighborhood streets. According to Pitney Bowes, an estimated 165 parcels are delivered to the average household in 2023. That means we will see 660 million parcels delivered using Michigan streets, plus grocery, restaurant, and other delivery trips.

The eCommerce sector is expected to continue rapid expansion with a predicted growth rate of 68% in the next five years, creating more residential traffic impacts. A retail delivery fee would connect this fast-growing traffic segment to the local streets it uses.

The Issue:

The RAP Program allows local communities to partner with the state to proactively address revitalization needs by investing in projects that promote population and tax revenue growth. These investments help create the environment

necessary to attract and retain talent, add new housing options, enable business creation and attraction, and provide resources for Michigan citizens and communities. Funding for the program runs through September 30, 2026.

The Policy:

Utilize a portion of the corporate income tax to annually provide \$50 million to support the RAP Program in perpetuity.

- Continue ongoing investment in RAP to utilize existing funding that leverages private market capital and allows access to gap financing for:

- Place-based infrastructure development.
- Real estate rehabilitation and development, including housing projects.
- Public space improvements.

Making the Case:

The Revitalization and Placemaking grant program was created in 2022, using federal ARPA funds to continue Michigan's investment in the combination of public infrastructure and private development that creates great places. The first two rounds saw \$183 million in RAP investment in local priorities like housing, storefronts, and streets. From the rehab of the long-vacant historic Baker Building in downtown New Baltimore into homes and storefront space, to new construction of the mixed-use Winsor Place on surplus village property in Spring Lake and the award-winning reconstruction of downtown Houghton's Lakeshore Drive, RAP funding has unlocked investment in communities around the state.

The state received \$909 million worth of applications for RAP in those initial rounds, which would leverage an even larger amount of private

and local funding. The existing RAP funding has only been able to tap one-fifth of this total potential investment in Michigan communities.

To address this demand, Michigan's ongoing reinvestment needs reliable long-term funding tools. Urban Land Institute's "Emerging Trends in Real Estate 2025" shows that construction costs—up 30 to 40% from pre-pandemic costs—combined with higher interest rates are the biggest concerns limiting the outlook for development in future years. While funding used for RAP to date is a temporary funding source, the increased costs appear to be a long-term reality, and the appetite for place-based investment remains strong. The first round of RAP in 2022 was able to fund only 26 of the 185 applications submitted.

The Issue:

Michigan is in a housing crisis. Access to housing is fundamental to thriving communities and healthy families. Within the current toolbox of incentives and programs, there is nothing to

support employers who engage in a meaningful way to support their employees accessing housing near their workplace. Housing is a reason many employers have job offers go unfilled.

The Policy:

Allow employers to claim an income tax credit equal to 50% of the total eligible contributions they make toward investing in housing during the tax year. The contributions would only be eligible for housing that assists employees whose adjusted household income is not more than 120% of the area median income as determined by the Michigan State Housing Development Authority. Employers would have no control over the employee's housing after the contribution is made.

Eligible contributions could include, but not be limited to:

- Support to a local/regional housing trust.
- Down payment assistance.
- Reduced interest mortgages.
- Rental subsidies.
- Mortgage guarantee program.
- Donation of land.
- Equity position in an attainable housing project.

Making the Case:

Housing costs have soared over the past decade, with the hard costs of housing construction—i.e. materials and labor—rising over twice as fast as the consumer inflation rate. These rising housing costs are a major part of families' financial stress: one in five Michigan homeowners and half of Michigan renters are paying more than they can afford for housing, and the United Way estimates that 41% of Michigan households don't earn enough for a basic essentials budget.

Housing costs also limit Michigan's economic growth. With high housing costs limiting labor mobility post-COVID, a survey of Michigan small business owners found hiring challenges

to be their top challenge to growth. Employers and business groups recognize the housing-to-hiring connection, and a University of Michigan survey in 2023 found that employers in 17% of Michigan communities are already providing employee housing assistance or are interested in providing support.

Providing a tax credit to employers who invest in workforce housing could expand this practice, activating additional private dollars to address housing needs and expand workforce availability, while allowing local communities and businesses to target housing partnerships to their specific needs.

The Issue:

Stripping a local unit of government's right to regulate non-residential land use in our residential neighborhoods is detrimental to thriving communities. While short-term rentals should be an option for lodging and are an important part of Michigan's tourism economy, they need to fit within the unique context of

individual neighborhoods where they operate. A local unit of government must have the ability to balance the housing needs of their community to ensure critical long-term housing is met for residents and businesses seeking employees.

The Policy:

Create a "Short-Term Rental Regulation Act" as instruction to local units of government, short-term rental platforms, and short-term rental investors/owners.

- Municipalities would maintain the ability to regulate short-term rentals while not being able to ban or have a regulation with the effect of totally prohibiting them in a community.
- Create a statewide short-term rental database ensuring compliance with requirements of the act and collection of sales and excise tax.

- Institute a 5% excise tax on all short-term rentals, creating parity with traditional lodging rentals.
 - A portion of the tax would go back to the local unit of government where the short-term rental is located to assist with the increased strain to local infrastructure, public services, and public safety costs.
 - A portion would go back to the department responsible for administering the act.
 - A portion would go to assist in the funding of the Pure Michigan campaign.

Making the Case:

Home ownership is one of the best ways to generate wealth, but far too often it is unattainable due to soaring costs and lack of supply. There are several contributing factors leading to these barriers, and a seismic shift in the short-term rental market is one of them.

Since the end of 2022, the number of active short-term rental listings in Michigan has increased by 67%, and over that same time the median home price has increased by 22%. With the majority of these short-term rentals being commercially operated, valuable housing stock is lost, driving up the demand and price for single family homes.

Communities must maintain the authority to help meet the needs of current and prospective residents, job seekers, and employers, while being welcoming to visitors.

Supporting the Short-Term Rental Regulation Act is a responsible way to allow local elected officials to be responsive to the needs of their community. It would also mitigate residents' burden by covering the public cost of tourism, and ensure we can continue to promote great places to visit across Michigan. Notably, it will not exacerbate the state's current housing crisis.

The Issue:

The availability of public transit plays a key role in community and individual health. In Michigan, urban and rural areas that lack access to reliable public transit see significant economic impacts through increased barriers to employment, educational opportunities, health care, and childcare. Additionally, an absence of robust

transit options limits a state's ability to attract and retain talent and job creators. While other states and communities have made significant efforts to utilize investment in reliable transit options for people and businesses, Michigan has fallen behind.

The Policy:

Utilize a portion of the corporate income tax to annually provide \$200 million to the Michigan Mobility Trust Fund to enhance and build robust transit options in Michigan.

The Michigan Mobility Trust Fund would support the development, expansion, or enhancement of the following:

- High-capacity public transportation, such as a rapid rolling transit system, commuter rail, or intercity rail transportation.

- Regional or multijurisdictional public transportation that connects major population, employment, educational, health care, or other activity centers.
- Innovative and flexible public transportation intended to meet mobility needs in lower density areas for first- and last-mile transportation solutions, or for other specialized public transportation purposes.

Making the Case:

Public transit remains the primary mobility option for non-drivers and is critical infrastructure for personal freedom of travel, quality of life, and economic development in Michigan. Surveys of college students and college-educated young adults routinely identify high-quality public transportation access as an amenity they look for in choosing a place to live. For lower-income households, car ownership consumes over one-third of after-tax income, and 22% of Michigan residents do not hold a driver's license, due to age, cost, or disability.

Michigan is failing to provide adequate transit options for our residents, whether as a talent attraction amenity or as lifeline access to basic needs. Michigan ranks in the bottom half of states by various transit access measures,

with major gaps in access across the state: the AllTransit index shows that in 59 Michigan counties the average resident can access 0 jobs by transit.

Michigan's lack of transit options pushes away current and potential residents who have the economic mobility to choose to live in other states, while Michiganders caught in the squeeze between the high cost of driving and the lack of other options find themselves forced to drive regardless. Even after recent insurance cost reforms, the Insurance Research Council estimates that one in seven Michigan drivers is uninsured. Increasing Michigan's investment in transit would help close these gaps, offering better access to safe and affordable options.

The Issue:

Protection of property, public health, and the environment is a critical function of state and local government. Science, experience, and engineering all reveal this outcome cannot be achieved without investment in managing stormwater to minimize property damage, public health risks, and persistent water quality problems in lakes and rivers. More frequent and

intense storms make this investment more vital than ever. Unfortunately, despite the unique water resources vital to our economic prosperity, Michigan is far behind. Investment in the management of storm sewer systems continues to be severely compromised by the risk of major financial exposure from lawsuits.

The Policy:

Create the "Stormwater Management Utility Act" as guidance for local units of government should they utilize their existing authority to establish a stormwater management utility.

- Codify a formal approach to planning, funding, and managing stormwater infrastructure in the event the local unit of government decides to set up a stormwater management utility.
- If a local unit of government decides to create a stormwater management utility, they must adopt a stormwater management plan and a stormwater management utility fee ordinance.

The ordinance would need to include details about the utility's service area and the method for calculating the fee.

- Ensure the stormwater utility is administered and funded separately from revenues in a general fund, ensuring a dedicated revenue source for the expense of stormwater management.
- Funds could only be used for the cost of municipal services that are directly related to the management and treatment of stormwater.

Making the Case:

The need for adequate stormwater infrastructure is becoming increasingly critical as Michigan's annual precipitation increases. The past decade has been 12% wetter than the historical average, and heavier storm events mean that an estimated 315,000 Michigan properties are considered at substantial risk of catastrophic flooding by the insurance industry. That is 2.5 times more than on existing FEMA flood maps.

The American Society of Civil Engineers has given Michigan's stormwater infrastructure a "D" grade, noting that an estimated \$1 billion per year is

needed to bring existing local systems into good condition. They note that Michigan is "far behind its neighbors in the development of enterprise funds for municipal stormwater systems."

Stormwater utilities are a common model nationally for allowing local communities to design and fund appropriate systems for their stormwater needs. This is especially true among our Great Lakes neighbors like Ohio, Indiana, and Wisconsin. Each has over 100 local storm utilities, and Minnesota has 229.

State & Federal Affairs



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We love where you live.



We love where you live.

The Michigan Municipal League is dedicated to making Michigan's communities better by thoughtfully innovating programs, energetically connecting ideas and people, actively serving members with resources and services, and passionately inspiring positive change for Michigan's greatest centers of potential: its communities.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.8

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: July 2, 2025
RE: Emergency Purchase - WWTP Generator Repairs

Background:

Chapter 212 of the City's Codified Ordinances addresses purchases, contracts and sales. Specifically, Section 212.07 Emergency Purchases, states, "In the event of any emergency or an apparent emergency endangering the public peace, health and/or safety of the City, the Agent, the Manager or any department head may purchase directly any supplies, materials or equipment that he or she deems immediately necessary. Within one week from the time of purchase, the purchaser shall file, in writing with the Agent a detailed explanation of the necessity for such purchase or purchases and the Agent shall submit such statement to the Council no later than the next regular meeting of the Council."

Recently, the generator at the IRUA Waste Water Treatment Plant began displaying mechanical issues that needed immediate assessment, followed by ordering of parts that require two to four weeks of lead time prior to delivery. All work will be completed by W. W. Williams, of Byron Center, Michigan, who was provided emergency authorization following generator assessment to order the necessary parts as soon as possible. We have worked with W. W. Williams for many years in servicing our generators and its staff is very familiar with our equipment and its older components.

The attached invoice details the diagnostic work that was performed, followed by the list of parts that were ordered to perform the necessary repairs. Installation of the new parts will be scheduled as soon as they are received. The total cost of parts and labor to perform this job is \$43,247.33 and will be guaranteed for 90 days. This is an old generator original to the plant. Its repair will constitute a comprehensive overhaul and should provide us with several more years of operation. Through the capital improvement planning process, a new generator will be budgeted for replacement in the future, estimated at \$400,000.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to accept the detailed report provided in this communication, which explains the emergency purchase of \$43,247.33 made to the IRUA Waste Water Treatment Plant generator. Funds for this purchase were budgeted in the IRUA Fund, 598-563.000-801.000.

Motion By:

Seconded By:

Roll Call Vote:

Lee	_____	Winters	_____
Cook	_____	Patrick	_____
Millard	_____	Waterman	_____
Starr	_____	Cowling	_____
Milewski	_____		



W.W.Williams

CONSIDER IT DONE.

Repair Facility # - F167077

Grand Rapids
500 Gordon Industrial Ct.
Byron Center, MI 49315
616-878-7071

*** Customer Review ***

Date / Time: 6/20/2025 12:43:37PM
Repair Order: 23009
Customer: 588922
Branch: GRR
Invoice Total: \$43,247.33

Charge

Page 1 of 6

Bill To: IONIA WWTP, CITY OF
114 N Kidd St

Ionia, MI 48846-2610
Shop: 616 527-4170 x 5150 Fax: 616-527-0810

Ship To: IONIA WWTP, CITY OF
City of Ionia WWTP MAIN PLANT
720 Wells Street
Ionia, MI 9999

Customer P/O: QUOTE atopping Completion Date:

Unit Number: COIMNPLNTW

Type: Generator

VIN: 072071

Make/Model: Detroit E 7080

Meter: 1900 Miles

Kw : 350

Fuel Type : Diesel

Unit Components:

Manufacturer

Model

Part Number

Serial Number

Detroit Diesel

7123-7305

12VA053389

Task: 1 28

Repair Work

Department: Gen SVC

CUSTOMER REVIEW



W.W. Williams
CONSIDER IT DONE.
Repair Facility # - F167077

Grand Rapids
500 Gordon Industrial Ct.
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City of Ionia WWTP MAIN PLANT
720 Wells Street
Ionia, MI 9999

Customer P/O: QUOTE

atopping

Completion Date:

Complaint:

Generator Repair Estimate

Date of Estimate: May 30, 2025

Valid Until: June 29, 2025 (30 days from delivery)

Project Location:

Site Address: 720 Wells St, Ionia, MI 48846

1. Concern & Diagnosis:

Findings: Upon inspection, oil leaks are coming from the valve guides and mostly from the cylinders through the valves. After removing all the air box covers it was found that the cylinder liners are scorn and oil is leaking through the air holes. This indicates that the piston rings are damaged.

Conclusion: The engine requires a complete overhaul.

2. Scope of Work: Engine Overhaul

The following is a day-by-day breakdown of the proposed engine overhaul process.

Day 1: (16 hours total)

2 techs 8 hours each to include travel.

Mileage: 156 miles (78 miles round trip per vehicle x 2 vehicles @ \$2.00/mile)

Tasks:

Assemble A-Frame.

Unhook electrical connections to generator so the unit can be tilted.

Remove/Unhook motor mounts, safety cages, exhaust assembly.

Drain fluids and remove oil pan.

Day 2: (20 hours total)

2 techs 10 hours each to include travel

Mileage: 156 miles (78 miles round trip per vehicle x 2 vehicles @ \$2.00/mile)

Tasks:

Remove cylinder heads.

Finish removing oil pan if not completed on day 1.

Remove cylinder kits.

Proceed with tilting the engine.

Day 3: (20 hours total)

2 techs 10 hours each to include travel

Mileage: 156 miles (78 miles round trip per vehicle x 2 vehicles @ \$2.00/mile)

Tasks:

Continue disassembly.

Prep and send cylinder heads out for rebuild.

Day 4: (8 hours total)

1 tech to include travel

Mileage: 78 miles (78 miles round trip per vehicle x 1 vehicle @ \$2.00/mile)

Tasks:

Clean and inspect disassembled engine.



W.W. Williams
CONSIDER IT DONE.
Repair Facility # - F167077

Grand Rapids
500 Gordon Industrial Ct.
Byron Center, MI 49315
616-878-7071

*** Customer Review ***

Date / Time: 6/20/2025 12:43:37PM
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Page 3 of 6

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City of Ionia WWTP MAIN PLANT
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Ionia, MI 9999

Customer P/O: QUOTE

atopping

Completion Date:

Day 5: (8 hours total)
In Shop: 8 hours (1 technician x 8 hours)
Tasks:
Build engine sub-assemblies.
Clean & paint sub-assemblies.

Day 6: (20 hours total)
2 techs 10 hours each to include travel
Mileage: 156 miles (78 miles round trip per vehicle x 2 vehicles @ \$2.00/mile)
Tasks:
Install main bearings and cylinder kits.
Move remaining parts into the generator enclosure.

Day 7: (20 hours total)
2 techs 10 hours each to include travel
Mileage: 156 miles (78 miles round trip per vehicle x 2 vehicles @ \$2.00/mile)
Tasks:
Finish building engine. Reconnect removed electrical connections. Disassemble A-Frame.

Day 8: (8 hours total)
1 tech to include travel
Mileage: 78 miles (78 miles round trip per vehicle x 1 vehicle @ \$2.00/mile)
Tasks:
Perform a 4-hour load bank test to verify repairs.

3. Labor & Mileage Cost Summary:
Total Job Labor: 120 hours @ \$162.00/hour = \$19,440
Mileage Total: 936 miles @ \$2.00/mile = \$1,872

4. Important Notes:
Lead Time: Parts are estimated to take 2 to 4 weeks from the day of order.
Any required specialized tooling for engine repairs will be provided by W.W. Williams.
Availability: Availability of parts are subject to change without notice.
\$1,000 Misc Charge (labeled "Fittings, Hoses, Gaskets, Etc") is added to cover any non-itemized items or additional found during repairs. Total amount will be adjusted if the full amount is not required.
This is for additional work found necessary on the generator.

** RATE DISCOUNT ON MILEAGE FROM \$3 PER MILE, TO \$2.**
** 16 HOURS OF AFTERHOURS WAS CALCULATED AT STRAIGHT RATE, AND NOT AT THE OVERTIME RATE OF \$243.**

5. Approval & Contact:
Thank you for considering our proposal and taking the time to review it. Estimates are valid for 30 days from the day of delivery. Repairs are estimated to be completed during the normal business hours of Monday through Friday, from 7:00am to 3:30pm.

*** **Customer Review** ***

Date / Time: 6/20/2025 12:43:37PM
Repair Order: 23009
Customer: 588922
Branch: GRR
Invoice Total: \$43,247.33

Charge

Page 4 of 6

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114 N Kidd St

lonia, MI 48846-2610

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Ship To: IONIA WWTP, CITY OF
City of Ionia WWTP MAIN PLANT
720 Wells Street
Ionia, MI 9999

Customer P/O: QUOTE atopping

Completion Date:

Customer#588922 (City of Ionia, WWTP) has a \$50,000 net 30 credit limit. A PO# will be required prior to ordering parts.

Upon approval, please sign and return this document via email.

Contact Person: Aaron Topping

Phone: (616)-730-4431

Email: estimatesgrr@wwwilliams.com

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Price	
	08921088	VALVE ASM LUB OIL PR ESS REG	Part	EACH	1.00	291.51	291.51
		V71 V92					
	05167380	GASKET	Part	EACH	2.00	1.83	3.66
	23533307	TUBE ASM FUEL CYL HE AD TO	Part	EACH	12.00	12.07	144.84
		INJECTOR (SHO					
	23533308	TUBE ASM FUEL CYL HE AD TO	Part	EACH	12.00	12.63	151.56
		INJECTOR (LON					
	05143407	GASKET	Part	EACH	2.00	41.31	82.62
	23509675	GASKET GOVERNOR 53/7	Part	EACH	2.00	1.81	3.62
		1/92/149					
	23511492	GASKET	Part	EACH	2.00	13.97	27.94
	05109915	GASKET	Part	EACH	1.00	41.74	41.74
	05124796	GASKET OIL PAN	Part	EACH	2.00	18.53	37.06
	05149572	SET CONN ROD BRG SHE LL STD	Part	EACH	12.00	46.83	561.96
		V71 AND V92					
	DDE 23513886	HOUSING OIL	Part	EACH	1.00	45.28	45.28
	05102814	VALVE ASM LUB OIL RL F THK	Part	EACH	1.00	565.44	565.44
		WALL V71V92					
	Mileage	Mileage Truck #2	Misc		390.00	2.00	780.00
Days 1, 2, 3, 6, 7							
	Sublet	HEAD REBUILD X2	Misc		2.00	2,143.00	4,286.00
	LDLCK22473	LINER KIT	Part	EACH	12.00	310.77	3,729.24
	LDFP23502023	LINER W/O SEAL	Part	EACH	12.00	166.03	1,992.36
	LDSCLS472T6	TURBO	Part	EACH	2.00	1,955.32	3,910.64
	LDAFA5196382	HEAD GASK SET	Part	EACH	2.00	84.61	169.22
	LDFP5109915	OIL PAN GASK	Part	EACH	1.00	20.42	20.42
	LDAFA5124796	LOW OIL PAN GASK	Part	EACH	2.00	11.22	22.44
	LDAFA5123241	OIL PUMP IN GASK	Part	EACH	1.00	1.28	1.28
	LDFP29503153	OIL PUMP COV GASK	Part	EACH	1.00	1.04	1.04
	LDAFA5123235	OIL PUMP COV GASK	Part	EACH	1.00	1.07	1.07
	LD23515258	HOSE 3.4X3.9X2.9	Part	EACH	2.00	97.39	194.78
	LDR5228790	N90 INJECTOR	Part	EACH	12.00	234.60	2,815.20
D							
	LDR5228790-C	CORE, N90 INJECTOR	Inherent		12.00	25.88	310.56
D							



W.W. Williams
CONSIDER IT DONE.
Repair Facility # - F167077

Grand Rapids
500 Gordon Industrial Ct.
Byron Center, MI 49315
616-878-7071

*** Customer Review ***

Date / Time: 6/20/2025 12:43:37PM
Repair Order: 23009
Customer: 588922
Branch: GRR
Invoice Total: \$43,247.33

Charge

Page 5 of 6

Bill To: IONIA WWTP, CITY OF
114 N Kidd St

Ionia, MI 48846-2610

Shop: 616 527-4170 x 5150 Fax: 616-527-0810

Ship To: IONIA WWTP, CITY OF
City of Ionia WWTP MAIN PLANT
720 Wells Street
Ionia, MI 9999

Customer P/O: QUOTE		atopping	Completion Date:			
Supply-Man	Shop Supplies	Misc	1.00	171.45	171.45	
EPA-Man	Environmental Fee	Misc	1.00	132.25	132.25	
X52418300036	OIL FILTER	Part	EACH 2.00	19.00	38.00	
MBL 104056	DELVAC 1240 - REFRESH, 1GAL (4/CS)	Part	GALLOI 9.00	23.00	207.00	
OWI 23528203	ANTFRZ-DDC PWRCOL PRCHRG 50/50 1 GAL CS	Part	GALLOI 26.00	10.53	273.78	
05144598	STUD	Part	EACH 4.00	10.01	40.04	
X52208300006	EASYCHANGE FUEL FLTR	Part	EACH 1.00	21.00	21.00	
X52208300008	EASYCHANGE FUEL FLTR	Part	EACH 1.00	23.00	23.00	
Freight In	Freight Inbound	Misc	1.00	467.33	467.33	
Load Bank	Test-Load Bank	Misc	1.00	150.00	150.00	
Supply-Man	Fittings, Hoses, Gaskets, Etc	Misc	1.00	1,000.00	1,000.00	
Mileage	Mileage Truck #1	Misc	546.00	2.00	1,092.00	

Days 1, 2, 3, 4, 6, 7, 8

CUSTOMER REVIEW



W.W. Williams
CONSIDER IT DONE.
Repair Facility # - F167077

Grand Rapids
500 Gordon Industrial Ct.
Byron Center, MI 49315
616-878-7071

*** Customer Review ***

Date / Time: 6/20/2025 12:43:37PM
Repair Order: 23009
Customer: 588922
Branch: GRR
Invoice Total: \$43,247.33

Charge

Page 6 of 6

Bill To: IONIA WWTP, CITY OF
114 N Kidd St

Ionian, MI 48846-2610

Shop: 616 527-4170 x 5150 Fax: 616-527-0810

Ship To: IONIA WWTP, CITY OF
City of Ionian WWTP MAIN PLANT
720 Wells Street
Ionian, MI 9999

Customer P/O: QUOTE

atopping

Completion Date:

Customer Contact: Joe Lafler

Payment Terms: Net 30

Payment Method

Charge

Totals

Total Parts:	\$15,417.74
Total Core Chg:	\$310.56
Total Core Ret:	\$0.00
Total EHC:	\$0.00
Total Labor:	\$19,440.00
Total Miscellaneous:	\$8,079.03
Invoice Subtotal:	\$43,247.33
Total Tax:	\$0.00
Invoiced Total:	\$43,247.33

Thank you for using W.W. Williams during your recent service visit. If you have any questions regarding this document or work performed, please contact your service advisor. All repairs performed at our location are in accordance with federal and Michigan law. All parts are new unless otherwise noted. All parts, if any, that are remanufactured, used, customer supplied, etc., are individually identified. Used/customer supplied parts are not warranted by W.W. Williams including workmanship.

The technicians performing each repair task are noted on this document. Our supervisor(s) have verified proper repairs were completed or declined.

Supervisor Signature: _____ Supervisor Name: _____

I acknowledge that I have been given a chance to view defective material and hereby give W.W. Williams authority to dispose of them.

Customer Signature: _____ Customer Name: _____

Warranty/Terms and Conditions*

W.W. Williams warrants its workmanship for 90 days after completion of services. Products sold are warranted exclusively by the manufacturer. W.W. Williams expressly disclaims all other warranties, expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. IN NO EVENT SHALL W.W. WILLIAMS BE LIABLE FOR ANY PUNITIVE, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR UNKNOWN DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PROPERTY OR EQUIPMENT, LOSS OF DATA, LOSS OF USE, LOSS OF TIME, LOSS OF REVENUE, LOSS OF PROFIT, OR LOSS OF INCOME. *For complete warranty limitations, disclaimers and detailed Terms and Conditions please see wwwwilliams.com/Terms.

Please be advised that our Terms and Conditions have been updated and can be viewed in full at wwwwilliams.com/Terms. These updated terms are effective immediately and apply to all current and future transactions.

Return Policy: Returns must be accompanied by this invoice and in the original, unopened box or packaging. A 15% restocking charge will be applied to all returned items. No returns on electrical items. No returns on special order items. No returns after 30 days from the date of invoice.



Minutes of Boards & Commissions

Monthly Department Reports

June 2025

IONIA HOUSING COMMISSION
MINUTES OF 5 YEAR/ANNUAL PLAN PUBLIC HEARING
HELD IN THE OFFICES OF THE COMMISSION
AT 667 N. UNION STREET, IONIA, MICHIGAN
MAY 13, 2025, AT 10:00 O'CLOCK A.M.

1. ROLL CALL: President Rockafellow called the open public hearing meeting to order and on roll call the following answered present:

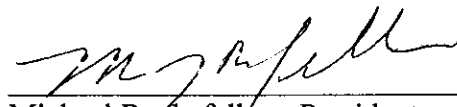
Brian Talbot	Vice President
Greg Cook	Commissioner
Lisa Brown	Commissioner
Valerie Tuttle	Resident Commissioner

and the following were absent: None.

President Rockafellow declared a quorum present.

2. President Rockafellow called for any public comment
3. A resident from Pine Vista Apartments inquired about bathroom rehabilitation. The Executive Director responded that the Pine Vista bathrooms are included in the Five-Year Plan and will be rehabilitated as priorities and funds allow.
4. Adjournment 10:22 a.m.


Katie Bennett, Executive Director/Secretary


Michael Rockafellow, President

IONIA HOUSING COMMISSION

MINUTES OF REGULAR MEETING HELD IN THE OFFICES OF THE COMMISSION

AT 667 N. UNION STREET, IONIA, MICHIGAN

MAY 13, 2025, AT 10:22 A.M.

1. ROLL CALL: President Rockafellow called the meeting to order and on roll call the following answered present:

Brian Talbot
Greg Cook
Lisa Brown
Valerie Tuttle

Vice President
Commissioner
Commissioner
Resident Commissioner

and the following were absent: None.

President Rockafellow declared a quorum present.

2. PUBLIC COMMENT: A resident at Pine Vista, asked the Executive Director when HUD notified her that the supplemental income received from Humana or Aetna counted as income for residents. The Director explained that she contacted the Detroit Field Office to verify that the supplement counts as income and was given the affirmative. The Director explained that HUD determines the definition of income and as the supplement is a regular recurring payment, it meets the definition. To maintain fairness, the Housing Commission is including the supplemental payment at each resident's annual recertification so that each resident will have the supplement counted for a full twelve months and going forward. The resident also asked if the Housing Commission will hire a new maintenance person which the Director confirmed. A second resident of Pine Vista thanked the Director for supplying a new television in the Community Room. A third resident of Pine Vista thanked the Director for the landscaping work that has been completed.
3. APPROVAL OF MINUTES OF REGULAR MEETING: Minutes of the regular meeting of April 1, 2025, were previously distributed. Following discussion Vice President Talbot made a motion, supported by Commissioner Brown, accepting the minutes and placed on file as presented. A roll call vote was taken:

AYES

All

NAYS

None

President Rockafellow thereupon declared said motion carried.

4. ACCOUNTS PAYABLE APPROVAL: Accounts payable for the month of April 2025, previously distributed, were reviewed. Following discussion Commissioner Brown made

a motion, supported by Commissioner Tuttle, accepting the payables and placed on file as presented. A roll call vote was taken:

AYES

All

NAYS

None

President Rockafellow thereupon declared said motion carried.

5. MONTHLY FINANCIAL REPORTS: The Director distributed the Public Housing and Section 8 Financial Reports for April 2025. Following review and discussion Commissioner Tuttle made a motion, supported by Commissioner Cook, accepting the financial reports and placed on file as presented. A roll call vote was taken:

AYES

All

NAYS

None

President Rockafellow thereupon declared said motion carried.

6. REPORT – DIRECTOR:

VACANCIES:

SECTION-8 HOUSING CHOICE VOUCHER PROGRAM: Thirteen.

PUBLIC HOUSING PROGRAM: Three.

MOVE-OUTS:

04/03/2025	1-bedroom (409) Pine Vista.....	Moved to Hubbardston
04/04/2025	3-bedroom (726 A) Robertson Court.....	Moved to Stanton
04/04/2025	1-bedroom (402) Pine Vista.....	Unable to live independently, moved to SKLD
04/07/2025	1-bedroom (101) Pine Vista.....	Evicted
04/25/2025	1-bedroom (206) Pine Vista.....	Moved in with mom
05/07/2025	1-bedroom (311) Pine Vista.....	Moved in with mom

MOVE-INS:

04/09/2025 3-bedroom (566) West Meadows.....Resident
04/18/2025 3-bedroom (726 A) Robertson Court.....Resident, working,
single mom
04/28/2025 1-bedroom (206) Pine Vista.....Resident, near-
elderly, disabled
04/28/2025 1-bedroom (409) Pine Vista.....Resident, disabled
04/29/2025 1-bedroom (402) Pine Vista.....Resident, senior

7. UNFINISHED BUSINESS: .

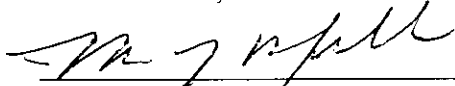
- A. 2023 CAPITAL FUND PROGRAM UPDATE: Capital Fund 2023 award amount is \$295,752.00. There have been no expenditures to date.
- B. 2024 CAPITAL FUND PROGRAM UPDATE: Capital Fund 2024 award amount is \$305,426.00. There have been no expenditures to date.

8. NEW BUSINESS:

- A. WORKER'S COMPENSATION CLAIM: Douglas Jensen filed a Worker's Compensation Claim against Ionia Housing Commission on April 17, 2025, the date his employment was terminated. The Executive Director received notice of the Claim via USPS mail delivery received May 1, 2025. Scott Cressman, a claim representative from Accident Fund, contacted the Executive Director via telephone May 7, 2025. Following the telephone conversation, Mr. Cressman informed the Director that Mr. Jensen will be mailed a notice of denial of the claim pending a review of medical records that he will need to provide to Mr. Cressman.
- A. WAGE COMMITTEE FYB 10/1/2025: Commissioner Brown and Vice President Talbot volunteered to serve on the FYB 10/1/2025 Wage Committee. The Wage Committee will present their recommendation and a decision will be made at the August 2025 Board Meeting.

9. There being no further business to come before the Board, the meeting was unanimously adjourned at 11:05 a.m.


Katie Bennett, Executive Director/Secretary


Michael Rockafellow, President



CITY OF IONIA
PLANNING COMMISSION
REGULAR MEETING MINUTES

4:30 PM, Wednesday, June 11, 2025

IONIA CITY HALL - COUNCIL CHAMBERS

I. CALL TO ORDER

Chairperson Bailey called the June 11, 2025, regular meeting of the Ionia Planning Commission to order at 4:30 PM.

II. ROLL CALL

Roll call revealed a Quorum with Planning Commissioners Logan Bailey, Ryan Gregory, Keturah Kelley, Tim Lee, Jason Perry, and Judy Swartz present. Commissioner Michael Donaldson was absent.

III. APPROVAL OF AGENDA

Chairperson Bailey introduced the agenda and asked if there were any requested changes. Planning Commissioner Swartz made a motion, seconded by Planning Commissioner Gregory, to approve the agenda as presented.

MOTION CARRIED BY VOICE VOTE.

IV. APPROVAL OF MINUTES

(IV.1.) May 14, 2025 – Regular Meeting

Minutes from the regular meeting of May 14, 2025, were reviewed. Planning Commissioner Kelley made a motion, seconded by Planning Commissioner Perry, to approve the May 14, 2025, meeting minutes as presented.

MOTION CARRIED BY VOICE VOTE.

V. PUBLIC COMMENTS

None.

VI. PUBLIC HEARINGS AND ASSOCIATED ACTION

None.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

(VIII.1.) Preliminary Site Plan Review - 421 and 431 W. Lincoln Avenue

Assistant City Manager Bowman introduced the preliminary site plan submitted by Bazco

Holdings, LLC for the redevelopment of 421 and 431 W. Lincoln Avenue. Planning Consultant Kotrba provided a detailed report on the preliminary site plan review.

Aly Bazzi and Nasir Siddiqui of Bazco Holdings and Chillbox Convenience Store introduced themselves and informed the Commission about the plans for the project. Commissioners asked several questions about the site plan.

Planning Commissioner Kelley made a motion, seconded by Planning Commissioner Perry, to schedule a public hearing and final site plan review for the next regular Planning Commission meeting at 4:30 PM, Wednesday, July 9, 2025, at City Hall.

MOTION CARRIED BY VOICE VOTE.

IX. COMMISSIONER COMMENTS

Assistant City Manager Bowman announced a Planning Commission training opportunity scheduled for the fall in partnership with the City of Belding and Michigan State University Extension.

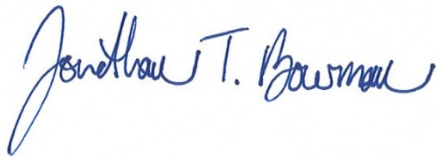
X. ADJOURNMENT

Planning Commissioner Lee made a motion, seconded by Planning Commissioner Swartz, to adjourn.

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 5:16 PM.

Respectfully Submitted,



Jonathan T. Bowman, Recording Secretary
for Judy Swartz, Secretary

CITY OF IONIA
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
8:00 AM, Wednesday, June 18, 2025
IONIA THEATRE - MAIN FOYER

I. CALL TO ORDER

Chairperson John Krueger called the meeting of the Ionia Downtown Development Authority to order at 8:00 AM.

II. ROLL CALL OF MEMBERS

Roll call revealed a Quorum with board members Taryn Altobelli, Tricia Meyers, Heather Poland-Sizemore, Benjamin Weller, Precia Garland, Ryan Wilson, Zachary Sheehan, and John Krueger present.

III. PUBLIC COMMENTS

Director Wilson from IACC reminded the group about the upcoming Thirsty Third Thursday event, which will take place on the deck at The Alibi. Wilson also requested contributions for the New Teacher Welcome Packets. Anyone interested in donating items (quantity: 25) should deliver them to the IACC office by August 4.

Cassondra Bennet from The Rabbit Hole Knoll shared her idea to start a rock snake in downtown Ionia, with the goal of breaking the Guinness World Record by collecting 25,000 painted rocks. The project is currently in a testing phase and has had no reported issues so far.

IV. CONSENT AGENDA

(IV.1.) To approve the June 18, 2025 meeting agenda.

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

MOTION BY VOICE VOTE.

V. APPROVAL OF MINUTES

(V.1.) To approve the minutes from the May 21, 2025 meeting.

Minutes from the regular meeting of May 21, 2025, were reviewed. Member Weller made a motion, seconded by Member Wilson, to approve the May 21, 2025 meeting minutes as presented.

MOTION BY VOICE VOTE.

VI. FINANCIAL REPORT

(VI.1.) To accept the Accounts Payables for the DDA: April 26, 2025 – May 25, 2025 in the amount of \$1,560.84

To accept the Accounts Payables for the Theatre: April 26, 2025 – May 25, 2025 in the amount of \$15,698.98

It was noted to bring 2022 and 2023 comparison at a future meeting and that the Theatre will have no capital outlay this fiscal year to assist in covering the operating deficit.

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

MOTION BY VOICE VOTE.

VII. DDA DIRECTOR REPORT

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

Director Rice discussed the updates on the parking graphic, wayfinding page and Bulldogs Unleashed. She also highlighted the progress on the Social District, upcoming Fireworks and potential for a TIF.

VIII. THEATRE REPORT

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

Assistant Director Rice discussed the previous month's numbers and activities, as well as what is upcoming. The Theatre is also continuing the Theatre Ad Hoc Committee and will be meeting at the end of June for their first meeting.

IX. BOARD DECISIONS AND ACTION ITEMS

(IX.1.) Informative - Tax Increment Financing

Director Rice and Member Garland discussed the potential for the DDA to reengage with Tax Increment Financing (TIF). TIF allows the DDA to capture and reinvest the increase in property tax revenue generated by rising property values within a defined district. It was noted that TIF is not a new tax, but rather a method of capturing growth from existing taxes.

A formal TIF plan will be presented to the DDA for approval. Upon DDA approval, the plan will be forwarded to City Council for consideration. The anticipated base year for the TIF district is proposed to be December 31, 2025.

(IX.2.) Downtown Rock Snake - Guest speaker in attendance

Following last month's decision to table the rock snake initiative, the group revisited the discussion and acknowledged the opportunity this project presents to bring the community together in downtown. It was noted that, per Guinness World Record requirements, the rocks must be touching to qualify. Once the group nears the target number needed for the record, plans would be made to line up the rocks along Main Street for official judging and approval. Until then, no doorways, walkways or streets will be impeded.

Member Sheehan made a motion, seconded by Member Altobelli, to bless this operation with a requested removal date decided by the city to coincide with snow removal requirements.

MOTION BY VOICE VOTE.

(IX.3.) Marketing Committee Update

Director Rice provided an update on the four marketing categories, with particular emphasis on the Bulldogs Unleashed campaign, which has officially launched throughout the district.

X. DISCUSSION ITEMS

XI. OTHER

XII. ADJOURNMENT

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

MOTION BY VOICE VOTE.

The meeting was adjourned at 9:01 am.

Respectfully Submitted,

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

UPCOMING EVENTS

CITY OF IONIA
Ad-Hoc Ionia Theatre Committee
June 24, 2025
Regular Meeting Minutes

CALL TO ORDER

Mayor John Milewski called the meeting of the Ad-Hoc Ionia Theatre Committee for June 24, 2025, to order at 5:01 PM.

ROLL CALL

Present: Mke Clark, Gary Ferguson, Cassie Rice, Jim Killian (representing Ionia Community Theater), Mayor John Milewski, Tom Millard, Rich Starr, Karlee Bailey, Ashley Brownell and Precia Garland
Absent: Janet Balice

WELCOME & INTRODUCTIONS – All present introduced themselves and provided a brief statement regarding their background and reason for serving on the committee.

APPROVAL OF AGENDA

It was moved by Millard and seconded by Killian to approve the agenda as presented. MOTION CARRIED.

APPROVAL OF MINUTES

None.

PUBLIC COMMENTS

None.

COMMUNICATIONS

Garland distributed printed copies of the Ionia Theatre Strategic Planning Report to committee members, along with a current revenue and expenditure report for the Ionia Theatre Fund, showing revenue and expense activity from July 1, 2024 through June 24, 2025. It was noted that for the fiscal year, which will end on June 30, 2025, expenditures currently exceed revenues by \$60,103.27.

ACTION ITEMS

1. Establish regular committee meeting schedule – The committee agreed that the fourth Tuesday of the month was a good time to meet. Due to a conflict in July, the July 22 meeting will be held at 12:00 PM. Thereafter, all meetings will be held at 5 PM. Unless otherwise indicated, meetings will be held in the conference room at Ionia City Hall.
2. Review Planning Report Recommendations and any progress to date – Following the same order of recommendations as presented in the Strategic Planning Report, Assistant Theatre Director Cassie Rice provided the following status update:
 - a. Ad-Hoc Theatre Committee is resuming meetings, per first recommendation
 - b. LHAT membership is active and providing staff a wealth of useful information
 - c. Succession Planning is well underway with development of a Standard Operating Procedures and Policies manual for the theatre, daily information transfer between

theatre director and assistant director, and succession planned in the near future after Ferguson sells his home.

- d. Market Research – some consideration given to this subject but no surveys, focus group sessions, etc. yet. When it does happen in the near future, youth should definitely be involved.
 - e. Communications Plan – so far, the professional services agreement with Stoney Creek has been discontinued and responsibility for social media posts, press releases, etc. have been redirected to the assistant to the city manager. Rice indicating developing a full communications plan is a high priority.
 - f. Assigning Roles/Responsibilities – some work has been done on this; more necessary to build capacity ideally through volunteer leaders
 - g. Create a nonprofit board – high level research only to date.
 - h. Explore capital funding opportunities – some grant research, need to consider fundraising as well
 - i. Alcohol sales – some research completed, newly created Social District will be helpful
 - j. Strategic Investments – Considering membership program options, believe planned gifts should be a long-term strategy.
 - k. Develop New Programming – some progress here, i.e., monthly free movie.
 - l. Live entertainment – recent and upcoming events are scheduled; goal is to have a live event at least every other month. Finding the right fit for our venue is key.
3. Prioritize three Planning Report Recommendations for immediate action & next steps – The following recommendations were identified as highest priority:
- a. Develop a full Communications Plan
 - b. Continue implementation of the Succession Plan
 - c. Focus on procuring live entertainment events

Also mentioned in the discussion were:

- a. Market Research – with kids off for the summer from school, a focus group event may be scheduled within the next two months
- b. Creation of a nonprofit organization is important, but should be planned for 2026
- c. Roles/Responsibilities build out utilizing the right volunteer talent will help most all efforts.

Note – It is worth mentioning a discussion occurred regarding rates charged for theatre rentals. It was agreed theatre rates are very affordable. In addition to charging a flat fee for live performances, it was suggested a percentage of ticket sales after a base number of tickets are sold be considered for future bookings.

ADJOURNMENT

The meeting was adjourned by Mayor Milewski at 6:12 PM. Next meeting: July 22, 2025 at 12:00 PM, Ionia City Hall.

Respectfully Submitted,

Precia Garland
City Manager

EXPENDITURES

PERIOD: May 26th through June 25th

DATE: 6/26/2025

ACCOUNT	Description	6/4/2025	6/18/2025		HANDCHECKS	Total
	PAYROLL	\$ 215,390.12	\$ 165,977.22			\$ 381,367.34
	CITY'S SHARE OF FICA	\$ 15,947.04	\$ 12,167.15			\$ 28,114.19
	PAYROLL TOTAL	\$ 231,337.16	\$ 178,144.37	\$ -		\$ 409,481.53
ACCOUNT	Description	5/29/2025	6/12/2025		HANDCHECKS	Total
101	GENERAL FUND	\$ 142,846.48	\$ 1,230,762.53			\$ 1,373,609.01
202	MAJOR STREET		\$ 89.70			\$ 89.70
203	LOCAL STREET					\$ -
228	SOLID WASTE	\$ 642.57	\$ 2,519.98			\$ 3,162.55
239	PARKS-FACILITIES IMPROVEMENT	\$ 3,275.00	\$ 128,621.04			\$ 131,896.04
245	INDUSTRIAL PARK					\$ -
249	RECREATION	\$ 216.86	\$ 3,707.91			\$ 3,924.77
265	DRUG FORFEITURE					\$ -
266	PUBLIC SAFETY DONATIONS		\$ 100.00			\$ 100.00
406	SIDEWALK					\$ -
412	ENVIRONMENTAL RESPONSE	\$ 3,192.10				\$ 3,192.10
420	CAPITAL PROJECTS					\$ -
588	DIAL-A-RIDE	\$ 20,295.18	\$ 35,368.32			\$ 55,663.50
590	SEWER	\$ 9,066.50	\$ 33.46			\$ 9,099.96
591	WATER	\$ 14,099.93	\$ 20,258.22			\$ 34,358.15
598	IRUA	\$ 202,665.68	\$ 27,675.48			\$ 230,341.16
661	CENTRAL GARAGE (DPW)	\$ 2,454.45	\$ 5,175.41			\$ 7,629.86
701	CURRENT TAXES					\$ -
703	PAYROLL CLEARING					\$ -
TOTAL CITY OF IONIA:		\$ 398,754.75	\$ 1,454,312.05	\$ -	\$ -	\$ 1,853,066.80

248	DDA	\$ 570.00	\$ 914.59			\$ 1,484.59
250	THEATRE	\$ 1,170.18	\$ 8,043.80			\$ 9,213.98
TOTAL DDA & THEATRE:		\$ 1,740.18	\$ 8,958.39	\$ -	\$ -	\$ 10,698.57

TOTAL OF CHECKS	\$ 400,494.93	\$ 1,463,270.44	\$ -	\$ -	\$ 1,863,765.37
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CHECKS OVER \$25,000

[illegible]

INVESTMENTS

APR 2025						
	RATE	Mercantile	Independent Bank	Other-Outside City	Michigan One	Total
MERCANTILE Property Tax account	0.17%	0				
MERCANTILE VISA Settlement Account	0.25%	1,009				
INDEPENDENT H.S.A. Settlement	0.00%		2,500			
MERCANTILE Pooled Payroll Account	0.04%	250,000				
INDEPENDENT Pooled Cash	0.00%		2,515,019			
INDEPENDENT Accounts Payable	0.00%		20,000			
MICHIGAN ONE Savings	0.00%				109	
INVESTMENT ACCOUNTS						
INDEPENDENT Eagle Advantage	3.27%		1,525,501			
MICHIGAN ONE Money Market Account	3.76%				1,465,785	
MBIA - CLASS Cemetery Trust	4.7542%			5,955		
MBIA - CLASS LCSA & METRO Funds	4.7542%			2,227,603		
MBIA - CLASS Pooled Investment	4.7542%			4,353,664		
MERCANTILE Money Market	4.94%	3,841,657				
CERTIFICATE OF DEPOSIT ACCOUNTS						
MERCANTILE CD 8-5-2025	4.98%	806,093				
		4,898,759	4,063,020	6,587,222	1,465,894	17,014,895
PERCENTAGE OF TOTAL PORTFOLIO		28.79%	23.88%	38.71%	8.62%	100.00%
		<u>LIMIT</u>				
1. Not more than 25% outside the city		4,253,724				
2. Not more than 60% with any one institution		10,208,937				
3. Not more than 10% with a savings and loan		1,701,489				
5. Maturities shall not exceed two years.						

TOTAL	Apr-25		
INVESTMENTS	704-000.000-003.000	44460.62	
14,446,040.25	704-000.000-214.101		44460.62
	101-000.000-084.704	44460.62	
44,460.62	101-000.000-665.000		44460.62
	704-000.000-003.000		89.36
343,856.44	704-000.000-214.101	89.36	
	101-000.000-084.704		89.36
(343,945.80)	101-000.000-007.000	89.36	
	101-000.000-007.000		0.00
	101-289.000-729.000	0.00	
	151-000.000-003.200	21.48	
	151-000.000-665.000		21.48
14,490,411.51	704-000.000-003.000		
5,954.54	151-000.000-003.200		



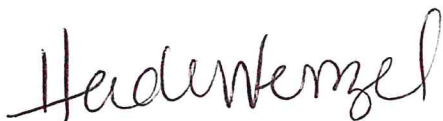
Monthly Update
May 2025

Operations

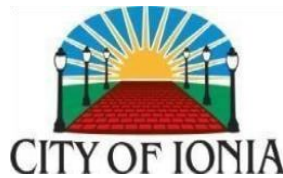
- Ionia Dial-A-Ride provided 363 lift equipped services for individuals with disabilities from May 1-31, 2025.
- Ionia Dial-A-Ride provided 4,266 passenger trips and our vehicles logged 13,183 miles from May 1-31, 2025.
- We finished providing around 71 one- or two-way trips for students for school purposes on a daily basis.
- We have partnered with the Parks and Recreation Department to provide transportation to their special events for 40+ campers. In addition, between 8 – 12 campers have been using I-DART to get to and/or from camp daily.
- InVerve Marketing provided us with social media posts for community outreach for the launch of I-Go on June 30th. We have additional funds remaining in the project scope that we may utilize to design an informational brochure for the service.
- Dynamic marketing came in May 31st to install the wraps on the 2 I-Go vans. They turned out great and have gotten a lot of notice as we've been heading out into the community.
- Operations training and driver training with the Liftango portal and driver app has been completed. There have still been some issues with getting the operations portal to pass through the firewall consistently. The passenger app is live in Google Play store and pending approval in Apple.
- To date 7 I-Go drivers have been hired and 3 I-DART drivers. The incidental I-DART driver has moved over to I-Go. This provides us with adequate staffing for the soft launch of I-Go on June 30th and the expansion of regular service into Saranac on June 30th as well.
- Training with the drivers has started and will continue up to the launch date including offering complimentary rides to some of our regular service riders for live beta testing.
- After the soft launch week is completed, I plan to connect with community partners to begin offering travel training of the app and process of booking a ride with I-Go. Our goal is 75% of bookings being done on the app.

- Bi-weekly meetings with KFH Group for the COS and TDP Planning process have continued. The customer survey has wrapped with a good response and the community survey also closed after extending the time to complete it. Although we didn't get quite as high of a response as we had hoped, KFH is happy with the feedback and will put together reports for both. Next steps will be to plan in person community engagement events.
- With some of the challenges we've had getting data to migrate from the old software to Via, the launch date for Via software has been pushed back to July 21st for the software and rider app with bookings coming available July 14th. Onsite in-person training is scheduled for July 7th.
- Central Michigan Building Services came out and removed one of the windows to determine if there was any variance in their specs for window replacement and they found none. As such, the engineer proposed a change order to finish the last 2 windows (15 in total) in the facility that need to be replaced. This will exhaust the full grant amount of \$31,250 with a balance of \$2,593 coming out of local funds. The total for the 2 additional windows is \$4,484.
- As mentioned previously, 3 additional I-DART drivers (2 part-time, 1 incidental) have been brought on to accommodate the expansion of the regular service area into Saranac for the Service Initiatives grant. I met with the Village of Saranac president and clerk as well as Saranac Housing Commission officials to discuss launch of the service on June 30th and provide promotional/informational material for distribution.
- I received notification that the second ETransit Van is ready for delivery, and am working to get that scheduled. This is the 2nd vehicle that was procured with the Consumer Energy grant funding.
- In the last round of NOFO funding applications I applied for funding to replace 2 of our small buses that are eligible based on age and mileage and past their useful life. I also applied for the funding to seal the concrete garage floors that are wearing. Anticipated award announcement is December 2025.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Heidi Wenzel". The signature is written in a cursive, flowing style.

Heidi Wenzel



**Ionia Downtown Development Authority Director's Report
June 2025**

Economic Development / Special Events / District Activity / Business Updates:

- Parking Parcel Project – update meeting held, edits provided and new drafts due 6/18
- Fireworks – connections with Rotary, Fairgrounds, Sponsors, media, etc.
- Continued introductions with businesses in DDA district – (2) new with ribbon cuttings happening 6/17 and August
- Continued cultivation of Marketing Projects – Bulldogs Unleashed
- TIF research
- Hosted educational opportunity in partnership with ICOA, Mercantile Bank
- Social District – connections with establishments, council approval, submission to MLCC, logistics

Meetings / Seminars / Webinars / Education:

- Meetings: Regular City Council, City Manager Connections, Department Head, DDA Board of Directors meeting, MDA Summer Workshop, Planning Commission
- Webinars/Training attended: MSU Extension Fiscally Ready Communities: Fiscally Ready Communities webinar: Nuts and Bolts: Fees, Fines, Purchasing, and Receipting, IACC Social Media Lunch and Learn
- Downtown sound system introduction and street light requirements
- Projector Equipment check
- Bridge Display Programming

Theatre hours were increased for numerous special events in recent weeks.

Respectfully submitted,
Cassie Rice, Ionia DDA Director/Assistant Theatre Director

Upcoming DDA Events:

- Throughout the Summer – Bulldogs Unleashed
- City of Ionia Fireworks Display: June 26, 2025



June Report
Ionia Parks and Recreation

Programs

- Tae Kwon Do: Classes are weekly on Tuesdays from 6:15-8:00 PM. Cost is \$35 per month per student. Classes are instructed by Pat Ramos.
- Spring Soccer: June 12th were the last games and participants receiving awards. Games and practices were on the front lawn of the Ionia High School. We had around 300 soccer players this spring. 13U age division with 4 teams and 52 players. The 10U division had 8 teams with 120 players. The U8 division had 4 teams with 60 players. The U6 division had 8 teams with 64 players. Ventra was the sponsor at \$2,000.
- Tumbling: Re-opened the tumbling room and tumbling classes since 2020. Classes started April 21st. Classes are once a week for 8 weeks. The cost is \$80 for the 8-week session. Class ages offered are Mommy and me 18 months to ages 3, ages 3-5, and ages 6-9. Alana Moser is our instructor. This first session we had 31 kids sign up.
- Youth T-Ball: We have 10 teams total, 4 teams in a 3 and 4 age division and 6 teams in a 5 and 6 age division. We have around 100 tball participants. This is around the same number of players from 2024. Games are played on Wednesdays June 4th through July 16th at the Harwood Sports Complex at 5:30 and 6:30pm. Meijer is the Sponsor of Tball at \$1,000.
- Summer Day Camp: There are 46 kids between ages 5 and 12 signed up to participate for session 1. The camp is from 9am-3pm at Robinson Park. The program runs from June 9th- July 2nd. We have four counselors to supervise this program. Along with activities at the park; participants will get to go to the Ionia Theatre, the library summer reading programs, Ionia Bowling Alley, Splashpad and Skateland. Also included in the cost is a T-shirt and lunch through the Ionia Public Schools at Emerson. Session 2 will be scheduled from July 14th through August 8th. We will be at Hale Park for session 2.
- Flag Football Grades 3rd -6th: We have 40 kids participating. Games are Tuesdays and or Thursdays at Harwood at 6pm. Games start June 24th and will run through July 31st.

Upcoming Programs

Summer Day Camp session 2 ages 5-12, Registration for Youth Tackle Football grades 4th-8th, Youth Flag Football ages 4 to 3rd grade, Fall Soccer ages 4-13

Rentals

Armory

- Lions Room: Friday June 20th, 11am-1pm, Arch Staffing, \$35 paid
- Gymnasium: June 28th 1-5pm, Open House, Hemminger, \$235 paid

Park Pavilion

- Robinson: June 7th, Birthday Party, \$42 Schumacher
- Robinson: June 29th, Birthday Party, \$50 Wandel
- Harper Park: June 14th, Birthday Party, \$42 St. John

Program Coordinator Position Highlights

- Working on sponsorships/relationships for upcoming programs
- Implementing 3rd-6th grade Flag Football
- Painting Flag Field at Harwood
- Updating Website and Facebook for our department
- Implementing and working with counselors at Day Camp
- Planning and putting together information for Day Camp session 2

Submitted by,
Matt Painter
Director, Parks and Recreation



Department of Public Works

*Staff; Geoffrey Petersen, David Cunningham, Griff Lamphere, Christopher Springsteen,
Richard Edwards, Scott Baker, Scott Ruehs, Chris White*

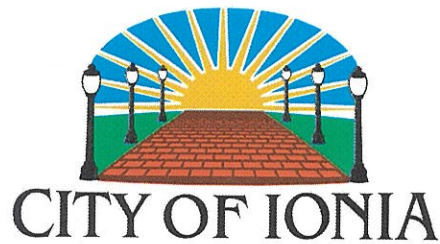
Monthly Report

June 2025

- Mow City properties
- Mowed for Code Enforcement
- Assisted Pewamo with a watermain repair
- Sweep City streets
- Repaired park equipment
- Planting flowers in DDA
- Clean Trash from yard waste dump in the well fields
- Assist with wireless camera setup for added surveillance at the splash pad
- Spray weeds in the parks
- Clean up trash downtown and in the Parks
- Watering Flowers in DDA
- Repair Hydrants on S. Dexter St., Virginia Ave., and Lawton St.
- Brush Hog at Cleveland St dump
- Maintenance the Storm Sewer on Kidd St.
- Assist Dial-A-Ride with vehicle inspections and Drain in their wash bay
- Put bark down in the playgrounds
- Patch Potholes
- Assist with a Sanitary backup at Bellamy Creek Correctional Facility
- Clean Storm Sewer on W. Washington St.
- Repairing City street lights

Respectfully submitted,

Geoffrey Peterson, DPW Director



Department of Public Utilities

Joe Lafler, Director

*Staff: Shannon Courter, Cullen Badder, Abram Butler, Jacob Trierweiler,
Al Helmes, Ryan Masengale, Denis Martindale, Curtis Blair*

June 2025

Produced 44.0 million gallons of water in May 2025

Treated 54.6 million gallons of wastewater in May 2025

DPU

- Responded to 52 work orders.
- Performed 172 MISS DIGS.
- Changed, repaired, or installed 23 water meters.
- Performed 106 Interior waterline inspections.
- DPU staff have completed our weekly generator inspections at Wells 10A,13A,14A, BPS, WWTP, Lift Station, Tower Site, IDAR.
- DPU staff have continued to work through Phase 2 of our CDSMI Interior inspections.
- DPU staff have continued to work with several contractors during the Surf Internet project.

WWTP

- Monthly PFAS, Sulfate and Chloride sampling were completed as required by the NPDES Permit.
- DPU staff have continued to work with FHC on the WWTP pump improvement project.
- DPU staff have completed the department emergency light update throughout the WWTP.
- DPU staff and Fishbeck have continued the work on the NPDES permit renewal due in 2025.

Well Field

- Analyzed several bacteriological samples for surrounding communities and private water systems.
- Monthly maintenance. (Clean chemical injectors and well pre-lube lines)
- DPU staff have been preparing for Summer 2025 painting projects.
- Peerless Midwest has pulled Well 12A and is currently cleaning the well.
- DPU staff have started our Summer 2025 Hydrant painting project.
- DPU staff have continued to work with Peerless Midwest on our updated SWPP.



Corland J McDiarmid
Director

IONIA DEPARTMENT OF PUBLIC SAFETY

239 East Adams Street, Ionia Michigan, 48846
616-527-4431



Kevin C. Heinlein
Deputy Director

June 26, 2025

Honorable Mayor John Milewski II
Members of Council
City Manager Precia Garland

For the month of June, the Department handled a total of two hundred and forty-seven criminal complaints to this point. The breakdown of most of those complaints, including all significant incidents, is listed below:

- Criminal Sexual Conduct – 4
- Assault – 13
- Unlawful Entry – 3
- Motor Vehicle Theft - 1
- Larceny or Fraud – 5
- Destruction of Property - 3
- Drug Crime – 1
- Child Abuse – 3
- Warrant Arrest / Injunctive Order Violation – 7
- Concealed Weapon Violation - 1
- Disorderly Conduct – 2
- Hit and Run Crash – 3
- Operating While Intoxicated – 1
- License / Registration / Insurance Violation – 1
- Health and Safety – 2
- Trespass - 3
- Juvenile Complaint / Curfew – 9
- Animal Complaint / Other – 4
- Minor in Possession Alcohol / Vape / Marijuana – 3
- Mental Health Complaints – 8
- Motor Vehicle Accidents – 9
- Parking / Abandoned Vehicle – 10
- Civil Complaints – 25
- Natural Death - 1
- Lost / Found Property – 3
- General Assistance – 54

Code Enforcement:

- Blight Complaint – 13
- Vegetation - 34
- Parking Complaint – 5
- Vehicle Complaint – 4
- Property Inspection - 1

There were 15 calls for fire service to this point this month and they are listed below:

- Accident With Injury – 4
- Wires Down / Arcing – 3
- False Fire Alarm – 5
- Other Fires or Related Fire Calls – 2
- Gas Leak – 1
- Medical Emergencies – 71

June was hot. Not surprisingly, we noticed an increase in assaultive crimes and mental health calls for service. One of those calls took place very early Wednesday morning the 25th at about 1230am. A very serious domestic assault took place inside a vehicle north of Ionia. The driver allegedly assaulted a female passenger. The Ionia Sheriff's Department located the vehicle, initiated a traffic stop, and the vehicle fled. IDPS Officers Hare and Velting assisted as the vehicle entered the City southbound on M-66. The driver of the vehicle lost control near the fairgrounds and crashed. Ionia DPS firefighters were toned out to extricate the vehicle occupants. Both occupants were transported to Butterworth with non-life-threatening injuries. Charges will be filed against the driver.

Our firefighter training this month was interrupted twice with rain. We scheduled grain bin rescue training with Berlin Orange Fire Department; however we are unable to conduct the training the first two dates in the rain (farmers don't like introducing moisture into their grain silos). We finally made it happen on Wednesday evening, 6/25/25. The training was very beneficial. Berlin Orange Fire Chief, Matt Bennett, invited us out to his farm and shared information about how grain silos operate and how entrapments in those silos can happen. See our City's Facebook page for more information.

We spent significant time in June preparing for the Ionia Free Fair. We held a Free Fair organizational meeting on June 5th with Free Fair staff, Central Dispatch, MSP, Ionia Sheriff's Department, Emergency Management, and LIFE EMS. On June 25th we held a "tabletop" exercise at IDPS with representatives from all those agencies along with hospital staff and representatives from the health department. We discussed how we would respond to a mass-casualty event on the fairgrounds. These are events that no one likes to think about, unfortunately they are events we must prepare to mitigate.

On a somewhat related note, our City summer events to this point have gone very well. The Memorial Day Parade/Celebration, the Crusin' Classic Car Show, the Cowpie Classic Bike Race, and the Ionia Farm Power Show all went very well with minimal issues.

You will find attached a copy of our statistics for the month of May, as well as a list of all Fire, Rescue, and Medical emergency calls for that month. If you have any questions or concerns, please feel free to call, e-mail, or stop by the Department.

Sincerely,

Corland J McDiarmid

Corland J McDiarmid
Director

Ionia Department of Public Safety

Monthly Statistics

June 2025

Individual Assignments

Director
Deputy Director / Captain
Sergeant
Det. / Sergeant
Chaplin
Administrative Assistant
Fleet Manager
(9) Public Safety Officers
(13) Paid on Call Firefighters
Code Enforcement Officer



Hours

Criminal Complaint Hours	225
Traffic Related Hours	24
Patrol Time	486.5
Court & Prosecutor Office	2.5
M.F.R. Hours	53
Non-Criminal Report Writing	425.5
Fleet Manager	324
Fire Fighter/ MFR duty	157.5
Fire Service Hours	0
Training Hours	95
School Liaison Officer	225
D.A.R.E. Hours	139.5
Total Hours:	0
Overtime Hours:	2420
Total Arrests:	227
	44

Complaints

Criminal Investigation	356
Patrol Originated	19
Follow-up Complaints	79

Other Activity

Property Inspections	492
Liquor Inspections	0
Fire Inspections	3

Moving Violations

Parking Violations	1
Traffic Stops	66
O.W.I. Tickets	2
Hazardous Citations	2
Radar Citations	2
License Violations	3
Equipment Violations	0
Seatbelt Violations	0
Registration Violations	6
Insurance Violations	0
Verbal Warnings	53

Fire Runs

City of Ionia	15
Ionia Township	16
Easton Township	4
Mutual Aid	6
M.F.R. Runs	68

Total Fire/Medical Service Runs:

109

Ionia Public Safety- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
113	5/2/25	12:08 AM	Valley View Dr Apt A1	F	False Alarms
115	5/5/25	5:41 PM	Division St	F	Smoke Investigation
116	5/6/25	3:09 PM	Bellevue Dr	F	False Alarms
117	5/6/25	10:46 PM	Harter St	F	Smoke Investigation
120	5/7/25	10:36 PM	Rice St	F	CO Alarms/Tests
123	5/11/25	11:38 PM	W Main St	F	Other Fires
124	5/13/25	10:56 AM	Beardsley Rd	F	False Alarms
134	5/16/25	6:46 AM	Harrison St	F	Wires Down/Arcing
139	5/20/25	7:55 PM	Skyview Trl	F	Gas Leak
141	5/22/25	3:29 PM	W Lytle St	F	Gas Leak
143	5/26/25	10:21 AM	High Street	F	Smoke Investigation
146	5/27/25	10:54 AM	W Washington St	F	Structure Fires
148	5/30/25	1:36 PM	Stevenson Pl	F	CO Alarms/Test
151	5/31/25	10:55 PM	Branch St	F	Other Non-Fire Related Calls
152	5/30/25	7:54 PM	E Fargo St	F	False Alarms
335	5/1/25	4:36 AM	Harrison St	M	Difficulty Breathing
337	5/2/25	11:28 PM	Bayard St	M	General Sickness
339	5/3/25	8:29 PM	Prospect St Apt B	M	Other Medical
340	5/4/25	1:20 AM	W Fargo St	M	Difficulty Breathing
343	5/5/25	1:59 PM	Union St	M	Possible Stroke
344	5/5/25	1:40 PM	Union St Apt 409	M	Diabetic
345	5/6/25	12:19 PM	S Dexter St / S Steele St	M	Vehicle Accident w/Injury
346	5/6/25	3:30 PM	Union St	M	Chest Pain
347	5/6/25	3:27 PM	Heartland Blvd	M	Other Medical
348	5/6/25	9:27 PM	N Depot St Apt 101	M	Other Medical
349	5/7/25	4:40 PM	E Main St Apt 1	M	Abdominal Pain
350	5/7/25	6:41 PM	W Main Street	M	Possible Drug Overdose
351	5/9/25	3:08 PM	S Steele St	M	Vehicle Accident w/Injury
352	5/10/25	1:25 AM	Amphlett Terrace	M	Abdominal Pain
353	5/10/25	4:17 PM	N Kidd St	M	Falls
354	5/10/25	8:11 AM	Heartland Blvd	M	Difficulty Breathing
357	5/13/25	5:39 PM	Bellevue Dr	M	Unconscious/Unresponsive
359	5/13/25	10:46 PM	Morse St	M	Difficulty Breathing
360	5/13/25	3:04 PM	Hudson St	M	Falls
361	5/15/25	9:10 PM	N Depot St	M	Difficulty Breathing
362	5/15/25	10:13 PM	Johnson St	M	Diabetic
363	5/16/25	7:21 AM	Prospect St Apt C	M	Unconscious/Unresponsive
366	5/18/25	4:55 PM	E Main St	M	Unconscious/Unresponsive
368	5/18/25	11:56 PM	Valley View Dr Apt B3	M	Possible Drug Overdose
372	5/19/25	5:20 PM	Union St	M	Falls
374	5/20/25	9:07 AM	Bellevue Dr Apt 16	M	Possible Stroke
375	5/20/25	10:19 AM	E Main St Apt 1	M	Diabetic
377	5/21/25	1:20 PM	E Main St Apt 1	M	Diabetic
378	5/21/25	6:19 PM	Jones St	M	Possible Stroke
381	5/21/25	12:17 PM	W Lincoln Ave / N State St	M	Vehicle Accident w/Injury
385	5/21/25	2:53 PM	Jones St	M	Difficulty Breathing
386	5/22/25	6:42 PM	Brown Blvd Room 122	M	Unconscious/Unresponsive
388	5/23/25	12:31 PM	E Lincoln Ave	M	Seizure
389	5/23/25	1:39 PM	N Depot St Apt B4	M	Difficulty Breathing
391	5/24/25	3:54 PM	Skyview Trl	M	Falls
392	5/24/25	7:41 PM	Union St Apt 106	M	Falls
394	5/26/25	8:58 PM	E Main St	M	Chest Pain
395	5/26/25	11:07 PM	Skyview Trl	M	Difficulty Breathing
396	5/27/25	4:28 AM	N State St	M	Difficulty Breathing
398	5/28/25	7:36 PM	Jones St	M	Other Medical

400 5/29/25 2:22 PM W Lincoln Ave M Difficulty Breathing

Ionia Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
112	5/1/25	9:38 AM	Jefferson Rd / Welch Rd	F	Accidents PI
119	5/7/25	3:37 PM	E Bluewater Hwy	F	Vehicle Fires
125	5/13/25	8:34 PM	Kelsey Hwy / E Tuttle Rd	F	Accidents PI
127	5/15/25	11:23 PM	S State Rd / Tuttle Rd	F	Wires Down/Arcing
129	5/15/25	11:40 PM	S State Rd / Bellevue Dr	F	Other Non-Fire Related Calls
130	5/15/25	11:31 PM	Kelsey Hwy / Clyde Rd	F	Other Non-Fire Related Calls
131	5/15/25	11:38 PM	E Bluewater / Stage Rd	F	Wires Down/Arcing
132	5/15/25	11:45 PM	E Riverside Dr / Somers Rd	F	Other Non-Fire Related Calls
133	5/16/25	12:54 AM	Guernsey Rd / Croel Rd	F	Other Non-Fire Related Calls
135	5/16/25	8:24 AM	Guernsey Rd	F	Wires Down/Arcing
136	5/16/25	8:10AM	Harrison St	F	Wires Down/Arcing
138	5/17/25	8:30 AM	Caroline St	F	Wires Down/Arcing
140	5/22/25	4:55 AM	E Riverside Dr	F	CO Alarms/Tests
142	5/25/25	1:51 AM	S State Rd	F	False Alarms
144	5/27/25	3:12 PM	E Tuttle Rd / S State Rd	F	Accident PI
149	5/31/25	10:27 AM	Stage Rd / Nickleplate Rd	F	Accident - Vehicle No Injury
336	5/1/25	10:39 AM	Bellevue Dr	M	Falls
338	5/3/25	3:39 PM	Walnut Dr	M	Laceration
341	5/4/25	11:04 AM	E Tuttle Rd Lot 127	M	Unconscious/Unresponsive
358	5/13/25	8:34 PM	Kelsey Hwy / E Tuttle Rd	M	Vehicle Accident w/Injury
365	5/17/25	11:14 AM	E Riverside Dr	M	Other Medical
367	5/18/25	5:00 PM	New North Dexter	M	Falls
369	5/18/25	4:05 AM	Brown Blvd	M	Other Medical
370	5/19/25	11:43 AM	S State Rd	M	Other Medical
376	5/20/25	3:36 PM	S State Rd	M	Other Medical
382	5/22/25	3:12 PM	E Tuttle Rd Lot 144	M	Falls
384	5/22/25	1:43 PM	S State Rd / Tuttle Rd	M	Head or Neck Pain/Injury
390	5/24/25	9:24 AM	E Bluewater Hwy	M	Difficulty Breathing
397	5/28/25	10:55 AM	E Stage Rd Lot 48	M	Difficulty Breathing
399	5/29/25	1232 PM	N State Rd Lot 45	M	Difficulty Breathing
401	5/29/25	10:27 PM	N State Rd Lot 26	M	Difficulty Breathing
402	5/30/25	9:02 PM	E Stage Rd Lot 26	M	Other Medical

Easton Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
114	5/4/25	2:29 PM	Johnson Rd / Potters Rd	F	Wires Down/Arcing
121	5/9/25	6:50 PM	Haynor Rd / Dick Rd	F	Smoke Investigation
126	5/15/25	6:05 PM	Graff Rd / Dildine Rd	F	Wires Down/Arcing
137	5/16/25	6:30 PM	Sayles Rd	F	Wires Down/Arcing
342	5/5/25	3:22 AM	Dildine Rd	M	Seizure
355	5/12/25	6:59 PM	W Main St	M	Lift Assist to Life
356	5/13/25	10:03 AM	Miller St	M	Other Medical
364	5/16/25	8:54 AM	Wall St	M	General Sickness
371	5/19/25	2:20 PM	Meadowlark Dr	M	General Sickness
373	5/20/25	6:32 AM	Dildine Rd	M	Possible Stroke
379	5/20/25	4:22 PM	W Lincoln Ave / Nicholson St	M	Other Medical
380	5/21/25	8:46 PM	Sayles Rd	M	Unconscious/Unresponsive
383	5/22/25	12:27 PM	Dildine Rd	M	Other Medical
387	5/23/25	9:15 AM	W Main St	M	Abdominal Pain
393	5/25/25	8:55 PM	Yeomans St lot 9	M	Other Medical

IONIA THEATRE MONTHLY REPORT

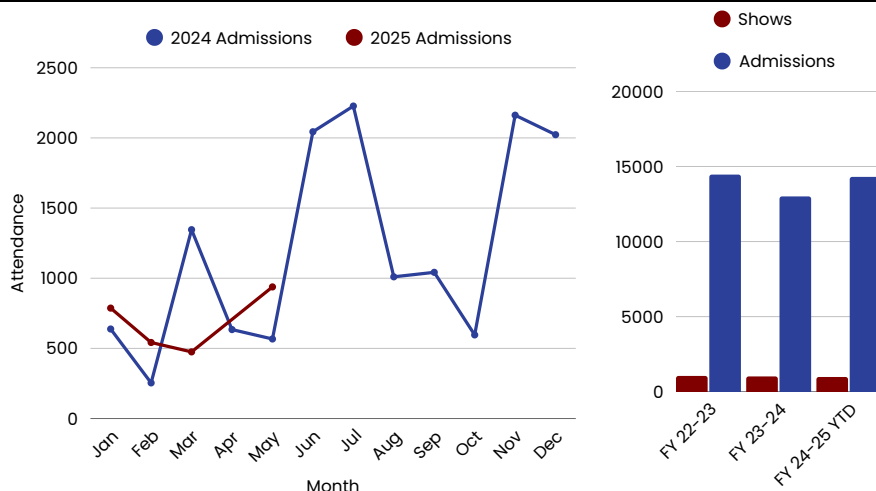
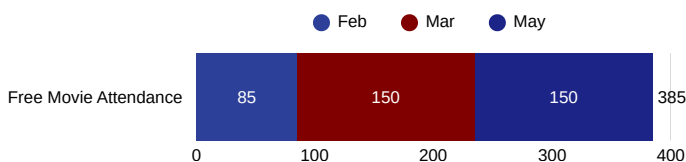


MOVIES PLAYED IN MAY



BY THE NUMBERS...

MONTHLY SHOWINGS	MONTHLY ATTENDANCE
66	938
Compared to Last Year -18	Compared to Last Year +371



UPCOMING @ THE THEATRE

EVENTS

6/16 WION Free Movie Monday	6/20 Parks and Rec - Elio	6/20 The Right Door - Elio	6/23 The Social Club - HTTYD	6/26 Fireworks Sound
6/27 Parks and Rec - Lilo & Stitch	7/9 Hannah Rae and Shelby Hometown Concert	7/12 Parade Popcorn Sales	7/21 WION Free Movie Monday	8/10 Jake Slater - Elvis Tribute

MOVIES

STARTING 6/12	STARTING 6/20	STARTING 7/4	STARTING 7/18

ONGOING...

- DDA Monthly Board Meeting
- Session 1 and 2 Day Camp Movie Fridays
- Theatre Ad Hoc Committee
- Birthday Parties
- Hiring

IDEA GARDEN...

- Sensory Showings
- Private Showings
- Memberships
- Non-Credit Classes
- Basic Sound Rentals
- Popcorn Passes