



**CITY OF IONIA
CITY COUNCIL
REGULAR MEETING AGENDA
6:30 PM, Wednesday, October 1, 2025
IONIA CITY HALL - COUNCIL CHAMBERS**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. Approval of Agenda

II. Approval of Minutes

1. September 3, 2025 – Regular Meeting

III. Proclamations

1. Proclamation in honor of David Cunningham
2. Proclamation celebrating 16-years of Ionia Community Awareness

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. 596 - An Ordinance to Amend Chapter 1612 - Emergency and Fire Services Response Cost Recovery
Action Required – Second reading and decision to approve or reject Ordinance No. 596 and Resolution 2025-24
2. Public Hearing to receive comments on Ordinance No. 597 - An ordinance to zone Parcel #34-204-800-000-005-13 into the T - Technology Innovation Business District
Action Required – Second reading and decision to approve or reject Ordinance No. 597

VI. Communications

VII. City Manager's Report

1. ***Action Required*** – Introduction and First Reading - Ordinance No. 598 - An ordinance to create Chapter 1294: Short-Term Rentals
2. ***Action Required*** – Introduction and First Reading - Ordinance No. 599 - An ordinance to amend Chapter 858: Renting of Residential Property

3. *Action Required* – Introduction and First Reading - Ordinance No. 600 - An ordinance to amend Chapter 214: General Fee Schedule to establish an Accessory Dwelling Unit application fee
4. *Action Required* – FY 2025-2026 Budget Amendment #1
5. *Action Required* – Mobility Manager Grant and related FTE
6. *Action Required* – Street Tree Planting Project 2025
7. *Action Required* – Naming Rights - Steele Street Park Band Shell
8. *Action Required* – Schedule Special City Council Meeting

VIII. Appointments

1. Ionia Community Library Board of Trustees

IX. City Department Reports and Minutes from Boards and Commissions

1. Accounts Payable
October 2 - Councilmember Winters and/or Councilmember Cook
October 16 - Councilmember Patrick and/or Councilmember Waterman
October 30 - Councilmember Millard and/or Councilmember Cowling
2. September Reports & Minutes

X. Good of the Order/ City Councilmember Comments

XI. Closed Session – None

XII. Adjournment



CITY OF IONIA
CITY COUNCIL
REGULAR MEETING MINUTES
6:30 PM, Wednesday, September 3, 2025
IONIA CITY HALL - COUNCIL CHAMBERS

CALL TO ORDER

Mayor John Milewski called the meeting of the Ionia City Council to order at 6:31 PM.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

Councilmember Millard made a motion, seconded by Councilmember Waterman, to excuse Councilmember Mary Patrick's absence.

MOTION CARRIED BY VOICE VOTE.

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. APPROVAL OF MINUTES

(II.1.) August 6, 2025 – Regular Meeting

Minutes from the regular meeting of August 6, were reviewed. Councilmember Cook made a motion, seconded by Councilmember Millard, to approve the August 6, 2025, meeting minutes as presented.

MOTION CARRIED BY VOICE VOTE.

III. PROCLAMATIONS

(III.1.) Proclamation in honor of Gary Ferguson, Theatre Director

Mayor John Milewski presented and read a Proclamation in honor of Theatre Director Gary Ferguson's retirement.

Proclamation Honoring Gary Ferguson
September 3, 2025

WHEREAS, Gary Ferguson has served the City of Ionia as Director of the historic Ionia Theatre since January 7, 2008, bringing passion, professionalism, and dedication to preserving and enhancing this cherished community landmark; and

WHEREAS, Gary, born and raised in Ionia, graduated from Ionia High School in 1969, and went on to serve our nation in the Michigan Army National Guard from 1970 to 1976 as an aircraft electrician; and

WHEREAS, Gary has devoted more than 40 years to the preservation and growth of the Ionia Theatre, beginning in 1985 as a member of the Steering Committee that helped save the historic landmark, serving multiple terms as both President and Vice President of the Ionia Theatre Association, and ultimately as Theatre Director from 2008 to 2025; and

WHEREAS, under his leadership, Gary oversaw significant renovations and upgrades, organizing volunteers, booking films and live entertainment, and ensuring that the Theatre remained a vibrant cultural hub for the community; and

WHEREAS, Gary's contributions extended beyond the Theatre, including his assistance to the City with maintaining the Fred Meijer Grand River Valley Rail Trail Pedestrian Bridge lighting system and the downtown sound system, further showing his dedication to improving the quality of life in Ionia; and

WHEREAS, after 17 years as Theatre Director and more than four decades of involvement, Gary will retire from his role and embark on a new journey; and

NOW, THEREFORE, BE IT PROCLAIMED that I, John R. Milewski, Mayor of the City of Ionia, do hereby recognize and honor Gary Ferguson for his outstanding service, his commitment to the Ionia Theatre, his contributions to the cultural life of our community, and his legacy of civic involvement. With profound appreciation for his many years of service, the City of Ionia expresses its gratitude and extends best wishes to him for a joyful and fulfilling retirement.

IV. PUBLIC COMMENTS

Diane Grummet and Missy Mitchell, representing Ionia Community Awareness, announced the commencement of "Purple Week" in September to honor cancer fighters, survivors, and those taken. They offered a summary of the many events happening throughout the month.

V. PUBLIC HEARINGS AND ASSOCIATED ACTION

(V.1.) Public Hearing to receive comments on the proposed License Agreement for the Wellhouse #5 Property

Mayor Milewski opened the public hearing for comments on the proposed license agreement at 6:41 PM.

Mike Casper (661 Rich Street) commented that he has maintained the City's property adjacent to his home for over 30 years. He indicated that his neighbors have done so similarly and expressed the desire to continue this use in accordance with the proposed license agreement.

Mayor Milewski closed the public hearing at 6:44.

City Manager Garland explained that a survey recently revealed numerous encroachments on the City's Wellhouse #5 parcel located on Fargo Street by surrounding private property owners. Garland emphasized that the protection of the City's drinking water source is of the utmost importance to all the residents of the City of Ionia. For that reason, the City inspected all private property owner encroachments on the Wellhouse #5 parcel. No current, problematic uses were identified. However, the private usage of the wellhouse property occurred without the City's permission and proper liability insurance coverage. In order to remedy these issues, a model license agreement was prepared for approval by Council and execution by City staff with each property owner that desires to continue using the City's property.

Councilmember Winters made a motion, seconded by Councilmember Cowling, to approve the license agreement regarding the Wellhouse #5 property and direct staff to execute license agreements with each property owner encroaching on the property.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

VI. COMMUNICATIONS

(VI.1.) City Ward Boundary Line Adjustment

City Clerk Bowman explained a discrepancy between the City's Election Map and the Qualified Voter File. Bowman presented Election Commission Resolution 2025-02 to City Council, which recommended to remedy this discrepancy by revising and changing the Ward 1 and Ward 3 boundary line.

Councilmember Winters made a motion, seconded by Councilmember Waterman, to approve Resolution 2025-23 to change the boundary lines of Ward 1 and Ward 3.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

Resolution 2025-23



**A RESOLUTION TO REVISE AND CHANGE THE WARD 1 AND WARD 3
BOUNDARY LINE**

At a regular meeting of the City Council of the City of Ionia, Michigan, held in the Council Chambers, Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on 3rd day of September 2025, at 6:30 p.m., there were:

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

ABSENT: Mary Patrick

The following resolution was offered by Councilmember Winters, and supported by Councilmember Waterman.

WHEREAS, the City of Ionia has four (4) wards as established by the City Charter which was last amended on November 6, 1990; and

WHEREAS, Section 6.03 of the City of Ionia Charter allows the ward boundaries to be changed from time to time in the manner required by general law; and

WHEREAS, the rearrangement of precinct boundaries is governed under Michigan Election Law, MCL 168.654-661; and

WHEREAS, in an effort to clarify the Ward 1 and Ward 3 boundary line along Adam and Main Streets, Ellis Alley was determined to create a clear delineation established by public right-of-way; and

WHEREAS, between Adam and Main Streets properties west of Ellis Alley will be considered Ward 1 and properties east of Ellis Alley will be considered Ward 3; and

WHEREAS, this revised boundary line will result in four (4) properties being reassigned from Ward 1 to Ward 3 in the Qualified Voter File (QVF) presently identified as: 204 E. Adams, 206 E. Adams, 214 E. Adams, and 218 E. Adams; and

WHEREAS, all planned ward boundary changes must be approved by the local Election Commission and by the City Council; and

WHEREAS, the Ionia Election Commission recommended the ward boundary change to City Council at its August 13, 2025, meeting through Election Commission Resolution 2025-02 provided as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED, that the Ionia City Council hereby approves the Ward 1 and Ward 3 boundary change, as specified herein.

BE IT FURTHER RESOLVED, that the City Clerk shall notify by first class mail each qualified and registered elector affected by this boundary line change, the Ionia County Clerk, and the Secretary of State, as required by Michigan Election Law.

RESOLUTION 2025-23 DECLARED ADOPTED.

VII. CITY MANAGER'S REPORT

(VII.1.) Introduction and First Reading - Ordinance No. 596 - An Ordinance to Amend Chapter 1612 - Emergency and Fire Services Response Cost Recovery

Ordinance No. 596 was presented to Council by City Manager Garland. The ordinance proposed amendments to Chapter 1612 - Emergency and Fire Services Response Cost Recovery.

Councilmember Millard made a motion, seconded by Councilmember Winters, to introduce and conduct a first reading of Ordinance No. 596, an ordinance to amend Chapter 1612 - Emergency and Fire Services Response Cost Recovery and to schedule a Public Hearing regarding the proposed ordinance for 6:30 PM, Wednesday, October 1, 2025, at Ionia City Hall.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

CITY OF IONIA IONIA COUNTY, MICHIGAN Ordinance No. 596

AN ORDINANCE TO AMEND PART SIXTEEN, CHAPTER 1612 (EMERGENCY AND FIRE SERVICES RESPONSE COST RECOVERY), SECTIONS 1612.02 (DEFINITIONS), 1612.03 (CITY'S ASSESSABLE COSTS), AND 1612.04 (BILLING AND COLLECTION OF ASSESSABLE COSTS) OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.

The CITY OF IONIA HEREBY ORDAINS :

Section 1. Amendment to Section 1612.02. That Part Sixteen, Chapter 1612, Section 1612.02 entitled "Emergency and Fire Services Response Cost Recovery; Definitions" of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

1612.02 DEFINITIONS.

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

- (a) "Assessable costs" means the direct and reasonable costs incurred in connection with a response to a public safety or fire emergency incident within the City.
 - (1) Assessable costs are intended to cover all, but not limited to, of the following:
 - A. Salaries, wages, or fringe benefits of the City personnel responding to the incident;
 - B. Salaries, wages, or fringe benefits of the City personnel engaged in the investigation, supervision, and report preparation regarding the incident;

- C. Salaries, wages, or fringe benefits of the personnel of assisting governmental agencies, or any other private or public entities operating at the request, direction, or on behalf of the City in response to the incident; and
 - D. All costs connected with the administration of the incident relating to any prosecution of the person(s) responsible, including those relating to the production and appearances of any witnesses.
- (2) Assessable costs also may include, but are not limited to:
- A. Per hour operating cost of responding vehicle or equipment, including the rental or leasing of equipment for a specific response (the latest Federal Emergency Management Agency's ("FEMA") Fire/ Rescue Equipment Rates shall be followed unless otherwise articulated by the City);
 - B. Depreciation value and/or replacement cost of equipment which is destroyed or contaminated in the response;
 - C. Mutual aid costs;
 - D. Laboratory costs and equipment;
 - E. Fuel costs;
 - F. Water usage costs;
 - G. Medical expenses incurred as a result of response activities; and
 - H. Any legal expenses that may be incurred as a result of an emergency response including efforts to recover expenses pursuant to this chapter.
- (3) Excluded from this definition are any assessable costs solely and distinctly incurred as necessary to response activities connected to a hazardous material incident or emergency otherwise recoverable under the hazardous materials cost recovery scheme provided in Michigan's National Resources and Environmental Protection Act ("NREPA"), MCL 324.20101 et seq.
- (4) Without limiting the foregoing, the City's assessable cost, fee, and rate schedule shall be as established pursuant to a Resolution adopted by the City Council from time to time, which Resolution shall be maintained on file in the offices of the City Clerk and made available to any member of the public upon request.
- (b) "City" means the City of Ionia.
- (c) "Emergency assistance" means any response by medical, public safety, police, fire, or civil defense services to respond to an emergency incident.
- (d) "Emergency incident" includes the following:
- (1) A hazardous material incident or emergency;
 - (2) An illegal fire;
 - (3) Threats of harm;
 - (4) Water rescue attempts; or
 - (5) Any other incident where emergency medical, public safety, police, fire, or civil defense services are necessary.
- (e) "Hazardous material incident or emergency" means any occurrence, incident, activity, accident or emergency where a release of hazardous materials occurs or is reasonably imminent, as determined by the Director of the Department of Public Safety or the most senior official of the Department of Public Safety responding to the incident.
- (f) "Hazardous materials" means any explosive, pyrotechnic, compressed gas, flammable liquid, flammable solid, combustible liquid, oxidizing material, poisonous gas, poisonous liquid, poisonous solid, etiological material, radioactive material, corrosive material, or liquefied petroleum gas and also includes, but is not limited to, any of the following:
- (1) Any material listed in the list of toxic pollutants found in 40 CFR 401.15, et seq., as amended, or under any other federal law or regulations;

- (2) Any material regulated as a class A or class B explosive by the United States Department of Transportation, pursuant to 49 CFR 173.5;
 - (3) Any flammable liquid or solid regulated by the United States Department of Transportation, pursuant to 49 CFR 171.1, et seq.;
 - (4) Any material designated as a hazardous material by the Secretary of the United States Department of Transportation through regulations found at 49 CFR 171.1, et seq.;
 - (5) Any material deemed a "hazardous substance" as defined by 1994 PZ 451, part 207, Subsection 20101(n), MCL 324.20101(n);
 - (6) Any material designed a hazardous material by state or federal law or regulations;
 - (7) Any hazardous chemical substance or mixture with respect to which the Administrator of the Environmental Protection Agency has taken action pursuant to section 7 of the Toxic Substance Control Act; and
 - (8) Any otherwise non-hazardous material that becomes a potential hazard to vehicular or pedestrian traffic.
- (g) "Illegal fire" means a fire set or determined to have been set in violation of a federal, state or local law and shall include an arson fire and a fire set in violation of a "no burning" ban or order. An illegal fire does not include a fire caused by an act of God.
 - (h) "Release" means any actual or threatened spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping, or disposing into the environment, including but not limited to the air, soil, groundwater, and surface water.
 - (i) "Responsible party" means any individual, firm, corporation, association, partnership, government entity, or other entity responsible for an emergency incident or assistance or any owner, tenant, occupant, or party in control of real and personal property from which, onto which, or related to which there is an emergency incident or assistance and their heirs, estates, successors, and assigns.
 - (j) "Threat of harm" means the verbal or written threat of physical harm to oneself, another, or another's property which if carried out would be a violation of federal, state, or local law.
 - (k) "Vehicle" means any motorized or self-propelled means of transportation including, but not limited to, automobiles, ATVs, railroad engines, and other cars, boats, helicopters, planes, and/ or other aircraft, and all trailers, vehicles, or other appurtenances attached to any vehicle.
 - (l) "Water rescue" means any emergency incident on a body of water where emergency medical, public safety, police, fire, or civil defense services are necessary. Bodies of water include rivers, lakes, streams, impoundments, estuaries, springs, wells, or other collectors/collections of water.

Section 2. Amendment to Section 1612.03 That Part Sixteen, Chapter 1612, Section 1612.03 entitled "Emergency and Fire Services Response Cost Recovery; City's Assessable Costs" of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

1612.03 CITY'S ASSESSABLE COSTS

- (a) The City may recover all of its assessable costs, and those of mutual aid providers having timely submitted an itemized assessable cost recovery request to the City's Director of the Department of Public Safety, incurred in connection with any

emergency assistance provided within its boundaries from any or all responsible parties jointly and severally.

- (b) The Ionia Department of Public Safety shall set assessable cost rates for the delivery of emergency assistance for personnel, supplies, and equipment to the scene of an emergency incident. Those rates of assessable costs for the delivery of emergency assistance services shall be set by a Resolution of the City Council. The assessable cost rates shall be based on actual costs of the services and that which are usual, customary, and reasonable (UCR), and which may include any services, personnel, supplies, and equipment with baselines established by a Resolution of the City Council.
- (c) The assessable cost rates set by Resolution of the City Council will increase annually based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor. Rate adjustments will occur on the anniversary date of the Resolution, unless otherwise set forth in the Resolution setting the assessable cost rates, to keep the fire department's cost recovery program in conformity with increasing operating expenses. The City Council may amend the assessable cost rates from time to time to ensure that the rates reflect the actual costs of providing the emergency response services.

Section 3. Amendment to Section 1612.04 That Part Sixteen, Chapter 1612, Section 1612.04 entitled "Emergency and Fire Services Response Cost Recovery; Billing and Collection of Assessable Costs" of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

1612.04 BILLING AND COLLECTION OF ASSESSABLE COSTS.

- (a) After determining the assessable costs against one or more responsible party(s), a claim shall first be filed to the responsible party(s) through their insurance carrier(s).
- (b) If a responsible party's insurance carrier denies a claim, otherwise fails to make payment on a claim, or if a responsible party is determined to lack sufficient insurance to cover all of the assessable costs attributable to that responsible party, an itemized invoice shall be sent to the responsible party at the party's last known address.
- (c) Claims or invoices sent under this Section shall be due and payable within 30 days of the date of mailing, and any amounts unpaid after such date shall bear a late payment fee equal to one percent per month or fraction thereof that the amount due and any previously imposed late payment fee remain unpaid. If a responsible party shall appeal assessable costs pursuant to Section 1612.05 hereof, such costs, if upheld, in whole or in part, shall be due and payable 30 days from the date of determination of the appeal and any late payment fees shall apply thereafter.
- (d) Should any claim or invoice remain unpaid under this Chapter for more than 30 days, the City may initiate an action in a court of competent jurisdiction to recover such monies from a responsible party, and the City shall be able to recover its attorney fees and costs for such action.

Section 4. Repealer.

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

Section 5. 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 6. 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.

(VII.2.) Introduction and First Reading - Ordinance No. 597 - An ordinance to zone Parcel #34-204-800-000-005-13 into the T - Technology Innovation Business District

Ordinance No. 597 was presented to Council by City Manager Garland. If adopted, the ordinance would zone 80-acres of land purchased by the City for a future high-technology business park into the T - Technology Innovation Business District. The property was formerly a portion of the Deerfield-Riverside correctional facilities and has since been split-off and assigned parcel number 34-204-800-000-005-13 (sometimes known as 1755 Harwood Road). Garland noted that the Ionia Planning Commission voted to recommend the ordinance for approval at its last meeting.

Councilmember Winters made a motion, seconded by Councilmember Cowling, to introduce and conduct a first reading of Ordinance No. 597, an ordinance to zone Parcel #34-204-800-000-005-13 into the T - Technology Innovation Business District and to schedule a Public Hearing regarding the proposed ordinance for 6:30 PM, Wednesday, October 1, 2025, at Ionia City Hall.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

CITY OF IONIA IONIA COUNTY, MICHIGAN Ordinance No. 597

AN ORDINANCE TO ZONE PARCEL 34-204-800-000-005-13 (SOMETIMES KNOWN AS 1755 HARWOOD ROAD) TO THE T TECHNOLOGY INNOVATION BUSINESS DISTRICT AS IDENTIFIED IN CHAPTER 1262; AND THE INCLUSION OF THAT PARCEL AS DEFINED ON THE ZONING MAP IDENTIFIED IN SECTION 1246.02 DISTRICTS GENERALLY AND ZONING MAP DISTRICT BOUNDARIES OF CHAPTER 1246 - TITLE SIX – ZONING OF PART TWELVE – PLANNING AND ZONING CODE OF SAID CODIFIED ORDINANCES OF THE CITY OF IONIA

THE CITY OF IONIA HEREBY ORDAINS:

Section One: Zoning

Parcel number 34-204-800-000-005-13 (sometimes known as 1755 Harwood Road) and the following legal description:

PART OF THE SW¼ OF SECTION 25, T7N-R7W, IONIA COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE SOUTHWEST CORNER OF SECTION 25; THENCE N 00° 29' 46" E 1658.38 FEET ALONG THE WEST LINE OF SECTION 25 TO THE POINT OF INTERSECTION OF SAID WEST LINE WITH THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE; THENCE ALONG A CURVE ON THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE AN ARC DISTANCE OF 171.20 FEET TO A POINT OF TANGENCY, SAID CURVE HAVING A RADIUS OF 1113.28 FEET, AND A LONG CHORD OF N 70° 19' 35" E 171.03 FEET; THENCE CONTINUING ALONG THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE, N 74° 43' 46" E 450.26 FEET TO THE NORTHWEST CORNER OF PARCEL RECORDED IN LIBER 221 PAGE 572 OF IONIA COUNTY RECORDS; THENCE S 15° 16' 14" E 310.00 FEET ALONG WEST LINE OF SAID PARCEL; THENCE N 82° 41' 16" E 649.44 FEET ALONG THE SOUTH LINE OF SAID PARCEL; THENCE N 00° 34' 03" E 450.07 FEET ALONG THE EAST LINE TO THE NORTHEAST CORNER OF SAID PARCEL; THENCE N 74° 46' 10" E 544.08 FEET ALONG THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE; THENCE CONTINUING ALONG THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE, N 75° 49' 10" E 74.00 FEET; THENCE S 00° 34' 03" W 2239.95 FEET TO THE SOUTH LINE OF SECTION 25; THENCE N 89° 40' 53" W 1914.57 FEET ALONG THE SOUTH LINE OF SECTION 25 TO THE POINT OF BEGINNING. THIS PARCEL CONTAINS 80.00 ACRES. TOGETHER WITH A RIGHT OF WAY GRANTED TO THE STATE OF MICHIGAN RECORDED IN LIBER 225, PAGE 625 OF IONIA COUNTY RECORDS.

SUBJECT TO AN EASEMENT GRANTED TO MICHIGAN BELL TELEPHONE COMPANY RECORDED IN LIBER 428, PAGE 846 OF IONIA COUNTY RECORDS.

SUBJECT TO A PUBLIC UTILITY EASEMENT TO CITY OF IONIA RECORDED IN LIBER 429, PAGE 582 OF IONIA COUNTY RECORDS.

SUBJECT TO ANY EASEMENTS OR RESTRICTIONS OF RECORD, OR OTHERWISE.

Shall be rezoned to the T Technology Innovation Business District as established in Section 1246.01 Districts Established of Chapter 1246, and conforms with Section 1246.02 Districts Generally, and Zoning Map District Boundaries of Chapter 1246 - Title Six – Zoning of Part Twelve – Planning and Zoning Code.

Section Two: Zoning Map Amendment

The official Zoning District Map of the City of Ionia, Michigan, last adopted as amended on April 2, 2025, is hereby amended to rezone and designate parcel 34-204-800-000-005-13 (sometimes

known as 1755 Harwood Road) and the legal description above, as being the T zoning district, Technology Innovation Business District.

Section Three: Publication and Effective Date

The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect seven (7) days after it, or a summary thereof as permitted by law, along with the date of its adoption, is published in the *Daily News*, a newspaper of general circulation in the City unless otherwise provided by law.

(VII.3.) Purchase Agreement - Steele Street Park, Phase II Parking Lot

City Manager Garland explained that the City is planning for future development of Steele Park and determined that additional property for parking could be beneficial to maximize existing land owned by the City on Steele Street for recreational fields and amenities.

Councilmember Cook made a motion, seconded by Councilmember Winters, to approve the purchase of 0.78 acres of land from Matcor Automotive, in accordance with the Real Estate Purchase Agreement, for \$25,000 plus closing and environmental assessment costs.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.4.) Armory Building Shingle Replacement Project

Councilmember Millard made a motion, seconded by Councilmember Lee, to approve the low bid of \$21,499 by Citi Roofing Co., of Waterford, MI to complete the Armory Building Shingle Replacement Project.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.5.) IDART Bus Replacement Project

Councilmember Cook made a motion, seconded by Councilmember Cowling, to approve the purchase of two new Dial-A-Ride buses from Hoekstra Transportation, Inc. for the total State of Michigan Contract price of \$316,710.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.6.) Fiber Optic Switch Replacement Project

Councilmember Winters made a motion, seconded by Councilmember Starr, to approve the purchase of a Cisco Catalyst 9300-X fiber network switch from Sentinel Technologies of Downers Grove, IL, for \$13,326.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.7.) Rate Change - Foster, Swift, Collins & Smith, PC

Councilmember Winters made a motion, seconded by Councilmember Starr, to approve the new rate of \$250 per hour for continued labor law services from attorney Michael Kluck, to be adjusted annually each September 1 by the cost of living (consumer price index) or 5%, whichever is less.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.8.) MERS Service Credit Purchase Request - Edwards

Councilmember Winters made a motion, seconded by Councilmember Cowling, to approve the purchase of one year MERS Service Credit by Rick Edwards, an employee from the City's Department of Public Works at a cost of \$13,767 to be paid by at the requesting employee's expense.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

VIII. APPOINTMENTS

(VIII.1.) Ionia Community Library Board of Trustees

Councilmember Winters made a motion, seconded by Councilmember Waterman, to delay action on the Ionia Community Library Board of Trustees appointment until the next City Council meeting scheduled for October 1, 2025.

MOTION CARRIED BY VOICE VOTE.

IX. CITY DEPARTMENT REPORTS AND MINUTES FROM BOARDS AND COMMISSIONS

(IX.1.) Accounts Payable

September 4 - Councilmember Millard and/or Councilmember Cowling

September 18 - Councilmember Starr and/or Councilmember Lee

(IX.2.) August 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 Jonathan Bowman: Informed the Council that he participated in a two-day City Clerk Conference hosted by the Bureau of Elections.

City Manager Precia Garland: Provided a reminder of the upcoming fall waste disposal services available to City residents, including Dump Your Junk and Brush/Yard Waste Removal.

Margot Cook: Commented that Dump Your Junk Day is a great service for the community.

Tom Millard: (1) Noted that September is Community Awareness' "Purple" month and highlighted the upcoming Crusin' for a Cause event scheduled for September 27; (2) Acknowledged the successful Triple J Car Show that happened in August and commended their fundraising for local nonprofits; (3) Reminded everyone of the September 10 Ionia Community Library fundraiser.

Troy Waterman: (1) Offered congratulations on the social district opening; (2) Noted that the Peal Street sign is missing along M-21; (3) Inquired into the progress of Surf Internet's fiber project.

Brenda Cowling: Indicated that *Top Gun* will be showing at the Ionia Theatre, as a free movie on September 15.

Mayor John Milewski: (1) Announced details of the Meander on Main event scheduled for September 27; (2) Mentioned the Ionia Community Awareness cruise on September 27; (3) Noted that he will be out-of-town but still readily available for the next several days.

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 7:39 PM.

Respectfully Submitted,

Jonathan T. Bowman
Ionia City Clerk



CITY OF IONIA

Proclamation Honoring David Cunningham October 1, 2025

WHEREAS, David Cunningham was hired on September 27, 1993, as a Class B Laborer with the Ionia Department of Public Works and has served the City of Ionia with dedication and professionalism for more than 30 years; and

WHEREAS, through his hard work and commitment, David was promoted to Truck Driver on July 7, 1994, and later advanced to Heavy Equipment Operator on April 1, 1999; and

WHEREAS, over his career, David furthered his expertise by earning several certifications, including S-3 Waterworks System Operator, AED, and Bucket Truck Safety Training; and

WHEREAS, David's commitment went beyond his day-to-day duties, reflected in his service as Union Steward for the State, County, and Municipal Workers Local 214 - Teamsters, providing support, advocacy, and guidance to his colleagues; and

WHEREAS, in his 32 years of service, David never once took a sick day, demonstrating dedication and dependability to his work and the City; and

WHEREAS, throughout his career, David contributed to countless projects that have improved the safety, infrastructure, and overall quality of life for the residents of Ionia; and

WHEREAS, David's reliability, work ethic, and hands-on knowledge of the City's operations have made him a respected member of the Department of Public Works; and

WHEREAS, the City of Ionia wishes to recognize and honor David Cunningham for his many years of service, dedication, and contributions that will leave a lasting impact on the City;

NOW, THEREFORE, BE IT PROCLAIMED that I, John R. Milewski, Mayor of the City of Ionia, do hereby recognize and honor David Cunningham for his 32-year career at the Ionia Department of Public Works. With profound appreciation for his many years of service, the City and entire community wish him a well-deserved, relaxing retirement.

John R. Milewski II, Mayor
City of Ionia



Proclamation Celebrating 16-Years of Ionia Community Awareness

WHEREAS, Ionia is proud to be a vibrant and compassionate community, united by a shared spirit of generosity, service, and care for our neighbors; and

WHEREAS, in 2025 Ionia Community Awareness celebrates 16 years of steadfast dedication to walking alongside cancer survivors, fighters, and their families, offering hope and meaningful support through every step of their journeys; and

WHEREAS, what began as Purple Week has grown into a full month of activities, fundraisers, and events, making Ionia Community Awareness a beacon of compassion that raises awareness, shares resources, and builds a network of care that has touched and transformed lives across Ionia; and

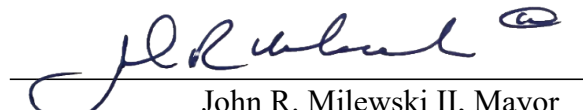
WHEREAS, Ionia Community Awareness has rallied our community to meet challenges with courage, compassion, and collective action, reminding us that together we are stronger; and

WHEREAS, throughout its 16 years of service, Ionia Community Awareness has made a remarkable impact — assisting over 155 families, delivering more than 4,000 meals, and raising over \$300,000 to provide gas cards, grocery gift cards, and essential support for utilities and lease payments; and

WHEREAS, the dedication of the volunteers, supporters, and leaders of Ionia Community Awareness is nothing short of extraordinary, reminding us what is possible when a community stands united; and

WHEREAS, the City of Ionia honors this important milestone and applauds the achievements of Ionia Community Awareness in making a lasting difference in the lives of cancer survivors, fighters, and their loved ones; now

THEREFORE, I, John R. Milewski, Mayor of the City of Ionia, do hereby proclaim Wednesday, October 1, 2025, as Ionia Community Awareness Day and call upon all citizens to join in celebrating this incredible organization, its volunteers, and the lives it has touched. May this day inspire us all to keep giving, keep supporting, and keep fighting for a future without cancer.



John R. Milewski II, Mayor
City of Ionia

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: V.1

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: October 1, 2025

RE: Public Hearing to receive comments on Ordinance No. 596 - An Ordinance to Amend Chapter 1612 - Emergency and Fire Services Response Cost Recovery

Background:

The City of Ionia Department of Public Safety plans to utilize the services of Fire Recovery USA to assist it with cost recovery actions, as authorized by Ionia City Code, Chapter 1612 - Emergency and Fire Services Response Cost Recovery. In reviewing our current ordinance, Fire Recovery USA suggested a revised ordinance template successfully utilized by other municipalities for such cost recovery activities. It also suggested establishing a set fee schedule, based on rates widely accepted by insurance companies for the various listed emergency services. To implement this new procedure, the City Attorney recommended we amend our ordinance, as well as adopt the corresponding service fees it references by resolution. Changing to this methodology provides an opportunity for increased efficiency and regularity for updating such fees, which would adjust annually based on the rate of inflation.

The following draft ordinance with accompanying resolution was prepared for the above purpose. To move it forward from today's first reading, it is necessary to schedule a public hearing for the next regular City Council meeting.

Requested Action / Motion:

Following the public hearing, it is requested the Ionia City Council consider a motion to conduct a second reading and adopt Ordinance No. 596, an ordinance to amend Part Sixteen, Chapter 1612 (Emergency and Fire Services Response Cost Recovery), Sections 1612.02 (Definitions), 1612.03 (City's Assessable Costs), and 1612.04 (Billing and Collection of Assessable Costs) of the Codified Ordinances of the City of Ionia. It is further requested that City Council approve Resolution 2025-24 to establish the corresponding service fees.

Motion By:

Seconded By:

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

Starr _____ Cowling _____
Milewski _____

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
ORDINANCE NO. 596**

**AN ORDINANCE TO AMEND PART SIXTEEN, CHAPTER 1612
(EMERGENCY AND FIRE SERVICES RESPONSE COST RECOVERY),
SECTIONS 1612.02 (DEFINITIONS), 1612.03 (CITY'S ASSESSABLE
COSTS), AND 1612.04 (BILLING AND COLLECTION OF ASSESSABLE
COSTS) OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.**

The CITY OF IONIA HEREBY ORDAINS :

Section 1. Amendment to Section 1612.02. That Part Sixteen, Chapter 1612, Section 1612.02 entitled "Emergency and Fire Services Response Cost Recovery; Definitions" of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

1612.02 DEFINITIONS.

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

- (a) "Assessable costs" means the direct and reasonable costs incurred in connection with a response to a public safety or fire emergency incident within the City.
- (1) Assessable costs are intended to cover all, but not limited to, of the following:
 - A. Salaries, wages, or fringe benefits of the City personnel responding to the incident;
 - B. Salaries, wages, or fringe benefits of the City personnel engaged in the investigation, supervision, and report preparation regarding the incident;
 - C. Salaries, wages, or fringe benefits of the personnel of assisting governmental agencies, or any other private or public entities operating at the request, direction, or on behalf of the City in response to the incident; and
 - D. All costs connected with the administration of the incident relating to any prosecution of the person(s) responsible, including those relating to the production and appearances of any witnesses.
- (2) Assessable costs also may include, but are not limited to:
 - A. Per hour operating cost of responding vehicle or equipment, including the rental or leasing of equipment for a specific response (the latest Federal Emergency Management Agency's ("FEMA") Fire/ Rescue Equipment Rates shall be followed unless otherwise articulated by the City);
 - B. Depreciation value and/or replacement cost of equipment which is destroyed or contaminated in the response;
 - C. Mutual aid costs;
 - D. Laboratory costs and equipment;
 - E. Fuel costs;
 - F. Water usage costs;

- G. Medical expenses incurred as a result of response activities; and
- H. Any legal expenses that may be incurred as a result of an emergency response including efforts to recover expenses pursuant to this chapter.
- (3) Excluded from this definition are any assessable costs solely and distinctly incurred as necessary to response activities connected to a hazardous material incident or emergency otherwise recoverable under the hazardous materials cost recovery scheme provided in Michigan's National Resources and Environmental Protection Act ("NREPA"), MCL 324.20101 et seq.
- (4) Without limiting the foregoing, the City's assessable cost, fee, and rate schedule shall be as established pursuant to a Resolution adopted by the City Council from time to time, which Resolution shall be maintained on file in the offices of the City Clerk and made available to any member of the public upon request.
- (b) "City" means the City of Ionia.
- (c) "Emergency assistance" means any response by medical, public safety, police, fire, or civil defense services to respond to an emergency incident.
- (d) "Emergency incident" includes the following:
 - (1) A hazardous material incident or emergency;
 - (2) An illegal fire;
 - (3) Threats of harm;
 - (4) Water rescue attempts; or
 - (5) Any other incident where emergency medical, public safety, police, fire, or civil defense services are necessary.
- (e) "Hazardous material incident or emergency" means any occurrence, incident, activity, accident or emergency where a release of hazardous materials occurs or is reasonably imminent, as determined by the Director of the Department of Public Safety or the most senior official of the Department of Public Safety responding to the incident.
- (f) "Hazardous materials" means any explosive, pyrotechnic, compressed gas, flammable liquid, flammable solid, combustible liquid, oxidizing material, poisonous gas, poisonous liquid, poisonous solid, etiological material, radioactive material, corrosive material, or liquefied petroleum gas and also includes, but is not limited to, any of the following:
 - (1) Any material listed in the list of toxic pollutants found in 40 CFR 401.15, et seq., as amended, or under any other federal law or regulations;
 - (2) Any material regulated as a class A or class B explosive by the United States Department of Transportation, pursuant to 49 CFR 173.5;
 - (3) Any flammable liquid or solid regulated by the United States Department of Transportation, pursuant to 49 CFR 171.1, et seq.;
 - (4) Any material designated as a hazardous material by the Secretary of the United States Department of Transportation through regulations found at 49 CFR 171.1, et seq.;
 - (5) Any material deemed a "hazardous substance" as defined by 1994 PZ 451, part 207, Subsection 20101(n), MCL 324.20101(n);
 - (6) Any material designed a hazardous material by state or federal law or regulations;

- (7) Any hazardous chemical substance or mixture with respect to which the Administrator of the Environmental Protection Agency has taken action pursuant to section 7 of the Toxic Substance Control Act; and
- (8) Any otherwise non-hazardous material that becomes a potential hazard to vehicular or pedestrian traffic.
- (g) “Illegal fire” means a fire set or determined to have been set in violation of a federal, state or local law and shall include an arson fire and a fire set in violation of a “no burning” ban or order. An illegal fire does not include a fire caused by an act of God.
- (h) “Release” means any actual or threatened spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, leaching, dumping, or disposing into the environment, including but not limited to the air, soil, groundwater, and surface water.
- (i) “Responsible party” means any individual, firm, corporation, association, partnership, government entity, or other entity responsible for an emergency incident or assistance or any owner, tenant, occupant, or party in control of real and personal property from which, onto which, or related to which there is an emergency incident or assistance and their heirs, estates, successors, and assigns.
- (j) “Threat of harm” means the verbal or written threat of physical harm to oneself, another, or another's property which if carried out would be a violation of federal, state, or local law.
- (k) “Vehicle” means any motorized or self-propelled means of transportation including, but not limited to, automobiles, ATVs, railroad engines, and other cars, boats, helicopters, planes, and/ or other aircraft, and all trailers, vehicles, or other appurtenances attached to any vehicle.
- (l) “Water rescue” means any emergency incident on a body of water where emergency medical, public safety, police, fire, or civil defense services are necessary. Bodies of water include rivers, lakes, streams, impoundments, estuaries, springs, wells, or other collectors/collections of water.

Section 2. Amendment to Section 1612.03 That Part Sixteen, Chapter 1612, Section 1612.03 entitled “Emergency and Fire Services Response Cost Recovery; City’s Assessable Costs” of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

1612.03 CITY’S ASSESSABLE COSTS

- (a) The City may recover all of its assessable costs, and those of mutual aid providers having timely submitted an itemized assessable cost recovery request to the City’s Director of the Department of Public Safety, incurred in connection with any emergency assistance provided within its boundaries from any or all responsible parties jointly and severally.
- (b) The Ionia Department of Public Safety shall set assessable cost rates for the delivery of emergency assistance for personnel, supplies, and equipment to the scene of an emergency incident. Those rates of assessable costs for the delivery of emergency assistance services shall be set by a Resolution of the City Council. The assessable cost rates shall be based on actual costs of the services and that which are usual,

customary, and reasonable (UCR), and which may include any services, personnel, supplies, and equipment with baselines established by a Resolution of the City Council.

- (c) The assessable cost rates set by Resolution of the City Council will increase annually based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor. Rate adjustments will occur on the anniversary date of the Resolution, unless otherwise set forth in the Resolution setting the assessable cost rates, to keep the fire department's cost recovery program in conformity with increasing operating expenses. The City Council may amend the assessable cost rates from time to time to ensure that the rates reflect the actual costs of providing the emergency response services.

Section 3. Amendment to Section 1612.04 That Part Sixteen, Chapter 1612, Section 1612.04 entitled "Emergency and Fire Services Response Cost Recovery; Billing and Collection of Assessable Costs" of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

1612.04 BILLING AND COLLECTION OF ASSESSABLE COSTS.

- (a) After determining the assessable costs against one or more responsible party(s), a claim shall first be filed to the responsible party(s) through their insurance carrier(s).
- (b) If a responsible party's insurance carrier denies a claim, otherwise fails to make payment on a claim, or if a responsible party is determined to lack sufficient insurance to cover all of the assessable costs attributable to that responsible party, an itemized invoice shall be sent to the responsible party at the party's last known address.
- (c) Claims or invoices sent under this Section shall be due and payable within 30 days of the date of mailing, and any amounts unpaid after such date shall bear a late payment fee equal to one percent per month or fraction thereof that the amount due and any previously imposed late payment fee remain unpaid. If a responsible party shall appeal assessable costs pursuant to Section 1612.05 hereof, such costs, if upheld, in whole or in part, shall be due and payable 30 days from the date of determination of the appeal and any late payment fees shall apply thereafter.
- (d) Should any claim or invoice remain unpaid under this Chapter for more than 30 days, the City may initiate an action in a court of competent jurisdiction to recover such monies from a responsible party, and the City shall be able to recover its attorney fees and costs for such action.

Section 4. Repealer.

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

Section 5. 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 6. 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:

September 3, 2025

Notice of Public Hearing:

September 13, 2025

Public Hearing, Second Reading, Adoption:

October 1, 2025

Effective (upon publication):

October 1, 2025



A RESOLUTION ESTABLISHING A SCHEDULE OF THE RATES, FEES, AND CHARGES FOR ASSESSABLE COSTS IN ACCORDANCE WITH PART SIXTEEN, CHAPTER 1612, SECTIONS 1612.02 AND 1612.03 OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA

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 October 1, 2025, there were:

PRESENT: _____

ABSENT: _____

The following resolution was offered by Council Member _____ and seconded by Council Member _____:

WHEREAS, Michigan law authorizes the City Council to legislatively provide for the recovery of usual, customary, and reasonable (UCR) costs, fees, and charges incurred by the City and its mutual aid partners in connection with providing emergency assistance and responding to designated incidents (“Assessable Costs”); and

WHEREAS, the City of Ionia provides for such cost recovery efforts in Part Sixteen, Chapter 1612, Sections 1612.01 through 1612.06 of the Codified Ordinances of the City of Ionia (“Code”); and

WHEREAS, Sections 1612.02 and 1612.03 of the Code provide, in part, that a schedule of the City’s Assessable Costs is to be established and adopted, from time to time, by Resolution of the City Council;

WHEREAS, Section 1612.03 of the Code provides, in part, that the schedule of the City’s Assessable Costs, once established by Resolution of the City Council, shall increase by the annual percentage increase in the Consumers Price Index (“CPI”) as developed by the Bureau of Labor Statistics of the U.S. Department of Labor; and

WHEREAS, the City Council wishes to establish and adopt the same.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Recitals set forth above are affirmed as accurate and adopted herein as if fully restated.

2. Pursuant to the Sections 1612.02(a)(4) and 1612.03(b) of the Code, the City Council hereby establishes and adopts the following rates, fees, and charges for emergency services as provided for in the attached "Exhibit A."
3. Pursuant to Section 1612.03(c) of the Code, the rates, fees, and charges for emergency services, as provided for in Exhibit A, shall increase annually by the CPI, upon the anniversary date of the adoption of this Resolution. For purposes of implementing this Resolution, the CPI shall be determined from the rolling 12-month period concluding upon the last full month prior to the anniversary date of the adoption of Resolution, for which data is available from the Bureau of Labor Statistics.
4. The City Manager and the Director of the Department of Public Safety are authorized and directed to take such further actions as are reasonably necessary to implement this Resolution and comply with the Code.
5. The City Clerk is authorized and directed to maintain on file in their offices a copy of this Resolution (with Exhibit A) and to make a copy of the same available to any member of the public upon request.
6. That all resolutions or parts of resolutions in conflict herewith are hereby rescinded.
7. This Resolution shall take effect on October 1, 2025.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

RESOLUTION 2025-24 DECLARED ADOPTED

Jonathan T. Bowman, City Clerk

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 October 1, 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 18 hours prior to the time set for the meeting.

Dated: October 2, 2025

Jonathan T. Bowman, City Clerk

EXHIBIT A
MITIGATION RATES
BASED ON PER HOUR

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter’s wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - \$618.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$705.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - \$860.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,859.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$567.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

HAZMAT

Level 1 - \$999.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$3,566.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 – \$8,420.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$391.00 per HAZMAT team.**

FIRES

Assignment - \$568.00 per hour, per engine / \$711.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire department has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$568.00 per hour, per engine / \$711.00 per hour, per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common “billing level”. This occurs almost every time the fire department responds to a water incident.

Billed at \$583 plus \$70 per hour, per rescue person.

Level 2

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at \$1,170 plus \$70 per hour, per rescue person.

Level 3

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at \$2,897 plus \$70 per hour per rescue person, plus \$140 per hour per HAZMAT team member.

Level 4

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

Minimum billed \$583 plus \$70 per hour, per rescue person. Additional rates of \$583 per hour per response vehicle and \$70 per hour per rescue person.

CHIEF RESPONSE

This includes the set-up of Command and providing direction of the incident. This could include operations, safety, and administration of the incident.

Billed at \$356 per hour.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$568 per hour.

Truck billed at \$771 per hour.

Command at \$356 per hour

Miscellaneous equipment billed at \$427.

MITIGATION RATE NOTES

The mitigation rates above are average “billing levels” for one hour of service, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department’s “actual personnel expense” and not just a firefighter’s basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: V.2

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: October 1, 2025

RE: Public Hearing to receive comments on Ordinance No. 597 - An ordinance to zone Parcel #34-204-800-000-005-13 into the T - Technology Innovation Business District

Background:

Acquisition of the west 80 acres of the former Riverside/Deerfield property was recently completed by the City of Ionia from the State Land Bank Authority for the purpose of developing a new high-tech business park. Since this area was previously owned by the State of Michigan, it was not previously zoned, but simply identified as S - State of Michigan Prisons. To facilitate the proposed new land use, it is now necessary to zone the property as T - Technology Innovation Business District. Ordinance 597 has been prepared to accomplish this zoning. Planning Commission recommended approval of Ordinance 597 at its August 13, 2025, regular meeting.

Requested Action / Motion:

Following the public hearing, it is requested the Ionia City Council make a motion to conduct a second reading and adopt Ordinance No. 597, an ordinance to zone Parcel #34-204-800-000-005-13 (sometimes known as 1755 Harwood Road) to the T - Technology Innovation Business District as identified in Chapter 1262; and the inclusion of that parcel as defined on the Zoning Map identified in Section 1246.02 Districts Generally and Zoning Map District Boundaries of Chapter 1246 - Title Six - Zoning of Part Twelve - Planning and Zoning Code of said 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. 597

AN ORDINANCE TO ZONE PARCEL 34-204-800-000-005-13 (SOMETIMES KNOWN AS 1755 HARWOOD ROAD) TO THE T TECHNOLOGY INNOVATION BUSINESS DISTRICT AS IDENTIFIED IN CHAPTER 1262; AND THE INCLUSION OF THAT PARCEL AS DEFINED ON THE ZONING MAP IDENTIFIED IN SECTION 1246.02 DISTRICTS GENERALLY AND ZONING MAP DISTRICT BOUNDARIES OF CHAPTER 1246 - TITLE SIX – ZONING OF PART TWELVE – PLANNING AND ZONING CODE OF SAID CODIFIED ORDINANCES OF THE CITY OF IONIA

THE CITY OF IONIA HEREBY ORDAINS:

Section One: Zoning

Parcel number 34-204-800-000-005-13 (sometimes known as 1755 Harwood Road) and the following legal description:

PART OF THE SW¼ OF SECTION 25, T7N-R7W, IONIA COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE SOUTHWEST CORNER OF SECTION 25; THENCE N 00° 29' 46" E 1658.38 FEET ALONG THE WEST LINE OF SECTION 25 TO THE POINT OF INTERSECTION OF SAID WEST LINE WITH THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE; THENCE ALONG A CURVE ON THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE AN ARC DISTANCE OF 171.20 FEET TO A POINT OF TANGENCY, SAID CURVE HAVING A RADIUS OF 1113.28 FEET, AND A LONG CHORD OF N 70° 19' 35" E 171.03 FEET; THENCE CONTINUING ALONG THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE, N 74° 43' 46" E 450.26 FEET TO THE NORTHWEST CORNER OF PARCEL RECORDED IN LIBER 221 PAGE 572 OF IONIA COUNTY RECORDS; THENCE S 15° 16' 14" E 310.00 FEET ALONG WEST LINE OF SAID PARCEL; THENCE N 82° 41' 16" E 649.44 FEET ALONG THE SOUTH LINE OF SAID PARCEL; THENCE N 00° 34' 03" E 450.07 FEET ALONG THE EAST LINE TO THE NORTHEAST CORNER OF SAID PARCEL; THENCE N 74° 46' 10" E 544.08 FEET ALONG THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE; THENCE CONTINUING ALONG THE SOUTH RIGHT OF WAY LINE OF RIVERSIDE DRIVE, N 75° 49' 10" E 74.00 FEET; THENCE S 00° 34' 03" W 2239.95 FEET TO THE SOUTH LINE OF SECTION 25; THENCE N 89° 40' 53" W 1914.57 FEET ALONG THE SOUTH LINE OF SECTION 25 TO THE POINT OF BEGINNING. THIS PARCEL CONTAINS 80.00 ACRES.

TOGETHER WITH A RIGHT OF WAY GRANTED TO THE STATE OF MICHIGAN
RECORDED IN LIBER 225, PAGE 625 OF IONIA COUNTY RECORDS.

SUBJECT TO AN EASEMENT GRANTED TO MICHIGAN BELL TELEPHONE COMPANY
RECORDED IN LIBER 428, PAGE 846 OF IONIA COUNTY RECORDS.

SUBJECT TO A PUBLIC UTILITY EASEMENT TO CITY OF IONIA RECORDED IN UBER
429, PAGE 582 OF IONIA COUNTY RECORDS.

SUBJECT TO ANY EASEMENTS OR RESTRICTIONS OF RECORD, OR OTHERWISE.

Shall be rezoned to the T Technology Innovation Business District as established in Section
1246.01 Districts Established of Chapter 1246, and conforms with Section 1246.02 Districts
Generally, and Zoning Map District Boundaries of Chapter 1246 - Title Six – Zoning of Part
Twelve – Planning and Zoning Code.

Section Two: Zoning Map Amendment

The official Zoning District Map of the City of Ionia, Michigan, last adopted as amended on April
2, 2025, is hereby amended to rezone and designate parcel 34-204-800-000-005-13 (sometimes
known as 1755 Harwood Road) and the legal description above, as being the T zoning district,
Technology Innovation Business District.

Section Three: Publication and Effective Date

The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance
shall take effect seven (7) days after it, or a summary thereof as permitted by law, along with the
date of its adoption, is published in the *Daily News*, a newspaper of general circulation in the City
unless otherwise provided by law.

CITY OF IONIA

Dated: _____

BY: Jonathan T. Bowman, City Clerk

Introduction and First Reading:

Notice of Public Hearing:

Public Hearing, Second Reading, Adoption:

Effective: Seven Days After Publication

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.1

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: October 1, 2025

RE: Introduction and First Reading - Ordinance No. 598 - An ordinance to create Chapter 1294: Short-Term Rentals

Background:

A part-time rental inspector was hired to administer the City's Rental Registration Program. As dedicated staff take over this program, a comprehensive review was conducted by City Staff and the City Attorney to evaluate if any updates are needed. The rental program is outlined in Chapter 858 "Renting of Residential Property" and was originally adopted in 1990 with revisions made in 2014.

At present, the City Code is silent on short-term rentals. Staff have historically treated short-term rentals (STRs) the same as any other rental property. The City Attorney has recommended adding short-term rentals to City Code to explicitly define operations and appropriate zoning districts. Short-term rentals have been a growing issue across the state, typically in areas with a high level of tourism, i.e. lake communities. Ionia has received interest in short-term rentals, but it has not been a pressing issue. However, recent conversations about the lack of hotel options in the City have led to short-term rentals being considered a reasonable alternative.

The drafted zoning ordinance creates definitions related to short-term rentals and designates specific zones for this use to be allowed as a use-by-right. Feedback from Planning Commission is requested on the zones in which short-term rentals would be allowed. The proposed ordinance allows for short-term rentals in most zones that allow residential uses, including: LDR, MDR, HDR, B-2, and B-3. Section 1294.02 of the ordinance prohibits STRs under certain conditions. As an example, the ordinance would not allow an Accessory Dwelling Unit (ADU) to be used as an STR.

After Planning Commission makes a recommendation on this ordinance, City Council will also review regulatory guidelines related to the Rental Registration Program.

Requested Action / Motion:

It is requested that the Planning Commission conduct a public hearing and decide whether to recommend that City Council approve or reject Ordinance No. 598, an ordinance to amend Chapter 1240, Section 1240.11; enact a new Chapter 1294 entitled "Short-Term Rentals"; amend Chapter 1248, Section 1248.02; amend Chapter 1250, Section 1250.02; amend Chapter 1252, Section 1252.02; amend Chapter 1258, Section 1258.02; and amend Chapter 1260, Section 1260.02 of the

Motion By:

Seconded By:

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

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
(Ordinance No. 598)**

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 CHAPTER 1240, SECTION 1240.11; ENACT A NEW CHAPTER 1294 ENTITLED “SHORT-TERM RENTALS”; AMEND CHAPTER 1248, SECTION 1248.02; AMEND CHAPTER 1250, SECTION 1250.02; AMEND CHAPTER 1252, SECTION 1252.02; AMEND CHAPTER 1258, SECTION 1258.02; AND AMEND CHAPTER 1260, SECTION 1260.02 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 1240, Section 1240.11. Part Twelve, Title Six, Chapter 1240, Section 1240.11, Subsection 102, including its subparts, of the Codified Ordinances is hereby amended to read in its entirety as follows:

- (102) Setback: The distance required to obtain front, side or rear yard open space provisions of this Zoning Code.
- (102a) Short-term rental (“STR”) activity: The renting or leasing of a dwelling unit for compensation for a term between and including 1 night to 27 nights consecutively, where STR activity shall not be considered to include the following:
- A. Renting a bedroom on a non-commercial basis in an owner-occupied single-family residential home;
 - B. Transitional houses operated by a charitable organization;
 - C. Group homes such as nursing homes and adult-foster-care homes;
 - D. Substance-abuse rehabilitation clinics;
 - E. Mental-health facilities; and
 - F. Other similar health-care related facilities.
- (102b) Short-term rental (“STR”) dwelling unit: A dwelling unit for which the City has lawfully issued a registration for renting or leasing for STR activity.

(102c) Short-term rental (“STR”) property: Any lot, parcel or property on which at least one STR dwelling unit exists.

Section 2. Enactment of Chapter 1294. Part Twelve, Title Six of the Codified Ordinances is hereby amended to enact a new Chapter 1294 to read in its entirety as follows:

1294.01 FINDINGS AND PURPOSE.

The City Council finds that while short-term rentals (“STRs”) provide positive benefits to tourism within the City, there are also potential problems and negative consequences associated with STRs. The purpose of this chapter is to establish standards and procedures to regulate STRs within the City to promote the health, safety, and welfare of the community, considering the potential benefits and consequences related to STRs.

1294.02 PROHIBITION.

None of the following shall be used as an STR property nor be rented or leased for use, habitation, or lodging for STR activity:

- (a) A tent, bunkhouse, shed, barracks, or similar structure.
- (b) A dwelling unit or structure that does not meet all applicable height, bulk, size, setback, and other requirements set forth in Appendix I, Schedule of Regulations.
- (c) A dwelling unit that was unlawfully built, expanded, or modified.
- (d) A camping trailer, recreation vehicle, popup trailer, bus, motorhome, or similar vehicle.
- (e) An accessory dwelling unit (ADU), as set forth in Section 1286.14.
- (f) A dwelling unit that has not been validly registered with the City as an STR dwelling unit.
- (g) A dwelling unit or structure that does not comply with all applicable requirements of this Zoning Code, building, mechanical, plumbing, and electrical codes, and the International Fire Prevention Code and International Property Maintenance Code that have been adopted by the City.

Section 3. Amendment to Part Twelve, Title Six, Chapter 1248, Section 1248.02. Part Twelve, Title Six, Chapter 1248, Section 1248.02 entitled “Principal Uses Permitted” of the Codified Ordinances is hereby amended to add a new subsection for the Low-Density Residential District as follows:

- (k) Short-term rental dwelling units subject to Chapter 1294.

Section 4. Amendment to Part Twelve, Title Six, Chapter 1250, Section 1250.02. Part Twelve, Title Six, Chapter 1250, Section 1250.02 entitled “Principal Uses Permitted” of the Codified

Ordinances is hereby amended to add a new subsection for the Medium Density Residential District as follows:

(l) Short-term rental dwelling units subject to Chapter 1294.

Section 5. Amendment to Part Twelve, Title Six, Chapter 1252, Section 1252.02. Part Twelve, Title Six, Chapter 1252, Section 1252.02 entitled “Principal Uses Permitted” of the Codified Ordinances is hereby amended to add a new subsection for the High-Density Residential District as follows:

(i) Short-term rental dwelling units subject to Chapter 1294.

Section 6. Amendment to Part Twelve, Title Six, Chapter 1258, Section 1258.02. Part Twelve, Title Six, Chapter 1258, Section 1258.02 entitled “Principal Uses Permitted” of the Codified Ordinances is hereby amended to add a new subsection for the B-2 Central Business District as follows:

(e) Short-term rental dwelling units subject to Chapter 1294.

Section 7. Amendment to Part Twelve, Title Six, Chapter 1260, Section 1260.02. Part Twelve, Title Six, Chapter 1260, Section 1260.02 entitled “Principal Uses Permitted” of the Codified Ordinances is hereby amended to add a new subsection for the B-3 General Business District as follows:

(ff) Short-term rental dwelling units subject to Chapter 1294.

Section 8. 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 9. 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. 598 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
NOTICE OF PUBLIC HEARING**

Ordinance No. 598

PLEASE TAKE NOTICE: The Ionia City Council will conduct a Public Hearing at 6:30 PM, Wednesday, November 5, 2025, at Ionia City Hall, 114 N. Kidd Street, Ionia, MI 48846, to receive comments on Ordinance No. 598. If approved, this ordinance will create a new section of the City's ordinances for short-term rental requirements and amend several chapters. Following the public hearing the City Council will be asked to approve the ordinance on second reading. The ordinance will become effective seven (7) days after 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 CHAPTER 1240, SECTION 1240.11; ENACT A NEW CHAPTER 1294 ENTITLED "SHORT-TERM RENTALS"; AMEND CHAPTER 1248, SECTION 1248.02; AMEND CHAPTER 1250, SECTION 1250.02; AMEND CHAPTER 1252, SECTION 1252.02; AMEND CHAPTER 1258, SECTION 1258.02; AND AMEND CHAPTER 1260, SECTION 1260.02 OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.

A complete copy of proposed Ordinance No. 598 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
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.2

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: October 1, 2025

RE: Introduction and First Reading - Ordinance No. 599 - An ordinance to amend Chapter 858: Renting of Residential Property

Background:

The City of Ionia first established regulations for the renting of residential property in the City on May 1, 1990, by approving Ordinance No. 338. These regulations were last updated on October 7, 2014. In an effort to include short-term rentals (STRs) and revise the Rental Registration Program to reflect current practice, staff have drafted Ordinance No. 599 to amend Chapter 858 - Renting of Residential Property. The bulk of the changes are related to adding STRs to the registration program, which requires new definitions, registration timelines, and general provisions. Previously, STRs were treated as any other rental property but not explicitly defined. While staff do not expect Ionia to experience robust STR activity, there have been inquiries into STR regulations as a method to combat the lack of hotel options. There are a handful of STRs currently operating in the City. Other minor updates were also recommended by the City Attorney throughout the chapter for clarity and enforcement purposes.

Fees for the Rental Registration program are set by resolution and have not been updated since 2014. Resolution 2025-25 would establish revised fees and is proposed for consideration as part of the overall update process.

Requested Action / Motion:

It is requested the Ionia City Council consider a motion to introduce and conduct a first reading of Ordinance No. 599, an ordinance to amend Part Eight (Business Regulation and Taxation Code), Chapter 858 (Renting of Residential Property) of the Codified Ordinances of the City of Ionia. It is further requested that City Council schedule a Public Hearing regarding the proposed ordinance for 6:30 PM, Wednesday, November 5, 2025, at Ionia City Hall.

Motion By:

Seconded By:

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

Starr _____ Cowling _____
Milewski _____

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
ORDINANCE NO. 599**

**AN ORDINANCE TO AMEND PART EIGHT (BUSINESS REGULATION
AND TAXATION CODE), CHAPTER 858 (RENTING OF RESIDENTIAL
PROPERTY) OF THE CODIFIED ORDINANCES OF THE CITY OF
IONIA.**

THE CITY OF IONIA HEREBY ORDAINS:

Section 1. Amendment of Chapter 858. Part Eight, Chapter 858 entitled “Renting of Residential Property” of the Codified Ordinances of the City of Ionia, is amended to read in its entirety as follows:

858.01 DEFINITIONS.

As used in this chapter:

- (a) "Agent" means a person authorized by the owner who has charge, care, or control of a rental dwelling or rental unit which is let or offered for occupancy or who has charge, care, or control of a dwelling unit that is rented or leased as an STR dwelling unit. The owner must notify the City of any agent authorized to act on the owner's behalf. The tenant in a rental unit or occupant(s) of an STR dwelling unit may not act as the owner's authorized agent.
- (b) "Applicable codes" means all local, State, and Federal laws and regulations in force in the City that pertain to the maintenance and safety of residential property, including, but not limited to, the Michigan ~~Construction Code~~Building, Mechanical, Plumbing, and Electrical Codes, the Property Maintenance Code, ~~and the International Fire Prevention Code adopted by the City, and, as applicable,~~ the Michigan Housing Law.
- (c) “Bedroom” means a room intended for sleeping or placement of a bed, separated from other spaces in the dwelling unit by one or more functional doors. The following spaces do not qualify as bedrooms: (1) kitchens; (2) dining areas; (3) gathering spaces such as family rooms, dens, enclosed porches or living rooms; (4) closets; and (5) attics or basements without ingress and egress meeting standards in applicable codes.
- ~~(e)(d)~~ (d) "Code official" means a ~~public safety officer assigned~~qualified employee or independent contractor designated by the City Manager to enforce this chapter.
- ~~(d)(e)~~ (e) "Certificate of compliance" means a certification issued under this chapter stating that a residential dwelling was — as of the time of its last inspection — safe, healthful and in fit condition for occupancy. A valid rental license issued by the City prior to the effective date of Ordinance No. ~~516,599~~, qualifies as a certificate of compliance.

- (f) "Compensation" means money or other consideration paid or given in return for occupancy, possession, or use of a dwelling unit and related property.
- (g) "Dwelling unit" means a building or portion thereof that is designed for human occupancy and provides complete living facilities, including permanent provisions for sleeping, eating, cooking and sanitation.
- ~~(e)~~(h) "Family member" means a child, grandchild, stepchild, brother, sister, step-brother, step-sister, half-brother, half-sister, parent, grandparent, stepfather and/or stepmother (but not the parents of such individuals), niece, nephew, uncle, aunt, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, and sister-in-law.
- ~~(f)~~(i) "Let for occupancy" or "let" means to permit, provide, or offer occupancy of a building or portion of a building by a person who is not the legal or equitable owner for monetary or other consideration.
- ~~(g)~~(j) "Michigan Housing Law" means Act 167 of the Public Acts of 1917, as amended, M.C.L.A. 125.401 et seq.
- ~~(h)~~(k) "Occupant" means an individual living in, sleeping in, or otherwise having possession of a space rental dwelling, rental unit, or STR dwelling unit.
- ~~(i)~~ "Owner" means the record legal title holder and any partners, members, or officers of a person holding title.
- (l) "Owner" means any person that has legal or equitable interest or title in the rental dwelling or STR dwelling unit or has lawful possession and control thereof, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of the rental dwelling or STR dwelling unit by a court.
- ~~(j)~~(m) "Person" means an individual, married couple, joint tenancy, trust, corporation, limited liability company, partnership, association, or any other similar legal entity.
- ~~(k)~~(n) "Property Maintenance Code" means the property maintenance code adopted in Chapter 1460 of these Codified Ordinances.
- ~~(l)~~(o) "Rental dwelling" means a building or structure that has at least one rental unit. The term "rental dwelling" does not include jails, hospitals, foster care homes, short-term rental dwelling units, or buildings that are inspected by housing professionals under contract with the United States Department of Housing and Urban Development (HUD), the Michigan State Housing Development Authority (MSHDA), or an agency that is a sub-recipient of funding from either HUD or MSHDA.
- ~~(m)~~(p) "Rental unit" means a space for sleeping or living with complete, independent living facilities (including permanent provisions for living, sleeping, eating, cooking and

sanitation) that is let for occupancy to any individual(s) other than a family member of the owner. The term “rental unit” does not include short-term rental dwelling units.

- (q) “Short-term rental (STR) activity” means the renting or leasing of a dwelling unit for compensation for a term between and including 1 night to 27 nights consecutively, where STR activity shall not be considered to include the following:
- A. Renting a bedroom on a non-commercial basis in an owner-occupied single-family residential home;
 - B. Transitional houses operated by a charitable organization;
 - C. Group homes such as nursing homes and adult-foster-care homes;
 - D. Substance-abuse rehabilitation clinics;
 - E. Mental-health facilities; and
 - F. Other similar health-care related facilities.
- (r) “Short-term rental (STR) dwelling unit” means a dwelling unit for which the City has lawfully issued a registration for renting or leasing for STR activity.
- (s) “Short-term rental (STR) property” means any lot, parcel or property on which at least one STR dwelling unit exists.
- (t) “Short-term rental (STR) registration” means the registration required by and issued under this chapter for an STR dwelling unit to lawfully conduct any STR activity.

Where a word, term, or phrase used in this chapter is not expressly defined in this Section or elsewhere in this Code, the definition contained in the City of Ionia Zoning Ordinance shall apply.

858.02 REGISTRATION.

(a) Registration required.

- (1) Rental dwellings. An owner of a rental dwelling located in the City, regardless of whether such owner resides in the City, shall ~~provide to register~~ the code official rental dwelling with the City in writing the information described in accordance with this section. The City shall maintain a registry of all rental dwellings, ~~upon such form as may be prescribed by the code official~~ containing, at a minimum, all the information provided by rental property owners, as well as dates of approved certificates of compliance. No registration is effective until and unless approved by the following information: City.
- (2) Address(es) of the STR dwelling units. Any property, parcel, building, dwelling unit, or structure conducting STR activity shall be registered with the City as required under this section. If two (2) or more dwelling units are located on an STR property, each dwelling unit for which STR registration is sought must meet all requirements for an

STR dwelling unit to be approved for registration. No registration is effective until and unless approved by the City. No unregistered dwelling unit shall conduct any STR activity.

(1) Application. To register a dwelling unit as a rental dwelling-

(2) Number and type of rental units-

(b) Name, address, and birthdate of the or for use as an STR dwelling unit, the property owner- shall:

(1) Provide and certify as true all of the following on a form or forms provided by the code official and filed with the City when fully complete:

a. The name, address, telephone number, and email address of the owner and any local agent for the dwelling unit, if applicable. In situations when the owner is not an individual, the name, address, and birthdate telephone number, and email address of the president, general manager, partner, or other chief executive of the entity.

(1) Name The name, address, and birthdate of any agent designated by the owner-

e.b. Address and telephone number, and email address of the person responsible to accept notices and calls from the City. A local agent is required for every rental unit is required if and dwelling and STR dwelling unit where the owner does not reside in Ionia County or any county adjoining Ionia County within a 30-mile radius of the dwelling unit.

c. The street address of the dwelling unit, along with other identification if more than one (1) dwelling unit has the same street address.

d. The number and type of rental units, if applicable.

e. The number of bedrooms in the dwelling unit.

f. A statement certifying that each bedroom has a working smoke alarm, that there is a working carbon monoxide detector on each floor, and that those devices will be checked at least every 90 days.

g. A statement certifying that the owner consents to inspections by the City and will make the rental dwelling available for inspection upon request.

h. Such other information as the City deems appropriate.

(2) Pay a registration fee to the City, which amount shall be determined by resolution of the City Council and may be so amended from time to time. The fee schedule adopted by the City Council may include an enhanced fee for any dwelling unit found to have been operating as an unregistered rental dwelling or STR dwelling unit or otherwise in violation of the City Code, the City's Zoning Ordinance, or applicable codes.

(c) Complete application.

- (1) An application under this section shall not be considered accepted by the City until the City deems the application to be fully complete. If the code official determines that an application is incomplete, the code official shall send written notification to the applicant of the deficiencies.
- (2) If the applicant fails to provide to the City all of the information required by this section or fails to pay the required fee(s) within 30 days after being notified by the City of any deficiencies, then the application shall be deemed incomplete and shall be denied by the code official on that basis.
- (3) If any part of an application or related form is materially false, erroneous, or inaccurate, then that shall constitute grounds for the denial of registration approval or a later suspension or revocation of the registration approval.
- (4) It is a violation of this chapter to provide inaccurate information for the rental registry or to fail to provide information required by the City for the rental registry.
- ~~(4)~~(5) Any change in the information required by this section shall be communicated in writing to the City within 30 days of the change by the owner or the owner's agent.
- ~~(d)~~ After the effective date of Ordinance No. 516, owners*Separate registration. A separate registration is required for each dwelling unit that will be let for occupancy as a rental dwelling or used for STR activity.*
- ~~(e)~~ Conditions. The City may impose additional reasonable conditions on a registration approval for a specific dwelling unit based on an unusual site layout or conditions.
- ~~(f)~~ Change of ownership. If the ownership of a rental dwelling or STR dwelling unit changes (due to a transfer of ownership or upon the transfer of a controlling interest in the entity that owns the property), the new owner must apply to the City for a transfer of the registration to the new owner within 30 days of the ownership change. The City will approve the transfer application if the rental dwelling or STR dwelling unit and STR property fully comply with the requirements of this chapter, the City Code and Zoning Ordinance, and all applicable codes. However, if the code official is aware of any potential violation of this chapter or any applicable laws, regulations, or codes, then the code official may treat the transfer application as an application for a new license.
- ~~(e)~~(g) Rental dwelling requirements. Owners or agents responsible for rental dwellings shall comply with the following rental registry requirements:
- (1) All existing rental dwellings shall be registered within ~~90~~30 days of the effective date ~~of Ordinance No. 599~~. Any existing rental dwelling that does not have a valid rental license as of ~~the adoption~~said effective date shall be subject to an initial compliance inspection and shall be required to obtain a certificate of compliance.

Any person occupying a rental unit ~~as of the adoption date~~ in such rental dwelling shall be permitted to remain until an initial compliance inspection can be conducted.

- (2) All rental dwellings constructed or established by conversion of an existing structure after the ~~adoption effective~~ date of Ordinance No. 599 shall be registered and required to obtain a certificate of compliance prior to being let for occupancy.

(h) STR registration requirements. The following requirements apply to the registration of STR dwelling units:

(1) Compliance with applicable codes. No STR registration shall be approved by the City unless the STR dwelling unit and STR property fully comply with the City Code, the City Zoning Ordinance, and all applicable codes (subject to any applicable lawful nonconforming use rights or the equivalent).

(2) Biennial registration required. Each STR registration approved by the City shall have a standard term of two (2) years from the date of issuance. To renew an expiring STR registration, the registration holder must submit to the City a completed renewal application no later than the date of the STR registration's expiration.

(i) No vested right. A registration approval under this chapter shall not confer a vested right or property interest.

~~(2) Any change in the information required by this section shall be communicated in writing to the City within 30 days of the change by the owner or the owner's agent.~~

858.03 CERTIFICATE OF COMPLIANCE.

(a) Certificate of compliance required. Except as otherwise provided in this chapter, no owner or agent responsible for a rental dwelling or STR dwelling unit shall let any rental unit in such dwelling without a valid certificate of compliance issued by the City after inspection (as conducted pursuant to Section 858.04).

(b) ~~A~~ Term. The term of a certificate of compliance shall ~~expire in accordance with the following guidelines~~ be as follows:

(1) A certificate of compliance for a rental dwelling with five or more rental units let for occupancy shall expire two (2) years after the date of issuance. The code official may choose to inspect only a portion of the rental units in such dwelling in order to issue a certificate of compliance, at the discretion of the code official. ~~An inspection fee will be assessed only for the rental units that are actually inspected.~~

(1)(2) A certificate of compliance for a STR dwelling unit let for occupancy shall expire two (2) years after the date of issuance. The code official may choose to inspect only a portion of the STR in such dwelling in order to issue a certificate of compliance, at the discretion of the code official.

~~(2)~~(3) A certificate of compliance for a rental dwelling with less than five rental units let for occupancy shall ~~generally~~ expire four (4) years after the date of issuance. ~~However, Notwithstanding the foregoing sentence, however, such~~ certificate of compliance shall expire ~~only~~ two (2) years after the date of issuance if the owner or agent responsible for the rental dwelling has been found to be in violation of this chapter within the last five (5) years. Further, a four-~~(4)~~-year certificate of compliance may be amended to expire two (2) years from the date of original issuance if the owner or agent is later found to be responsible for a violation of this chapter. If ~~the~~such amendment results in an expired certificate of compliance, a complete compliance inspection ~~will~~shall occur, and a new two-~~(2)~~-year certificate of compliance ~~shall be~~ issued if the rental dwelling passes the inspection.

- (c) A certificate of compliance only authorizes occupancy~~only~~ of the ~~rental dwelling~~ units that were let for occupancy as of the date of issuance. If new rental dwelling or STR dwelling units are subsequently added by construction or conversion, the owner or agent must notify the City and obtain a new certificate of compliance before such ~~rental dwelling~~ units can be occupied.
- (d) The City may refuse to issue a certificate of compliance for any rental dwelling or STR owned by a person or entity with outstanding bills or liabilities to the City.

858.04 SCHEDULING OF INSPECTIONS.

~~(a)~~—Scheduling inspections. The code official shall be responsible for contacting owners and agents to conduct inspections:

~~(e)(a)~~ unless otherwise provided in this chapter. The code official shall ~~endeavor to~~ schedule initial compliance inspections as follows:

- (1) Newly constructed rental dwellings ~~will~~shall be inspected in accordance with this chapter at the same time or as near to the same time as practicable that the building is subject to final inspection to obtain a certificate of occupancy as required under the ~~building code~~Michigan Building Code. Obtaining a building code inspection through the Ionia County Building Department does not excuse or satisfy a rental unit owner's obligation under this chapter to apply to the City for rental registration and inspection.
- (2) Existing structures that are converted to rental dwellings ~~will~~shall be scheduled for an initial compliance inspection within 30 days of the submission of the rental registry information under Section 858.02.
- (3) Rental dwellings that were not registered with the City prior to the adoption of Ordinance No. ~~516-will~~599 shall be scheduled for an initial compliance inspection within ~~60-30~~ days of the submission of the rental registry information.

- (4) Any new rental unit within a certified rental dwelling will be scheduled for an initial compliance inspection within 30 days of a request for inspection by the owner or agent.
- (5) Upon receipt of knowledge that a rental dwelling is not registered with the City as required by this chapter, the code official shall schedule an initial compliance inspection and may assess fees and/or issue violation citations as authorized under this chapter.

~~(d)~~(b) Periodic compliance inspections ~~will be scheduled by.~~ For rental dwellings with valid existing certificates of compliance, the code official may schedule and conduct a periodic compliance inspection for ~~registered the~~ rental ~~dwellings~~dwelling prior to the expiration of the ~~existing~~certificate of compliance. Likewise, for STR dwelling units with valid registrations, the code official may schedule and conduct a periodic compliance inspection for the STR dwelling unit prior to the expiration of the registration.

~~(e)~~(c) Non-periodic compliance inspections. Non-periodic compliance inspections may be required and scheduled as soon as practical by the code official:

- (1) Upon receipt of a written complaint from an owner, agent, occupant or citizen who would have occasion to be aware that the rental dwelling ~~or,~~ rental unit ~~is,~~ STR dwelling, or STR property may be in violation of this chapter.
- (2) Upon receipt of a report or a referral from any City department, public or private school or other public agency that a rental dwelling ~~or,~~ rental unit ~~is,~~ STR dwelling, or STR property may be in violation of this chapter.

(3) If the code official becomes aware that a rental property or STR dwelling unit is not registered with the City as required by this chapter.

~~(f)~~(d) Right of entry and access required. When scheduling an inspection, the code official shall seek right of entry and access pursuant to Section 858.05 of this chapter, and shall not conduct an inspection until such ~~rights are~~right is obtained.

858.05 RIGHT OF ACCESS FOR INSPECTION.

- (a) Full access to premises required. To conduct a complete compliance inspection for purposes of this chapter, the code official ~~needs~~must be provided with full access to the STR dwelling unit or to all rental units to be inspected, and to all additional parts of the premises that serve such units, including mechanical equipment and hallways. The code official shall not request access to structures that are unattached from any STR dwelling unit or rental units and are occupied solely by the owner or the owner's family members, except to the extent needed to inspect mechanical equipment serving the STR dwelling unit or rental units.
- (b) Entry and access. By registering a ~~rental~~dwelling unit pursuant to this chapter, the owner or agent agrees to make the rental dwelling or STR dwelling unit available for inspections conducted under this chapter within 14 days of receiving notice of the need for inspection

from the code official. If an owner ~~or~~, agent, and/or occupant(s) hinders ~~at~~ the code official's entry or access to portions of a rental dwelling ~~premises or STR dwelling unit~~ so as to prevent a full inspection, the code official ~~is authorized to revoke a certificate of compliance, may~~ pursue administrative warrants, ~~or to secure entry and access or may~~ pursue other recourse as provided by law.

~~(e) If an occupant refuses to provide access to a rental unit, Accompanying the code official is authorized to pursue administrative warrants, or pursue other recourse as provided by law.~~

~~(e)(c)~~ Upon request of the code official, the The owner or agent responsible for the rental dwelling unit shall accompany the code official during ~~the~~an inspection and shall allow the code official full entry and access to the rental dwelling, rental unit, or STR dwelling unit.

858.06 INSPECTION CONSEQUENCES.

(a) Failed inspections. If the code official conducts an inspection and determines that the rental dwelling ~~or, rental unit, or STR dwelling~~ unit is not in compliance with applicable codes, the code official ~~will~~shall provide the owner or agent with a written list of items required to be completed or conditions to be met, and the applicable time frame, required timeframe for addressing such issues in order to schedule a re-inspection. A certificate of compliance or registration approval, as applicable, will be issued or renewed only when ~~those~~all such requirements and/or conditions have been ~~met~~satisfied.

~~(b) If the code official does not conduct an initial compliance inspection within the time frames stated in Section 858.05, the owner or agent shall, upon request, be entitled reimbursement of the initial registration fee. The building inspector's inability to Rental dwelling compliance inspections.~~

(1) The code official's failure to timely conduct an inspection shall not be construed as in any way authorizing an owner or agent to let a rental dwelling or rental unit prior to the issuance of a certificate of compliance.

(2) If the official does not conduct a periodic compliance inspection prior to the expiration date of the certificate of compliance, one of the following shall apply:

a. ~~And~~If the failure to conduct an inspection is not due to any action or failure of the owner or agent ~~(including a failure to make the rental dwelling available for inspection within 14 days of receiving notice of the need for inspection),~~ the owner or agent ~~shall be permitted~~may continue to let the subject rental dwelling or rental unit until the code official conducts an inspection and ~~decides~~determines whether or not to ~~issue or~~renew ~~at~~the certificate of compliance.

And

- b. If the failure to conduct an inspection is due to an action or failure of the owner or agent (including such as, without limitation, a failure to make the rental dwelling available for inspection within 14 days of receiving notice of the need for inspection), the owner or agent shall not let the subject rental dwelling or rental unit and, if occupants are utilizing the rental dwelling or unit, the code official may require vacation of the subject rental dwelling or rental unit and may seek a court order of eviction pursuant to Section 858.0709(c).

858.07 ~~FEES~~ SHORT-TERM RENTAL REGULATIONS.

Except as otherwise provided in this section, the following regulations shall apply to STR dwelling units and STR properties:

- (a) Contact person required. All STR dwelling units shall have a contact person that is reasonably available to respond to issues related to the STR dwelling unit within twenty-four (24) hours of notification by the City of an issue. The City shall be provided with contact information for the contact person and the contact person shall have access to the STR dwelling unit and full and complete authority to immediately assume management and control of the STR dwelling unit and STR property and to take remedial measures, if necessary. The contact person may be the owner, agent, or another individual.
- (b) Maximum occupancy. The maximum number of occupants in an STR dwelling unit shall not exceed that permitted by applicable codes.
- (c) Compliance. STR dwelling units and STR properties shall comply with the City Code and Zoning Ordinance and all applicable codes; nothing in this chapter shall be construed as excusing compliance with or lessening any zoning or code requirements.
- (d) Maintenance, operation, and condition. Every STR dwelling unit and related STR property, facilities, and accessory structures shall be well-maintained and operated and kept in good condition, repair, and appearance at all times. All major appliances (such as a washer and dryer, stove/range, refrigerator, furnace and hot water heater) shall be in good condition and kept in working order at all times. A material and substantial violation of this subsection constitutes a violation of this chapter.
- (e) None of the following shall be used as an STR dwelling unit nor be rented or leased for use, habitation, or lodging for STR activity:
- (1) A tent, bunkhouse, shed, barracks, or similar structure.
 - (2) A dwelling unit or structure that does not meet all applicable height, bulk, size, setback, and other requirements set forth in Appendix I, Schedule of Regulations.
 - (3) A dwelling unit that was unlawfully built, expanded, or modified.
 - (4) A camping trailer, recreation vehicle, popup trailer, bus, motorhome, or similar vehicle.

(5) An accessory dwelling unit (ADU), as set forth in Section 1286.14.

(6) A dwelling unit that has not been validly registered with the City as an STR dwelling unit.

(7) A dwelling unit or structure that does not comply with the requirements of all applicable requirements of the Zoning Code, building, mechanical, plumbing, and electrical codes, and the International Fire Prevention Code and International Property Maintenance Code that have been adopted by the City.

(f) The City Council may adopt rules and regulations to implement STR registrations and other aspects of this chapter regarding STR dwelling units and properties.

858.08 FEES.

(a) The owner or agent responsible for a rental dwelling or STR dwelling unit shall pay a fee for the initial registration of the dwelling unit, all required compliance inspections, if applicable, all required re-inspections, and any appeal request that does not result in a reversal or modification of the code official's decision. The fees shall be in amounts established from time to time by resolution of the City Council.

(b) All required fees shall be paid prior to the issuance of a certificate of compliance for a rental dwelling or the issuance of a registration approval for an STR dwelling unit.

~~(e) The code official shall waive registration and inspection fees for any tax-exempt charitable organization that is operating the subject rental dwelling for charitable purposes (such as providing relief to the poor or to victims of domestic violence), or that is letting the subject rental unit to its own employees (such as pastor of a church renting a church-owned dwelling).~~

858.0809 PENALTIES.

(a) Any violation of this chapter shall be a municipal civil infraction and shall be subject to such fines, costs and other relief as provided for in Section 202.99 of these Codified Ordinances.

(b) Where an owner has notified the City that an agent is authorized to act on his behalf, the agent ~~(and not the owner)~~ shall generally be the party responsible for violations of this chapter. However, this ~~divisionsubsection~~ shall not be interpreted as precluding the City from seeking the remedies provided in ~~division (d)~~ this section in situations where the owner has authorized an agent.

(c) Upon a finding of responsibility by the court for a violation of this chapter, including a violation of applicable codes, the code official may revoke an existing certificate of compliance or registration approval and may seek the issuance of a court order

compelling the eviction of all persons and property upon the premises until a new certificate of compliance or registration approval is issued by the City.

- (d) The City may seek a court order requiring an owner or agent to abate conditions in a rental dwelling or STR dwelling unit that constitute a violation of applicable codes; and may seek permission for City personnel to abate such conditions with the cost of abatement becoming a lien on the property ~~collected~~collectible in the same manner as property taxes.

858.0910 APPEALS.

(a) *Appeal Procedure.*

- (1) Any owner aggrieved by a decision of the code official made pursuant to this chapter (except for decisions to commence enforcement proceedings or obtain a warrant in a court of competent jurisdiction) may request a hearing on the matter before the ~~Housing Board of Appeals. Examples of decisions that can be appealed include decisions to revoke or withhold a certificate of compliance and decisions to deny a fee waiver under Section 858.06.~~City of Ionia Housing Board of Appeals. The aggrieved person shall file a written appeal request to the code official requesting the hearing. The appeal request shall include the name, address and phone number of the appellant, and a brief statement of the grounds for the appeal.
- (2) Any appeal request submitted under this section shall not be processed until payment of the applicable appeal fee.
- (3) The appeal must be filed within 21 days after the date of the decision being appealed (which shall be the date when the owner or agent first received notice of the decision). Failure to file the written notice of appeal within the 21-day period shall be deemed a waiver of the person's right to a hearing. Upon timely receipt of an appeal, the code official shall set a time for a hearing before the Housing Board of Appeals and shall give the appellant notice of the date, time and location for the hearing.

(b) *Hearings.*

- (1) Hearings conducted by the Housing Board of Appeals shall be commenced within a reasonable time after an appeal has been filed. At such hearings, the appellant shall be given an opportunity to be heard and to show cause as to why the code official's decision was in error. The code official shall be given the opportunity to provide information about the decision being appealed.
- (2) The Housing Board of Appeals shall conduct the hearing in a public meeting accordance with the Open Meetings Act, Act 267 of the Public Acts of 1976, as amended, M.C.L.A. 15.261 et seq.

(3) After a hearing, the Housing Board of Appeals may affirm, reverse, or modify the decision of the code official. In rendering ~~these determinations~~ a determination, the powers of the Housing Board of Appeals shall be limited to interpreting the provisions of this chapter and the applicable codes and applying their specific provisions to the specific case being heard.

(c) *Decision.* The decision of the Housing Board of Appeals shall be final.

Section 2. Repealer. All ordinances and parts of ordinances in conflict herewith are repealed to the extent of such conflict.

Section 3. 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 4. 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):



A RESOLUTION TO ESTABLISH FEES ASSOCIATED WITH THE CITY OF IONIA'S RENTAL REGISTRATION PROGRAM IN ACCORDANCE WITH CHAPTER 858 OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA

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

PRESENT: _____

ABSENT: _____

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

WHEREAS, on May 1, 1990, the City Council adopted Ordinance No. 338 regulating the renting of residential property within the City by creating a formal Rental Registration Program in the Codified Ordinances of the City of Ionia; and

WHEREAS, on the date hereof the City Council adopted Ordinance No. 599 amending Chapter 858 and updating the Rental Registration Program; and

WHEREAS, Section 858.08 of the Codified Ordinances of the City of Ionia expressly provide for the establishment of fees for the renting of residential property 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 the Ionia City Council hereby sets the following fees related to the renting of residential property:

Registration/Renewal Fees for Rental Dwellings & Short-Term Rental (STR) Dwellings	
Single Dwelling Unit	\$50.00
Duplex (Two-Dwellings Units)	\$100.00
Additional Dwelling Units (3+)	+\$25.00/additional dwelling unit
Reinspection Fees <i>(The initial inspection is included with the fees listed above. If a reinspection is required, see additional fees below:</i>	

First Reinspection	\$50.00
Second Reinspection	\$100.00
Third Reinspection	\$150.00
Enhanced Fees (<i>Dwelling units found to have been operating as an unregistered rental dwelling or STR dwelling unit.</i>)	
Dwelling Unit Operating Unregistered	+\$50.00/dwelling unit added to registration fee

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION 2025-25 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 November 5, 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.

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

**CITY OF IONIA
NOTICE OF PUBLIC HEARING**

Ordinance No. 599

PLEASE TAKE NOTICE: The Ionia City Council will conduct a Public Hearing at 6:30 PM, Wednesday, November 5, 2025, at Ionia City Hall, 114 N. Kidd Street, Ionia, MI 48846, to receive comments on Ordinance No. 599. If approved, this ordinance will amend Chapter 858 of City Code to update the City's Rental Registration Program. Following the public hearing the City Council will be asked to approve the ordinance on second reading. The ordinance will become effective immediately 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 EIGHT (BUSINESS REGULATION AND TAXATION CODE), CHAPTER 858 (RENTING OF RESIDENTIAL PROPERTY) OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.

A complete copy of proposed Ordinance No. 599 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
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.3

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: October 1, 2025

RE: Introduction and First Reading - Ordinance No. 600 - An ordinance to amend Chapter 214: General Fee Schedule to establish an Accessory Dwelling Unit application fee

Background:

Last year, City Council amended the residential zoning requirements to update and restructure the various residential zoning districts. As part of these updates, accessory dwelling units (ADUs) were allowed as a use-by-right in the Low Density Residential (LDR) and the Medium Density Residential (MDR) Districts. For reference, Section 1286.14 of the Zoning Code follows this communication and outlines the requirements for an ADU. Staff have developed an application (attached) to facilitate this process administratively. A deed restriction is required for all ADUs that covenants the ADU will not be conveyed separately from the primary dwelling unit and that one of the dwelling units will be owner-occupied. A deed restriction template (attached) was drafted for applicants to use to ensure that the City requirements are met. These documents have been reviewed by the City Attorney and approved as to form.

It is recommended that City Council establish a fee for the ADU application to account for a portion of the staff time required to process the request. After researching the ADU fees of other communities, staff recommend the fee to be established at \$100. This amount also aligns with the City's fee charged for an administrative site plan review. Fees for the Planning and Zoning Code are found in Section 214.06 of the General Fee Schedule and must be established by ordinance. For this reason, Ordinance No. 600 was drafted for City Council's consideration.

Requested Action / Motion:

It is requested the Ionia City Council consider a motion to introduce and conduct a first reading of Ordinance No. 600, an ordinance to amend Section 214.06 entitled "Fees in the Planning and Zoning Code," of Chapter 214, "General Fee Schedule," of Title Two, "General Provisions" of Part Two, "Administrative Code," of the Codified Ordinances of the City of Ionia. It is further requested that City Council schedule a Public Hearing regarding the proposed ordinance for 6:30 PM, Wednesday, November 5, 2025, at Ionia City Hall.

Motion By:

Seconded By:

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

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
Ordinance No. 600**

AN ORDINANCE TO AMEND SECTION 214.06 ENTITLED “FEES IN THE PLANNING AND ZONING CODE,” OF CHAPTER 214, “GENERAL FEE SCHEDULE,” OF TITLE TWO, “GENERAL PROVISIONS” OF PART TWO, “ADMINISTRATION CODE,” OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA

THE CITY OF IONIA HEREBY ORDAINS:

Section 1. Amendment of Section 214.06. That Section 214.06 of Part Two, Title Two, Chapter 214 of the Codified Ordinances of the City of Ionia is amended to read as follows:

214.06 FEES IN THE PLANNING AND ZONING CODE

(a) Fees for planning and zoning reviews are as follows:

(1)	Planned Unit Development	\$750.00
(2)	Special Land Use	\$500.00
(3)	Site Condominium	\$750.00
(4)	Plat Development	\$750.00
(5)	Site Plan Review	
	Staff Review:	\$100.00
	PC Review:	\$500.00
(6)	Zoning Variance	\$500.00
(7)	Re-Zoning	\$750.00
(8)	Street Vacating	\$750.00
(9)	Open Space Neighborhood	\$750.00
(9)(10)	Accessory Dwelling Unit	\$100.00
(10)(11)	Accessory Structure	\$25.00
(11)(12)	Fence	\$25.00
(12)(13)	Home Construction/Addition	\$25.00

(b) Fees for signs are as follows:

(1)	Temporary and Portable Signs	\$25.00
(2)	Permanent Signs	\$50.00

(c) Application fee for land division:

(1)	Lot division/lot split	\$75.00 plus \$15 per each resulting lot
(2)	Lot reconfiguration	\$75.00
(3)	Lot combination	\$75.00

(d) Marihuana facility operators: \$5,000.00

(e) Mobile Food Vending Units:

- | | | |
|-----|---------------------------------------|----------------------------|
| (1) | Single-day mobile food vending permit | \$25.00 |
| (2) | Special event food vending permit | \$25.00 (per vending unit) |
| (3) | Temporary food vending permit | \$100.00 |
| (4) | Seasonal food vending permit | \$300.00 |

(f) Applications made to conduct a professional fireworks display \$25.00

Section 2. Repealer. That all ordinances and parts or ordinances in conflict herewith are repealed to the extent of such conflict.

Section 3. Effective Date. That this Ordinance shall be effective upon its publication in the manner provided by law.

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
NOTICE OF PUBLIC HEARING**

Ordinance No. 600

PLEASE TAKE NOTICE: The Ionia City Council will conduct a Public Hearing at 6:30 PM, Wednesday, November 5, 2025, at Ionia City Hall, 114 N. Kidd Street, Ionia, MI 48846, to receive comments on Ordinance No. 600. If approved, this ordinance will amend section 214.06 of the City's ordinances to establish a fee for an accessory dwelling unit application. 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 SECTION 214.06 ENTITLED "FEES IN THE PLANNING AND ZONING CODE," OF CHAPTER 214, "GENERAL FEE SCHEDULE," OF TITLE TWO, "GENERAL PROVISIONS" OF PART TWO, "ADMINISTRATION CODE," OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA

A complete copy of proposed Ordinance No. 600 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

1286.14 ACCESSORY DWELLING UNITS.

Not more than one (1) Accessory Dwelling Unit (ADU) may be included within a detached single-unit dwelling (principal dwelling unit) or accessory building, existing separately from but located on the same lot as a detached single-unit dwelling.

- (a) Minimum Lot Area. An ADU may be developed on a lot meeting the minimum lot size for the applicable zone district.
- (b) Building Height. When newly added, the portion of a single-unit detached dwelling with an ADU shall not exceed the permissible main building height of the Zoning District. The maximum permitted height for a detached ADU is twenty-five (25) feet, where the applicable zoning district setback requirements for a principal structure are met. Where zoning district setback requirements for a primary structure cannot be satisfied, the detached ADU shall be no higher than (20) feet (i.e., an existing detached accessory structure that does not meet the principal structure setback requirements, etc.).
- (c) Front Yard Prohibited. If not part of the main building, the ADU shall not be in the front yard.
- (d) Minimum/Maximum ADU Size. The ADU shall not exceed forty (40) percent of the gross floor area of the principal dwelling unit and, in any case, shall be at least four hundred (400) square feet and not larger than eight hundred fifty (850) square feet in gross floor area.
- (e) Bedroom Maximum. A maximum of two (2) bedrooms are permitted within an ADU.
- (f) Owner Occupancy. At least one (1) of the dwelling units on a lot shall be owner-occupied.
- (g) Leasing or Rental. No ADU shall be leased or rented for less than thirty (30) days and shall not be used as a short-term rental.
- (h) Alterations or New Construction. Any alterations to existing buildings or structures or the construction of a new structure to accommodate the ADU shall be designed to maintain the architectural design, style, appearance, and character of the main building as a detached single-family dwelling, including but not limited to entrances, roof pitch, siding, and windows, and exterior building materials.
- (i) Deed Restriction. A binding deed restriction enforceable and approved by the City shall be recorded prior to the issuance of a building permit stipulating that the ADU will not be conveyed separately from the primary dwelling unit and including other provisions specified by the City.

(Ord. 588. Passed 7-2-24.)



Accessory Dwelling Unit Permit Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: cityofionia.org

Date of Application: _____

Application Fee: \$100

- Not more than one (1) Accessory Dwelling Unit (ADU) may be included within a detached single-unit dwelling (principal dwelling unit) or accessory building, existing separately from but located on the same lot as a detached single-unit dwelling.
- At least one (1) of the dwelling units on a lot shall be owner-occupied.
- No ADU shall be leased or rented for less than thirty (30) days and shall not be used as a short-term rental.
- Review **Section 1286.14** of the City of Ionia Zoning Ordinance for complete requirements.

Application

Property Address: _____ Parcel Number: 34-_____

Owner's Name: _____

Phone: _____ Email: _____

Contractor: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Project Information

1. What is the zoning district of the property? _____
2. Property is (check one): ☐ Corner Lot ☐ Interior Lot
3. Provide a brief description of the project including the planned location and materials relative to the principle structure:

4. What is the total square footage of the principal structure? _____
5. What is the square footage of the proposed ADU? _____

6. What is the height of the proposed ADU (grade to point of peak)?

7. How many bedrooms will be within the proposed ADU? _____

8. Please attach site plan documentation including the following information:

- a. Property lines and dimensions;
- b. Location of all buildings and distance between buildings on the site;
- c. Setback distance of the ADU from all property lines;
- d. Elevation drawings of proposed ADU;
- e. Photographs of the existing residence and indicate the entrance/exit to the ADU;
and
- f. Designated parking area for ADU.

Acknowledgement and Signature

By signing below, I _____ (print name), acknowledge that I have read and understand the provisions of Section 1286.14 of the City of Ionia Zoning Ordinance pertaining to accessory dwelling units. I further acknowledge that other permits may be necessary and I will secure all appropriate permits.

I am aware of the requirement for a deed restriction covenanting that the ADU will not be conveyed separately from the primary dwelling unit and that one of the dwelling units will be owner-occupied, and I will record such deed restriction on a form prepared by the City and provide an official recorded copy of same to the City Clerk within 30 days. Lastly, I acknowledge that the City of Ionia has a Rental Registration Program, and I am aware that accessory dwelling units are subject to this program, as described in Chapter 858 of the City Code.

Property Owner's Signature: _____ Date: _____

OFFICE USE ONLY

Application #: _____

Approved or Denied (Circle One)

Comments: _____

Copies To: _____

Signature: _____ Date: _____

COVENANT LIMITING LAND USE FOR ACCESSORY DWELLING UNIT

The undersigned certify that [I/we] [is/are] the [owner/owners] of real property located in Ionia, Michigan, that is legally described as follows:

(Insert legal description and parcel number in space provided or on a separate sheet attached as an Exhibit hereto.)

This property is located at and is known by the following address:

(Insert address of property)

In consideration of the issuance by the City of Ionia of an Accessory Dwelling Unit (ADU) permit for the creation or construction of one ADU within or attached to the principal dwelling unit or as a detached dwelling unit on the property described above, [I/we], the [owner/owners], do covenant and agree to and with the City of Ionia, pursuant to Zoning Ordinance Section 1286.14, that the principal dwelling unit or ADU shall be owner-occupied.

[I/We], the property [owner/owners], do further covenant and agree that if either the principal unit or the ADU cease to be owner-occupied for at least six (6) months, the ADU permit shall be revoked by the City of Ionia and use of the ADU shall cease immediately.

[I/We], the property [owner/owners], do further covenant and agree that the ADU will not be conveyed separately from the primary dwelling unit.

[I/We], the property [owner/owners], do further covenant and agree to record this covenant with the Ionia County Register of Deeds, return an official copy of the recorded covenant to the Ionia City Clerk, and to abide by the standards and criteria set forth in the aforementioned Zoning Ordinance.

This covenant and agreement shall run with the land and shall be binding upon [myself/ourselves], any future owners, their successors, heirs or assignees and shall continue in effect so long as said ADU shall remain unless otherwise released or revoked by authority of the City of Ionia, as appropriate.

By: _____

(Insert Property Owner Name)

By: _____

(Insert Property Owner Name)

STATE OF MICHIGAN)
) ss.
COUNTY OF IONIA)

Acknowledged before me in _____ County, Michigan on _____, 20__, by _____, who is personally known to me or who produced _____ as identification.

Signature of Notary Public

Printed Name of Notary Public

Notary Public, _____ County, Michigan

Acting in the County of _____, Michigan

My commission expires: _____

Drafted by:

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.4

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: October 1, 2025
RE: FY 2025-2026 Budget Amendment #1

Background:

We are now three months into Fiscal Year (FY) 2025-2026, which began July 1, 2025 and will conclude June 30, 2026. Most of the revenue and expenditure assumptions made in developing the FY25-26 budget are still accurate, but a few amendments have been prepared to reflect changes since the budget was first approved.

Following is a spreadsheet detailing the suggested budget amendments on a fund-by-fund basis. The notable highlights are as follows:

Proposed amendments to the 101 - General Fund:

- Revenues remain unchanged.
- Expenditures increasing by \$4,000 to \$10,500 in Buildings and Grounds for south city limit sign repair/landscaping

With the modest expenditure adjustment, total GF revenues and expenditures would amend to:

Revenues	\$7,620,000
Expenses	<u>\$7,952,070</u>
NET	(\$ 332,070)

Notable proposed amendments to Special Funds:

- 239 – Parks – Facilities Improvements – Expenses were increased by \$60,000 to reflect design engineering delays shifting into FY25-26.
- 245 - Industrial Park LDFA - Revenues were increased by \$10,000 to reflect new tax increment revenues from Enwork's expansion.
- 249 – Recreation Department – Expenditures were increased by \$4,000 for seasonal employee wages and youth football activities.
- 250 - Theatre - Expenditures were increased by \$1,100 to reflect live entertainment hosting expense.
- 284 - Opioid Settlement - Revenues were increased by \$4,000 due to additional settlement

payments.

- 588 – Dial-A-Ride – Expenditures were increased by \$12,500 due to additional credit card fees, communications tower maintenance, and capital outlay.
- 590 – Sewer Fund – Revenues were increased by \$15,500 to reflect an increase in reimbursable expenses paid by townships.
- 591 – Water Fund – Revenues were increased by \$100,000 to reflect additional utilization of the TMF Grant for lead service line identification.
- 661 Central Garage - Revenues were increased by \$27,000 to reflect proceeds from the sale of used equipment.

In all cases, either current year fund revenues or sufficient fund balance exists to cover increased expenditures.

Requested Action / Motion:

It is requested the Ionia City Council consider approving Budget Amendment #1 to the FY25-26 budget, which includes the General Fund and multiple special funds as detailed on the following spreadsheet.

Motion By:

Seconded By:

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

FY 25-26 Council Budget Adjustment #1

GL Number	Description	25-26 Amended Budget	Proposed Amendment #1	Proposed Budget After Amendment
Fund: 101 GENERAL				
Revenues		7,620,000	-	7,620,000
Account Category: Expenditures				
Department: 265.000 BUILDINGS - GROUNDS				
101-265.000-775.000	REPAIR & MAINTENANCE SUPPLIES	6,500	4,000	10,500
Total Dept 265.000 - BUILDINGS - GROUNDS		356,700	4,000	360,700
Expenditures		7,948,070	4,000	7,952,070
Fund 101 - GENERAL:				
TOTAL REVENUES		7,620,000		7,620,000
TOTAL EXPENDITURES		7,948,070		7,952,070
NET OF REVENUES & EXPENDITURES:		(328,070)		(332,070)
BEG. FUND BALANCE		5,131,917		5,131,917
END FUND BALANCE		4,803,847		4,799,847
Fund: 239 PARKS - FACILITIES IMPROVEMENTS				
Revenues		841,000	-	841,000
Account Category: Expenditures				
Department: 545.800 STEELE ST. PARK				
239-545.800-805.400	ARCHITECTURAL-ENGINEERING	40,000	60,000	100,000
Total Dept 545.800 - STEELE ST. PARK		990,000	60,000	1,050,000
Expenditures		1,036,000	60,000	1,096,000
Fund 239 - PARKS - FACILITIES IMPROVEMENTS:				
TOTAL REVENUES		841,000		841,000
TOTAL EXPENDITURES		1,036,000		1,096,000
NET OF REVENUES & EXPENDITURES:		(195,000)		(255,000)
BEG. FUND BALANCE		619,584		619,584
END FUND BALANCE		424,584		364,584
Fund: 245 INDUSTRIAL PARK LDFA				
Account Category: Revenues				
245-000.000-430.000	TAX INCREMENT FINANCING	-	10,000	10,000
Revenues		-	10,000	10,000
Fund 245 - INDUSTRIAL PARK LDFA:				
TOTAL REVENUES		-		10,000
TOTAL EXPENDITURES		-		-
NET OF REVENUES & EXPENDITURES:		-		10,000
BEG. FUND BALANCE		697		697
END FUND BALANCE		697		10,697

GL Number	Description	25-26 Amended Budget	Proposed Amendment #1	Proposed Budget After Amendment
Fund: 249 RECREATION DEPARTMENT				
Account Category: Revenues				
Revenues		538,900	-	538,900
Account Category: Expenditures				
Department: 536.000 ADMINISTRATION				
249-536.000-702.009	SALARY & WAGES - SEASONAL	7,000	3,000	10,000
Total Dept 536.000 - ADMINISTRATION		304,013	3,000	307,013
Department: 560.000 OPERATIONS				
249-560.000-762.313	YOUTH FOOTBALL ADVISORY BOARD	2,000	1,000	3,000
Total Dept 560.000 - OPERATIONS		48,500	1,000	49,500
Expenditures		554,613	4,000	558,613
Fund 249 - RECREATION DEPARTMENT:				
TOTAL REVENUES		538,900		538,900
TOTAL EXPENDITURES		554,613		558,613
NET OF REVENUES & EXPENDITURES:		(15,713)		(19,713)
BEG. FUND BALANCE		43,956		43,956
END FUND BALANCE		28,243		24,243
Fund: 250 THEATRE FUND				
Account Category: Revenues				
Revenues		405,100	-	405,100
Account Category: Expenditures				
Department: 442.000 OPERATIONS				
250-442.000-732.000	LIVE ENTERTAINMENT EXPENSE	-	1,100	1,100
Expenditures		481,850	1,100	482,950
Fund 250 - THEATRE FUND:				
TOTAL REVENUES		405,100		405,100
TOTAL EXPENDITURES		481,850		482,950
NET OF REVENUES & EXPENDITURES:		(76,750)		(77,850)
BEG. FUND BALANCE		291,698		291,698
END FUND BALANCE		214,948		213,848
Fund: 284 OPIOID SETTLEMENT FUND				
Account Category: Revenues				
284-000.000-685.000	Opioid Settlement Revenue	5,000	4,000	9,000
Revenues		5,050	4,000	9,050
Expenditures		1,000	-	1,000
Fund 284 - OPIOID SETTLEMENT FUND:				
TOTAL REVENUES		5,050		9,050
TOTAL EXPENDITURES		1,000		1,000
NET OF REVENUES & EXPENDITURES:		4,050		8,050
BEG. FUND BALANCE		480		480
END FUND BALANCE		4,530		8,530

GL Number	Description	25-26 Amended Budget	Proposed Amendment #1	Proposed Budget After Amendment
Fund: 588 DIAL-A-RIDE				
Revenues		2,162,949	-	2,162,949
Account Category: Expenditures				
Department: 560.000 OPERATIONS				
588-560.000-729.000	CREDIT CARD FEES	-	500	500
588-560.000-743.100	OPERATING SUPPLIES-TIRES/TUBES	6,100	3,000	9,100
Total Dept 560.000 - OPERATIONS		520,810	3,500	524,310
Department: 564.000 MAINTENANCE				
588-564.000-850.000	COMMUNICATIONS	2,470	2,100	4,570
Total Dept 564.000 - MAINTENANCE		48,725	2,100	50,825
Department: 568.000 Equitable Mobility				
588-568.000-729.000	CREDIT CARD FEES	-	2,500	2,500
588-568.000-980.000	CAPITAL OUTLAY	1,600	4,400	6,000
Total Dept 568.000 - Equitable Mobility		264,244	6,900	271,144
Expenditures		2,148,499	12,500	2,160,999
Fund 588 - DIAL-A-RIDE:				
TOTAL REVENUES		2,162,949		2,162,949
TOTAL EXPENDITURES		2,148,499		2,160,999
NET OF REVENUES & EXPENDITURES:		14,450		1,950
BEG. FUND BALANCE		1,056,103		1,056,103
END FUND BALANCE		1,070,553		1,058,053
Fund: 590 SEWER DEPT.				
Account Category: Revenues				
590-000.000-664.200	TOWNSHIP REIMB FOR EXPENSES	2,000	15,500	17,500
Revenues		3,667,000	15,500	3,682,500
Expenditures		3,420,941	-	3,420,941
Fund 590 - SEWER DEPT.:				
TOTAL REVENUES		3,667,000		3,682,500
TOTAL EXPENDITURES		3,420,941		3,420,941
NET OF REVENUES & EXPENDITURES:		246,059		261,559
BEG. FUND BALANCE		14,886,243		14,886,243
END FUND BALANCE		15,132,302		15,147,802

GL Number	Description	25-26 Amended Budget	Proposed Amendment #1	Proposed Budget After Amendment
Fund: 591 WATER DEPT.				
Account Category: Revenues				
591-000.000-502.000	FEDERAL GRANT	-	100,000	100,000
Revenues		3,197,000	100,000	3,297,000
Expenditures		2,756,017	-	2,756,017
Fund 591 - WATER DEPT.:				
TOTAL REVENUES		3,197,000		3,297,000
TOTAL EXPENDITURES		2,756,017		2,756,017
NET OF REVENUES & EXPENDITURES:		440,983		540,983
BEG. FUND BALANCE		12,891,237		12,891,237
END FUND BALANCE		13,332,220		13,432,220
Fund: 661 CENTRAL GARAGE				
Account Category: Revenues				
661-000.000-695.000	SALE OF PROPERTY	10,000	27,000	37,000
Revenues		512,000	27,000	539,000
Expenditures		563,000	-	563,000
Fund 661 - CENTRAL GARAGE:				
TOTAL REVENUES		512,000		539,000
TOTAL EXPENDITURES		563,000		563,000
NET OF REVENUES & EXPENDITURES:		(51,000)		(24,000)
BEG. FUND BALANCE		1,095,505		1,095,505
END FUND BALANCE		1,044,505		1,071,505

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.5

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: October 1, 2025
RE: Mobility Manager Grant and related FTE

Background:

Mobility Management is an innovative approach for managing and delivering coordinated transportation services to customers, including older adults, people with disabilities, and individuals of low income; ensuring equal access to resources & opportunities and coordination for efficiencies & ease of use. The program is funded under Section 5310, and is a yearly competitive application that rural transit agencies complete with their annual application, based on their own individualized projects for continued funding. While funds for this position originate from the federal government, some state matching funds are also provided, meaning the state is the grant recipient and the City is a grant sub-recipient. The project has metrics and targets that must be met to ensure the success of the project. Transit agencies submit quarterly reports based on their identified metrics.

The City of Ionia Transportation's FY26 annual application included \$72,500 (100% coverage of wages and fringe benefits) to hire a Mobility Manager that will be tasked with outreach & education, expanding coordination & community partnerships, and identifying unmet transportation needs in our community. The grant funding for the position begins on October 1, 2025 and continues through September 30, 2026. Continued funding will be requested in an annual application that if approved, will also be included in future IDART budgets to continue the Mobility Manager position.

Creation of the Mobility Manager position represents a new full-time equivalency (FTE), which requires addition to the FY25-26 Position Allocation List for funding in accordance with Resolution 2025-12 (FY2025-2026 Budget Resolution), which restricts the number of employees who can be employed by the City, unless subsequently approved by City Council.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the new Mobility Manager FTE. The full cost of the position is funded by Section 5310 grant funds.

Motion By:

Seconded By:

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

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.6

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: October 1, 2025
RE: Street Tree Planting Project 2025

Background:

Funds were included in the FY25-26 budget to plant street trees throughout the City in accordance with our annual Street Tree Program. Residents are invited to submit requests throughout the year for trees to be planted in the berm, or tree lawn, located in front of their property. Trees are typically planted in the fall after they are dormant for the season, thus providing them with a fresh start in the spring at their new location.

After reviewing all locations where trees were requested, City staff determined 32 trees were eligible for planting. To minimize planting too many trees of any one species for better disease resistance, a total of nine different species were specified for bidding. A bid solicitation for purchase and planting of street trees was issued on September 9 and bids were opened on September 24 at 10 AM. A total of five bids were received as follows:

Bidder	Location	Bid Amount
Davey Tree Expert Company	Wooster, OH	\$18,752 (\$586/tree)
Greenscape Services	Springfield, MI	\$29,000 (\$906.25/tree)
Horrocks Nursery Farms, Inc.	Ionia, MI	\$14,577.45 (\$455.55/tree)
Twin Lakes Nursery	Grand Rapids, MI	\$19,520 (\$610/tree)
Upscale Outdoor Services	Howell, MI	\$24,035 (\$751.09/tree)

Staff reviewed all bids and found them to be complete. All trees to be planted south of M-21 in the City will be funded through a recently approved Urban and Community Forestry Grant.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the low bid of \$14,577.45 from Horrocks Nursery Farms, Inc. of Ionia, Michigan to complete the 2025 Street Tree Planting Project. Funds for this project have been budgeted in the Major and Local Street Funds (202-463.000-801.000 and 203-463.000-801.000). There are 12 trees on major streets and 20 trees on local streets.

Motion By:

Seconded By:

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

V. BID FORM: TREE PLANTING PROJECT

The undersigned hereby declares that the instructions and specifications, including all appendices, have been carefully examined. It is understood and agreed that all bid pricing shall remain in effect for at least one hundred twenty (120) days from the date of the bid opening to allow for the award of the bid, and that if chosen, the prices bid will remain firm. The undersigned bidder further agrees and understands that the City of Ionia reserves the right to reject any and all bids and the right to waive irregularities in bidding if it determines such action to be in the best interest of the city.

Bidding Company Horrocks Nursery Farms INC

Address/City/State/ZIP 3355 dildine Rd

Phone 616-527-0990 E-mail Horrocksnurseryfarm@gmail.com

Authorized Representative/Title OWNER

Signature M. MATTHEW J. HORROCKS Date 9-23-25

Street Trees Planting Project

COST FOR THE PURCHASE AND PLANTING OF 32 BALL AND BURLAP TREES

Trees shall be delivered and planted as needed between October 1, and November 30, 2025, in the City of Ionia, as directed by the City.

PRICE PER PLANTED TREE

In accordance with the tree list (Next Page)

\$ 455.545

TOTAL COST

\$ 14577.45

Contractor shall be responsible for insuring products, materials, and equipment used or brought to the project against all risks of loss, including completed operations, loss of use, or business interruption. The city will not be responsible for any loss suffered by the Contractor.

Storage, vehicle, and equipment staging, and other ground operations shall be reviewed and approved by the city in advance at all times.

Contractor shall be responsible for damage to the city's premises that may be caused by his work. Should damage occur as a result of the contractor's work, the contractor is responsible for the repair and/or replacement of the damaged area. Otherwise, the city shall repair and/or replace the damaged area and charge the contractor or deduct the amount from the contractor's payment.

Contractor shall obtain all necessary permits required by laws and regulations, give all required notices, and pay all lawful fees in accordance with requirements for his particular work. Contractor shall deliver to the city certificates of inspection where such are required. All federal, state and local taxes, when applicable, are the responsibility of the contractor and should be included in the bid price. However, the city is tax exempt and state sales taxes should not be included as part of the bid.

Partial payments shall be made at the discretion of the city manager. The city reserves the right to withhold payments until acceptance of the work completed as specified by invoice.

SAFETY

The contractor shall perform all work in accordance with the "General Safety Rules and Regulations for the Construction Industry" as promulgated by MIOSHA.

The contractor shall perform all work in accordance with applicable local, state, and federal laws, rules, regulations, and zoning and building codes, as well as MIOSHA guidelines in effect at the time of the project. The contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape, and all other safety/traffic control equipment required to protect the public, employees, surrounding areas, equipment, and vehicles.

Upon request, the contractor shall provide a copy of his written Safety Program for review by the city.

In the event of an emergency affecting the safety of persons or property, the contractor shall act immediately to prevent threatened loss or damage. The contractor shall immediately stop any activity or operation affecting safety until the situation is corrected.

Street Trees Program — Tree List

The following list identifies the required tree species and quantity. If any of the specified species are unavailable, please propose an appropriate replacement species along with its unit price.

Tree Name	Common Name	Quantity
Acer rubrum	Armstrong Maple	2
Acer freemanii	Autumn Blaze Maple	8
Acer rubrum 'October Glory'	October Glory Maple	7
Platanus × acerifolia	London Planetree	3
Quercus rubra	Red Oak	2
Quercus bicolor	Swamp White Oak	2
Ulmus americana 'Princeton'	Princeton Elm	2
Zelkova serrata 'Green Vase'	Green Vase zelkova	4
Liriodendron tulipifera	Tuliptree	2

SUSTITUTE TREE TYPES QTY/PRICE

REPLACING

NA _____

NA _____

Additional Questions required to complete bid form:

1. How is your company organized (corporation, partnership, etc.) and how long have you been in business? List the name and contact information for the owner, president, managing partner or CEO.

Corporation
Matt Horrocks CEO/President

2. Please provide the name and work experience of the project site supervisor you are assigning to this contract. This supervisor will be the main contact for the city and will oversee contract compliance, timeliness and work quality.

Josh Conner 15 years

3. Has your company had a similar contract terminated for cause within the last three (3) years? If yes, please explain.

NO

4. Please provide the names, phone numbers and email addresses of at least three customers for whom you have performed tree planting services within the last five years. If possible, these customers should be governmental or public entities:

Sable Homes 616 866 393 Kari Kray @sablehomes.com
Cascade Township 616 949 1500 Athorne@cascadetwp.com
East Grand Rapids 616 949 2110 russel@eastgrmi.gov

VI. NON-IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan law (Iran Economic Sanctions Act, Michigan PA 517 of 2012), before accepting any bid or proposal or entering into any contract for goods and services with any prospective vendor, the City of Ionia must obtain certification from the vendor that it is not an "Iran-Linked Business."

By signing below, I certify and agree on behalf of the company submitting this form and myself the following: (1) that I am duly authorized to legally bind the company submitting this proposal; (2) that the company submitting this proposal is not an "Iran-Linked Business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, Michigan PA 517 of 2012; and (3) that I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the city in this regard.

Company Name Horrocks Nursery Farms INC

Authorized Representative Matt Horrocks
(printed name and title)

Signature Matt Horrocks Date 9-23-25

AGREEMENT
(to be executed after bid award)

THIS AGREEMENT, made this ____ day of October, 2025 by and between the City of Ionia, 114 N. Kidd Street, Ionia MI 48846, a Michigan municipal corporation and _____, doing business as a corporation, hereinafter called "Contractor,"

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete:

CITY OF IONIA – STREET TREE PLANTING PROGRAM

2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor, and other service necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 5 (five) calendar days after the date of the NOTICE TO PROCEED and will complete the same on or before November 1, 2025 unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR agrees to perform all WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$_____ or as shown in the BID schedule.
5. The term "CONTRACT DOCUMENTS" means and includes the following:
 - (A) General Conditions
 - (B) Performance Bond
 - (C) Specific Instructions to Bidders
 - (D) General Specifications/Scope of Project & Safety
 - (E) Bid Proposal Form
 - (F) Non-Iran Linked Business Certification
 - (G) Agreement
 - (H) Appendix A – Insurance Requirements
 - (I) Appendix B – Bidder's Checklist
6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the GENERAL CONDITIONS such amounts as required by the CONTRACT DOCUMENTS.

Horrocks Nursery Farms, Inc.

3355 Dildine Road

Ionia, MI 48846

Phone: (616) 527-0990

E-mail: horrocksnurseryfarm@gmail.com

ESTIMATE

013433

MH

Page: 1

Monday, September 22, 2025

TO

CITY OF IONIA
114 N. KIDD STREET
114 N. KIDD STREET
IONIA MI 48846

FOR

(616) 527-4170
527-0810

Item#	Description	Quantity	Price	Total Amount
03008	ACER F. ARMSTRONG ARMSTRONG MAPLE	2.5"@ 2	455.545	911.09
02112	ACER F. AUTUMN BLAZE AUTUMN BLAZE MAPLE	2.5 "@ 8	455.545	3644.36
00464	ACER RUBRUM OCTOBER GLORY OCTOBER GLORY MAPLE	2.5"@ 7	455.546	3188.82
02260	PLATANUS X EXCLAMATION EXCLAMATION LONDON PLANETREE	2.5"@ 3	455.547	1366.64
51503	QUERCUS RUBRA RED OAK	2.5"@ 2	455.545	911.09
01039	QUERCUS BICOLOR SWAMP WHITE OAK	2.5"@ 2	455.545	911.09
5493	ULMUS AMERICANA PRINCETON ELM	2.5"@ 2	455.545	911.09
01014	ZELKOVA SERRATA 'GREEN VASE' GREEN VASE ZELKOVA	2.5"@ 4	455.545	1822.18
34201	LIRIODENDRON TULIPIFERA TULIP TREE	2.5"@ 2	455.545	911.09
			SUBTOTAL	14577.45
			Total	14577.45

Appendix A – Insurance Requirements

Upon notice of bid award, the successful bidder shall provide proof of insurance that includes the following specifications and follows this general form:

This is to certify that the following endorsement is part of the policies described below:

NAMED INSURED (CONTRACTOR)

Horrocks Nursery Farms, Inc

ADDRESS

3355 Dildine Rd

Ionia, MI 48846

COMPANIES OFFERING COVERAGE

A. Michigan Horticulture Industries Self Insured Work

B. Auto-Owners Insurance Company

C. Home-Owners Insurance Company

D. Midwest Employers Casualty Company

It is hereby understood and agreed that the City of Ionia, its city council and each member thereof and every officer and employee of the city shall be named as joint and several assureds with respect to claims arising out of the following project:

CITY OF IONIA – Tree Planting Program

It is further agreed that the following indemnity agreement between the city of Ionia and the named insured is covered under this policy: Contractor agrees to indemnify, hold harmless and defend city, its city council and each member thereof and every officer and employee of city from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against city, its city council and each member thereof and any officer or employee of city that results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by contractor in the performance of this agreement.

The contractor, or any of its subcontractors, shall not commence work under this contract until it has attained the insurance required below and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Ionia. The requirements below should not be interpreted to limit the liability of the contractor. All deductibles and self-insured retentions are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. Workers Compensation Insurance including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan
2. Commercial General Liability Insurance on an "occurrence basis" with limits of liability not less than \$1 million per occurrence and aggregate. Coverage shall include the following extensions: (a) Contractual Liability Coverage; (b) Products and Completed Operations Coverage; (c) Independent Contractors Coverage; (d) Broad Form General Liability Extensions or equivalent, if not already included.
3. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1 million per occurrence, combined single limit for Bodily Injury, and Property

7. This AGREEMENT shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in two (2) copies each of which shall be deemed an original on the date first above written.

OWNER: City of Ionia

BY _____

Name Precia Garland

Title City Manager

WITNESS _____

Name _____
(please print)

CONTRACTOR:

BY _____

Name _____
(please type)

Address _____

WITNESS _____

Name _____
(please print)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/26/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 1690 Watertower Place, Suite 500 East Lansing MI 48823	CONTACT NAME: Select Certificates	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
	E-MAIL ADDRESS: Select Certificates@ajg.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Horrocks Nursery Farms Inc 3355 Dildine Road Ionia, MI 48846	INSURER A : Michigan Horticulture Industries Self Insured Work	
	INSURER B : Auto-Owners Insurance Company	18988
	INSURER C : Home-Owners Insurance Company	26638
	INSURER D : Midwest Employers Casualty Company	23612
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1813035227 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		2246010684906925	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			4384906900	4/1/2025	4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			4384906901	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	HORROH HORROH	7/1/2025 7/1/2025	6/30/2026 6/30/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Excluded persons from Workers Compensation policy: Matt Horrocks, Jack Horrocks.

RE: Retaining Wall - Project 302 King Alley.

CERTIFICATE HOLDER

CANCELLATION

City of Ionia 114 N Kidd St Ionia MI 48846 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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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: October 1, 2025
RE: Naming Rights - Steele Street Park Band Shell

Background:

Phase I of the Steele Street Park Project includes development of a band shell, as illustrated on the following renderings. The band shell has been a much-requested resource by the community and its construction as part of Phase I of the Steele Street Park project will finally make it a reality. The band shell will provide a venue for a variety of performing arts and musical events, such as summer concert series, dance studio recitals, community theater performances and more.

The City has secured two grants to assist with funding this first phase of the park project. However, due to limited time remaining on the site's floodplain permit, all required grading must now be completed as part of Phase I of the project. As a result of the additional earthwork and general increases in construction costs, the Phase I budget has significantly increased, pushing the City's expected grant match beyond the original match estimate, by over \$500,000 (from \$400,000 to \$966,786.)

Fundraising efforts are currently under consideration to assist with filling this gap. Looking at the City's Fundraising/Gifts Policy (1-011), an opportunity exists to extend naming rights to the new Steele Street Park band shell. Section V. Naming Rights of the referenced policy states,

If a fundraising project is to include naming rights, City Council approval must be obtained before any naming rights are conferred. Under no circumstance will the naming of the project be a condition of a charitable gift unless it is first approved by the City Council. Council will review the amount to be given in relationship to the final budget, amount to be raised, amount contributed by the business or individual, effort required, etc. Until Council has acted, no making right shall take place nor shall any insinuation be made. As a guide, normally 50% or more of the cost of the project must be gifted for such consideration.

The cost of the installed band shell is estimated by the project engineer at approximately \$200,000.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to authorize naming rights for the future Steele Street Park band shell if a donation of \$100,000 or more is committed to the project. Such a commitment could include a multi-year pledge, not to exceed seven (7) years.

Motion By:

Seconded By:

Roll Call Vote:

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



BAND SHELL RENDERINGS

STEELE PARK

City of Ionia, Michigan

DATE
9.3.2025
PROJECT NO.
2252

PAGE 1



BAND SHELL RENDERINGS

STEELE PARK

City of Ionia, Michigan

DATE
9.3.2025
PROJECT NO.
2252

PAGE 2



CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.8

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: October 1, 2025
RE: Schedule Special City Council Meeting

Background:

Efforts are currently underway to engineer and solicit bids for small segment of water main replacement on Lawton Street. The water main in this area is in poor condition and targeted for replacement in the current fiscal year. Because it is located outside the street pavement, time remains this year to complete the work and thus avoid another winter season. Plans and specifications were finalized and issued for bid on September 26. Bid opening is scheduled for October 13. To facilitate water main construction beginning in November, it is necessary to schedule a special City Council meeting, so that a bid can be awarded in mid-October.

A special meeting of the City Council, for purposes of reviewing and awarding a bid for the Lawton Street water main project is proposed for Wednesday, October 15 at 6:00 PM or an alternate time as preferred by the majority of City Council.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to schedule a special meeting for Wednesday, October 15 at a time preferred by the majority of Council members for the purpose of reviewing and awarding a bid for the Lawton Street water main project.

Motion By:

Seconded By:

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

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VIII.1

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: October 1, 2025
RE: Ionia Community Library Board of Trustees

Background:

Per Section 2.03 Mayor of the City Charter of the City of Ionia, it is the duty of the mayor to appoint, with the advice and consent of the City Council, the members of citizen advisory boards and commissions. The following individual has been recommended by Mayor John Milewski to begin service on the Ionia Community Library Board of Trustees for an unexpired four-year term ending June 30, 2027, subject to council approval:

Ionia Community Library Board of Trustees – (4-year term)
Kyle Ondersma – Term through 6/30/27

Requested Action / Motion:

It is requested the Ionia City Council consider appointing Kyle Ondersma to the Ionia Community Library Board of Trustees for a partial term expiring June 30, 2027.

Motion By:

Seconded By:

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



Boards and Commissions Application

Serving on one or more of the City of Ionia's boards and commissions is a perfect way to actively engage with the community. Full details on the different boards and commissions can be found at www.cityofionia.org. Click on the City Government tab for the complete page of information.

Ionia welcomes anyone who has interest in serving to complete the Boards and Commissions application, after using the skillset guide to determine where his/her respective experience would best be served. All applications can be emailed directly to the City Manager at pgarland@ci.ionia.mi.us, dropped off to City Hall at 114 North Kidd Street, or mailed to P.O. Box 496, Ionia, MI 48846.

List of Boards and Commissions:

- Board of Review
 - Meets as necessary
- Board of Zoning Appeals (ZBA)
 - Meets on the first Monday of the month at 6:30 p.m. (As necessary)
- Brownfield Redevelopment Authority (BRA)
 - Meets monthly
- Downtown Development Authority (DDA) Board
 - Meets on the third Wednesday of the month at 8:00 a.m.
- Income Tax Board
 - Meets as necessary
- Ionia Community Library Board of Trustees
 - Meets on the third Wednesday of the month at 6:00 p.m.
- Ionia Housing Commission
 - Meets on the second Tuesday of the month
- Housing Board of Appeals
 - Meets as necessary
- Local Officers Compensation Commission
 - Meets on odd-numbered years
- Parks and Recreation Commission
 - Meets as necessary
- Planning Commission
 - Meets on the second Wednesday of the month at 4:30 p.m.



Boards and Commissions Application Skillset Guide

Board of Review

Members are appointed by the Mayor and confirmed by City Council. Members must be city residents qualified by experience and/or training in matters related to real estate. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Property Appraisal/Assessing
- ☐ Real Estate/Development/Law (no agents or brokers)

Board of Zoning Appeals (ZBA)

Members are appointed by the Mayor and confirmed by City Council. Members must be city residents qualified by experience and/or training in matters related to construction, land use planning and/or zoning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction/Engineering
- ☐ GIS/AutoCAD
- ☐ Land Use Planning
- ☐ Real Estate/Development/Law
- ☐ Zoning

Brownfield Redevelopment Authority (BRA)

Members are appointed by the Mayor and confirmed by City Council. City residency is not required. Qualified experience in economic development, land use planning, or other related fields is preferred. Please check below if you have experience in:

- ☐ Banking/Finance
- ☐ Building Construction/Engineering
- ☐ Business
- ☐ Economic Development
- ☐ Land Use Planning
- ☐ Property/Asset Management

Downtown Development Authority (DDA)

Board comprised of City residents and non-residents, with a majority of the board having an interest in property within the Development District and at least one member residing in the District. Members are appointed by the Mayor and confirmed by City Council. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/ Business/Finance
- ☐ Economic Development/Land Use Planning
- ☐ Event Planning
- ☐ Property/Asset Management

Income Tax Board

Membership of the board is appointed by the City Council. Members must be city residents qualified by experience and/or training in matters relating to finance. Please check below if you have experience in:

- ☐ Accounting
- ☐ Banking/Finance
- ☐ Budgeting/Auditing
- ☐ Business
- ☐ Public Administration

Ionia Community Library Board of Trustees

The library is governed by a six-member Board of Trustees consisting of two members each from the City of Ionia, Easton Township, and the Ionia Public School District. Please check below if you have experience in:

- ☐ Education
- ☐ Library Resources
- ☐ Public Administration
- ☐ Technology Facilitation

Ionia Housing Commission

Members are appointed by the Mayor and confirmed by City Council. City residency is not required. Qualified experience in social work or property management related fields is preferred. Please check below if you have experience in:

- ☐ Business
- ☐ Property/Asset Management
- ☐ Public Administration
- ☐ Social Work

Housing Board of Appeals

Board meets when an appeal has been requested for a rental property or housing commission related concern. Members with qualified experience in property or asset management preferred. Please check below if you have experience in:

- ☐ Business
- ☐ Construction
- ☐ Home Inspection
- ☐ Property/Asset Management
- ☐ Public Safety
- ☐ Social Work



Questions? Contact the Ionia City Manager
(616) 527-4170 | pgarland@ci.ionia.mi.us

Local Officers Compensation Commission (LOCC)

Members are appointed by the Mayor and confirmed by City Council. City residency is required. Finance and human resource management fields provide necessary experience. Please check below if you have experience in:

- ☐ Business
- ☐ Employment
- ☐ Finance
- ☐ Human Resources/Personnel
- ☐ Public Administration

Parks and Recreation Commission

Members are appointed by the Mayor and confirmed by City Council. All members except one must be registered voters in the city. Qualifications are by experience and/or training in a variety of disciplines. Please check below if you have experience in:

- ☐ Advertising/Marketing/Public Relations
- ☐ Banking/Finance
- ☐ Fitness/Recreation
- ☐ Forestry
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Physical Education

Planning Commission

Members are appointed by the Mayor and confirmed by City Council. All members except one must be city residents. Qualifications are by experience and/or training in matters related to land use planning. Please check below if you have experience in:

- ☐ Architecture
- ☐ Building Construction
- ☐ Civil Engineering
- ☐ Facilities Management
- ☐ GIS/AutoCAD
- ☐ Historic Preservation
- ☐ Land Use Planning
- ☐ Landscape Architecture
- ☐ Property Maintenance/Management
- ☐ Real Estate/Development/Law



Questions? Contact the Ionia City Manager
(616) 527-4170 | pgarland@ci.ionia.mi.us

Boards and Commissions Application

Applicant Information

Name: _____ Address: _____
City, State, Zip: _____ Years of City Residence: _____
Phone: _____ Email: _____

Experience

Vocation: _____ Employer: _____
Educational Background: _____
Professional and Work Experience: _____
Community Activity: _____

Board and Commission Selection

Check all boxes of the boards and commissions you wish to serve:

- | | |
|---|--|
| ☐ Board of Review | ☐ Board of Zoning Appeals (ZBA) |
| ☐ Brownfield Redevelopment Authority (BRA) | ☐ Downtown Development Authority (DDA) |
| ☐ Income Tax Board | ☐ Ionia Community Library Board of Trustees |
| ☐ Ionia Housing Commission | ☐ Ionia Regional Utilities Authority (IRUA) |
| ☐ Housing Board of Appeals | ☐ Local Officers Compensation Commission (LOCC) |
| ☐ Parks and Recreation Commission | ☐ Planning Commission |
| ☐ Other: _____ | |

Have you ever served on a board, committee, or held public office before? Yes No

Do you foresee any conflicts of interest while serving in this position? Yes No

Are you a registered voter in the City of Ionia? Yes No

Reason(s) You Wish to Serve: _____

Signature: _____ Date: _____



Minutes of Boards & Commissions

Monthly Department Reports

September 2025

IONIA HOUSING COMMISSION

MINUTES OF REGULAR MEETING HELD IN THE OFFICES OF THE COMMISSION

AT 667 N. UNION STREET, IONIA, MICHIGAN

JULY 8, 2025, AT 10:00 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. APPROVAL OF MINUTES OF REGULAR MEETING: Minutes of the regular meeting of June 10, 2025, were previously distributed. Following discussion Commissioner Tuttle made a motion, supported by Commissioner Cook, accepting the minutes and placed on file as presented. A roll call vote was taken:

AYES

NAYS

All

None

President Rockafellow thereupon declared said motion carried.

3. ACCOUNTS PAYABLE APPROVAL: Accounts payable for the month of June 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

NAYS

All

None

President Rockafellow thereupon declared said motion carried.

4. MONTHLY FINANCIAL REPORTS: The Director distributed the Public Housing and Section 8 Financial Reports for June 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:

<u>AYES</u>	<u>NAYS</u>
All	None

President Rockafellow thereupon declared said motion carried.

5. REPORT – DIRECTOR:

VACANCIES:

SECTION-8 HOUSING CHOICE VOUCHER PROGRAM: Thirteen.

PUBLIC HOUSING PROGRAM: Two.

MOVE-OUTS:

06/13/2025	3-bedroom (531) West Meadows.....	Moved back in with mom
06/16/2025	2-bedroom (724 B) Robertson Court.....	Internal transfer to three-bedroom

MOVE-INS:

06/17/2025	3-bedroom (531) West Meadows.....	Internal transfer from two-bedroom
06/26/2025	3-bedroom (546) West Meadows.....	Resident, working, single mom

6. 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.
- C. 2025 CAPITAL FUND PROGRAM UPDATE: Capital Fund 2025 award amount is \$306,747.00. There have been no expenditures to date.
- D. WAGE COMMITTEE FYB 10/1/2025: The Executive Director disseminated received wage survey responses to the Committee. Any further responses will be

sent to the Committee upon receipt.

- E. **WORKER'S COMPENSATION CLAIM:** Scott Cressman, Accident Fund Claim Representative, contacted the Executive Director to inform her that due to conflicting medical reports, Douglas Jensen will undergo an Independent Medical Evaluation scheduled for July 10, 2025.
- F. **UNEMPLOYMENT NOTICE TO WITHHOLD:** Unemployment sent a Warrant to Pay to Mercantile Bank causing the held funds to be remitted prior to the 45-day holding period set to expire July 7, 2025. The Executive Director has called Unemployment multiple times to request a refund as funds were withdrawn from two separate financial institutions but has yet to speak to a representative. She will continue to call until she can speak with a representative and obtain a refund.

7. **NEW BUSINESS:**

- A. **2025 ANNUAL PLAN:** The 2025 Annual Plan is due July 18, 2025. The Executive Director will submit the Plan no later than July 14, 2025.
- B. **ANNUAL INCOME POLICY:** HUD has chosen to initiate the implementation of HOTMA in sections. As such, Public Housing Agencies are required to establish policies in compliance with Sections 102 and 104 currently. The Executive Director presented the Annual Income Policy for consideration and approval. Following discussion, Commissioner Brown made motion, supported by Vice President Talbot, adopting the Annual Income Policy as presented. A roll call vote was taken:

AYES

NAYS

All

None

President Rockafellow thereupon declared said motion carried. Resolution number 841 adopted.

- C. **UPDATED GLOSSARY:** The Executive Director presented the Glossary for consideration and approval. Following discussion, Commissioner Brown made motion, supported by Commissioner Cook, adopting the Glossary as presented. A roll call vote was taken:

AYES

NAYS

All

None

President Rockafellow thereupon declared said motion carried. Resolution

number 842 adopted.

- D. DE MINIMIS ERRORS POLICY: The Executive Director presented the De Minimis Errors Policy for consideration and approval. Following discussion, Commissioner Tuttle made motion, supported by Commissioner Cook, adopting the De Minimis Errors Policy as presented. A roll call vote was taken:

AYES

NAYS

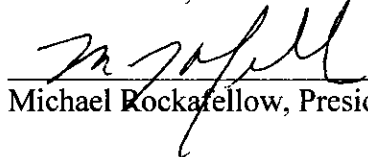
All

None

President Rockafellow thereupon declared said motion carried. Resolution number 843 adopted.

8. PUBLIC COMMENT: There was no public comment.
9. There being no further business to come before the Board, the meeting was unanimously adjourned at 10:53 a.m.


Katie Bennett, Executive Director/Secretary


Michael Rockafellow, President



CITY OF IONIA
PLANNING COMMISSION
REGULAR MEETING MINUTES
4:30 PM, Thursday, September 11, 2025
IONIA CITY HALL - COUNCIL CHAMBERS

I. CALL TO ORDER

Chairperson Bailey called the 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, Michael Donaldson, Keturah Kelley, Tim Lee, and Jason Perry present. Commissioners Ryan Gregory and Judy Swartz were absent.

III. APPROVAL OF AGENDA

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

MOTION CARRIED BY VOICE VOTE.

IV. APPROVAL OF MINUTES

(IV.1.) August 13, 2025 – Regular Meeting

Minutes from the regular meeting of August 13, were reviewed. Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Kelley, to approve the August 13, 2025, meeting minutes as presented.

MOTION CARRIED BY VOICE VOTE.

V. PUBLIC COMMENTS

None.

VI. PUBLIC HEARINGS AND ASSOCIATED ACTION

(VI.1.) Public Hearing to receive comments on Ordinance No. 598 to create Chapter 1294: Short-Term Rentals

Assistant City Manager Bowman provided background information on short-term rentals related to the proposed Ordinance No. 598.

Chairperson Bailey opened the public hearing for Ordinance No. 598 at 4:46 PM.

Royale Walter (924 Highland Drive) expressed to Planning Commission that she owns two short-term rentals in the Ionia area. She emphasized that short-term rentals help the local economy and assist with the lack of available options for visitors to the community.

Chairperson Bailey closed the public hearing at 4:50 PM.

Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Kelley, to recommend City Council approval of Ordinance No. 598, an ordinance to amend Chapter 1240, Section 1240.11; enact a new Chapter 1294 entitled "Short-Term Rentals"; amend Chapter 1248, Section 1248.02; amend Chapter 1250, Section 1250.02; amend Chapter 1252, Section 1252.02; amend Chapter 1258, Section 1258.02; and amend Chapter 1260, Section 1260.02 of the Codified Ordinances of the City of Ionia.

MOTION CARRIED BY VOICE VOTE.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

(VIII.1.) City of Ionia 2025-2030 Master Plan

Planning Commissioner Kelley made a motion, seconded by Planning Commissioner Perry, to schedule a public hearing for 4:30 PM, Wednesday, October 8, 2025, at Ionia City Hall to hear comments on the City of Ionia 2025-2030 Master Plan and conclude the 63-day public review period.

MOTION CARRIED BY VOICE VOTE.

(VIII.2.) Planning Commission Training Opportunity

Assistant City Manager Bowman shared an upcoming training opportunity through Michigan State University Extension intended for Planning Commissioners.

IX. COMMISSIONER COMMENTS

Mike Donaldson: Commented on the high number of people using the newly created Dog Park and renovated Hale Park.

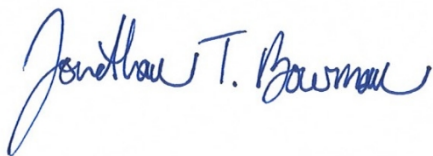
X. ADJOURNMENT

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

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 4:57 PM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jonathan T. Bowman". The signature is fluid and cursive, with the first name "Jonathan" and last name "Bowman" clearly legible.

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

CITY OF IONIA
Local Development Finance Authority
September 16, 2025
Regular Meeting Minutes

CALL TO ORDER

Chairperson Mark Jennings called the meeting of the City of Ionia Local Development Finance Authority (LDFA) for September 16, 2025, to order at 4:02 PM.

ROLL CALL

Present: Members Larry Tiejema, Mark Jennings and Mark Vroman

Absent: Bob Masters

Also Present: Mayor John Milewski, Precia Garland, City Manager

APPROVAL OF AGENDA

Chairperson Jennings introduced the agenda and asked if there were any requested changes. No changes were requested. It was moved by Member Tiejema and seconded by Member Vroman to approve the agenda as presented. MOTION CARRIED.

APPROVAL OF MINUTES

Since there were not quorums at the March 18, 2025 and June 17, 2025 meetings, meaning that no meetings took place on those occasions, it was moved by Member Vroman and seconded by Member Tiejema to approve the minutes from the October 15, 2024 meeting as presented. MOTION CARRIED.

PUBLIC COMMENTS

Mayor Milewski explained that former LDFA board member Jamie Carnes had resigned from his position as finance director at the Ionia County Intermediate School District (ISD) and thus, also resigned his position from the LDFA. Mayor Milewski has asked the new ISD finance director to consider serving on the LDFA board and expects to make an appointment prior to the next board meeting.

FINANCIAL REPORT

City Manager Garland presented the LDFA's current financial report, noting \$20.72 in interest earnings last fiscal year and a current fund balance of \$695.39. Tax increment revenues will begin to flow to the LDFA in the current fiscal year. A total of \$8,765.18 is expected from the Summer 2025 taxes. Member Tiejema asked several questions regarding the LDFA Development and TIF Plan and estimated future tax capture, which were answered by Garland.

OLD BUSINESS

None.

NEW BUSINESS

Enwork expansion update

City Manager Garland stated Enwork recently completed the first phase of intended expansions at its Apple Tree Drive location. Enwork CEO David Powell recently shared with her that business is booming, which enabled them to order more manufacturing equipment. He anticipates adding 26 new positions, in addition to the 17 employees from May 2024, for a total of 43 employees by the end of 2025. Efforts are also underway to coordinate a parking lot expansion.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

It was moved by Member Tiejema and seconded by Member Vroman to adjourn the meeting at 4:22 PM. MOTION CARRIED

Respectfully Submitted,

Precia Garland, City Manager/LDFA Director

CITY OF IONIA
Election Commission
September 24, 2025
Meeting Minutes

CALL TO ORDER

City Clerk Jonathan Bowman called the meeting of the City of Ionia Election Commission for September 24, 2025, to order at 2:00 PM.

ROLL CALL

Present: Commissioners Jonathan Bowman (City Clerk), Precia Garland (City Manager - Designated Representative for City Attorney), and Randy Jewell (City Assessor)

Absent: None

Also Present: Michael Oszust, Assistant to the City Manager

APPOINTMENT BY CITY CLERK

As authorized by MCL 168.25, Clerk Bowman appointed City Manager Precia Garland as a Designated Representative in the place of Jeffrey Sluggett, City Attorney, as a member is unable to vote unless in-person at the meeting. Garland was identified as a qualified and registered elector of the City, thus meeting the requirements of an eligible voting member per statute.

APPROVAL OF AGENDA

Clerk Bowman introduced the agenda and asked if there were any requested changes. No changes were requested. It was moved by Jewell, seconded by Garland to approve the agenda as presented. MOTION CARRIED.

APPROVAL OF MINUTES

Minutes from the meeting of August 13 were reviewed. It was moved by Garland, seconded by Jewell to approve the minutes from August 13, 2025, as presented. MOTION CARRIED.

PUBLIC COMMENTS

None.

ELECTION INSPECTOR APPOINTMENT – NOVEMBER 4, 2025, ELECTION

City Clerk Bowman presented a list of election inspectors for the November 4, 2025 special election, as follows.

Ward 1 & 2	
Jodi Courtland (Chair/Receiving Board)	Republican
Tom Millard	Democrat
Jani Millard	Democrat
Heather Jorgensen	Republican

Ward 3 & 4	
Brittany Adams (Chair/Receiving Board)	Democrat
Howard Bignell	Democrat
Christine Grove-Carlson	Republican
Joyce Essich	Republican
AVCB	
Dayna Ellis (Chair)	Democrat
Pamela Keefer	Republican
Margo McKendry	Democrat
MaryBeth Robertson	Democrat

It was moved by Jewell, seconded by Garland to approve the list of Election Inspectors as presented. MOTION CARRIED.

PUBLIC ACCURACY TEST – NOVEMBER 4, 2025, ELECTION

Prior to testing, Jewell and Garland verified the seals on the tabulators and storage containers. Using the test deck provided, each of the tabulators were tested, results tallied and verified. Test results were signed by Jewell, Garland, and Bowman, who then verified the new seals on the tabulators that were placed after testing.

ADJOURNMENT

Motion by Garland, seconded by Jewell to adjourn the meeting at 2:21 PM. MOTION CARRIED.

Respectfully Submitted,

Jonathan T. Bowman
Ionia City Clerk

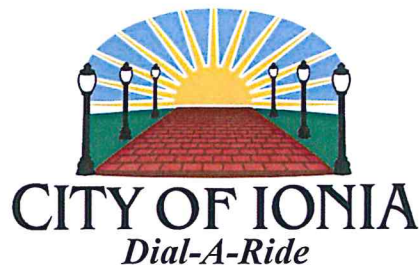
EXPENDITURES	
PERIOD: August 26th through Sept 25th	DATE: 9/25/2025

DATE: 9/25/2025

248	DDA	\$ 3,282.32	\$ 733.82			\$ 4,016.14
250	THEATRE	\$ 3,946.00	\$ 4,246.90			\$ 8,192.90
TOTAL DDA & THEATRE:		\$ 7,228.32	\$ 4,980.72	\$ -	\$ -	\$ 12,209.04
TOTAL OF CHECKS		\$ 405,164.47	\$ 263,882.48	\$ -	\$ -	\$ 669,046.95

CHECKS OVER \$25,000	
1	10/1/2019
2	10/1/2019
3	10/1/2019
4	10/1/2019
5	10/1/2019
6	10/1/2019
7	10/1/2019
8	10/1/2019
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100	10/1/2019

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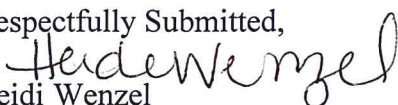


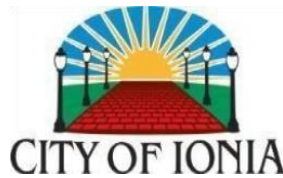
Monthly Update
September 2025

Operations

- Ionia Dial-A-Ride provided 171 lift equipped services for individuals with disabilities from August 1-31, 2025.
- Ionia Dial-A-Ride provided 2,863 passenger trips and our vehicles logged 12,741 miles from August 1-31, 2025.
- I-Go provided 694 passenger trips from August 1 – 31, 2025.
- We are currently transporting 50+ riders one/both ways for school purposes. I will continue to review current demand to determine if an additional part-time driver is needed to meet capacity.
- The campaign to download the I-Go app and try the service with your first ride free is live. So far no one has utilized the promotional code.
- The Saranac expansion has been going well and ridership is increasing. In August there were 23 trips to and/or from Saranac. We have multiple people using it to get to work, school, appointments, and shopping.
- Dynamic marketing now has 4 ads on different buses and are working with a company to design another. We received our first check of passive income!
- Bi-weekly meetings with KFH Group for the COS and TDP Planning process have continued. The in-person community engagement events on September 9th & 10th went well and we will receive a report out of information collected shortly.
- The contract with Central Michigan Building Services has been finalized with the completion of the project and request for payment has been submitted.
- One of our vehicles was in an accident recently and we received notification from the insurance that it is repairable. Work has begun on it.
- A request has been submitted to Council to approve the FTE to hire the Mobility Manager for the grant funding approved with our annual application in January.
- A statewide meeting has been scheduled to discuss potential impacts and funding delays with the impending State shutdown.

Respectfully Submitted,


Heidi Wenzel



Ionia Downtown Development Authority Director's Report September 2025

Economic Development / Special Events / District Activity / Business Updates

- Coordinated Social District marketing initiatives.
- Ribbon cuttings for the Social District, Legalize Docs+, and The Crystal Orphanage.
- Responded to and assisted with event inquiries, including both scheduled and prospective activities.
- Attended building walkthroughs of 113 S. Depot and 313 W. Main, as well as inquires on vacant property and potential lease options throughout the district.
- Provided presentation support for MiPitch participants.
- Oversaw dumpster management.

Meetings / Seminars / Webinars / Education

- Attended and contributed to:
 - Regular City Council, Department Head, DDA Board of Directors, City Manager connection, Theatre Ad Hoc Committee, IBPW, DDA Marketing Committee (regular session) monthly meetings
 - Special Marketing session with Linda Ciangi
 - Fiscally Ready Communities: From Fundamentals to Best Practices webinar
 - ICOA and Independent Bank Alzheimer's Walk Assistance

Additional Notes

- With the transition of Gary Ferguson into retirement, a significant portion of time was dedicated to theatre operations and management continuity.

Respectfully submitted,
Cassie Rice, Ionia DDA and Theatre Director

Upcoming DDA Events:

- Autumn Celebration – Thursday, October 23rd 4:30-7:30pm (Co-sponsored with IACC, Independent Bank and Restore Church)
- FREE MOVIE – October 27th 7pm "Gremlins"
- DDA Appreciate Night – November 2025
- Town Tree Lighting and Twinkle Town Parade – December 5th



September 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.
- Tackle Football: Grades 4th -8th Games started September 6th for the 4th through 6th grades. We have 3 dates of Home games on Saturdays, 9-20, 10-4 and 10-11. Games started September 10th for the 7th and 8th grades. The 3 home dates for 7th and 8th are 9-10, 10-1 and 10-15. Home games are played at the High School game field. Away games are 15-45 minutes away with communities such as Lakewood, Charlotte, Dewitt, Portland, P.W., Mason, Haslett. We have 100 total players between 4th and 8th grade.
- Flag Football: Ages 4-to 3rd grade. We have 76 kids signed up. Players and teams are separated into 2 divisions of age 4 to 1st grade and one division of 2nd and 3rd grade. Practices have started August 25th. Games are at Harwood Sports Complex on Wednesday evenings through October 15th. Samantha Ringler, Edward Jones is our sponsor at \$1,000.
- Fall Youth Soccer: Ages 4-13 divided into 4 age groups. U6, U8, 10U and 13U. 234 total participants. 48 Players in U6, 48 players in U8, 90 players in 10U and 48 players in 13U. Practices started August 25th. Games started September 11th and run through October 16th on Thursday's evenings in front of the High School. Matcor is the sponsor at \$1,500

Rentals

Park Pavilion

- Hale Park: September 20th, Birthday Party, \$42 Trumble
- Hale Park: September 27th, Birthday Party, \$42 Mulford

Armory

- Gymnasium: Fridays, September 12th through October 24th, Basketball Practice, Scott Edwards \$500

Projects

- Armory Roof Shingle Project: Citi Roofing will begin work Friday October 26th
- Armory Gym Floor: Painting and resurfacing completed September 3rd

Program Coordinator Position Highlights

- Working on sponsorships/relationships for upcoming programs
- Fall Soccer and Flag Football. Implementing these programs/games
- Updating website and Facebook for our department
- Saturday on 9-20 home tackle football games
- Planning and putting together information for Floor Hockey
- Planning and putting together a first Mother/Son Dance for November 8th

Submitted by,
Matt Painter
Matt Painter



Corland J McDiarmid
Director

IONIA DEPARTMENT OF PUBLIC SAFETY

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



Kevin C. Heinlein
Deputy Director

September 25, 2025

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

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

- Unlawful Imprisonment - 1
- Criminal Sexual Conduct – 1
- Assault – 8
- Breaking and Entering – 1
- Larceny or Fraud – 2
- Destruction of Property - 1
- Obscenity – 2
- Child Abuse – 3
- Resist Police - 1
- Warrant Arrest / Injunctive Order Violation – 9
- License / Registration / Insurance Violation – 4
- Trespassing - 2
- Juvenile Complaint / Curfew – 5
- School Threat Investigation - 4
- Animal Complaint / Other – 2
- Minor in Possession Alcohol / Vape / Marijuana – 7
- Mental Health Complaints – 2
- Motor Vehicle Accidents – 9
- Parking / Abandoned Vehicle – 5
- Civil Complaints – 18
- Lost / Found Property – 6
- General Assistance – 59

Code Enforcement:

- Blight Complaint – 7
- Vegetation - 10
- Property Inspections – 1
- Rental Inspections - 11

There were 17 calls for fire service to this point this month and they are listed below:

- Toned Out Accidents - 3
- Structure Fires – 2
- CO alarms – 1

- Wires Down / Arcing – 6
- Illegal Burning - 1
- False Fire Alarm – 1
- Smoke Investigation - 2
- Gas Leak – 1
- Medical Emergencies – 66

Last month we introduced our new Rental Inspector, Daniel Davis. He's been through some training and has begun conducting inspections. We couldn't be happier with how quickly Dan is picking it up, and how eager he is to get this program back on track.

On September 23rd and 24th our officers participated in our fall firearms training. We run State mandated qualifications in the spring during the day. Daylight tends to be shorter in the fall which allows us to get out later in the evening and into the night for low light shooting. Our instructors, Sgt Teitsma and PSO Flanders, recently attended a firearms instructor refresher course. They brought back some new techniques that improved everyone's speed and accuracy. All our officers exceed the State standard, and much of the credit should go to our instructors.

Ionia County Central Dispatch held their annual Field Day on 9/24/25. The event is designed to spark interest in emergency services amongst our youth. We had several vehicles on site including our Aerial Truck 53. Three of our Firefighters and three of our Public Safety Officers spent time at the event answering questions and talking to students about our organization. It's always a fun day for all. Next month we have the privilege of presenting at the Ionia County Career Center and Ionia High School Career Day.

We're making some changes around the office. We consolidated all our fire and medical reports into one reporting software platform. We're introducing a new scheduling program next month. We're also investing in a program that will allow us to track continuing education requirements, our certifications, it will house our policy, and provide additional State certified online training. At a minimum our PSOs are required to complete 41 hours of continuing education per year to maintain our numerous certifications (24 hours police, 12 fire, 5 medical). The truth is most of our PSOs will attend at least double the minimum hour requirement, all of which must be tracked.

You will find attached a copy of our statistics for the month of August, 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

September 2025

Individual Assignments

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



Hours

Criminal Complaint Hours	232
Traffic Related Hours	17.5
Patrol Time	697.5
Court & Prosecutor Office	19.5
M.F.R. Hours	80
Non-Criminal	452
Report Writing	309.5
Fleet Manager	152.5
Fire Service Hours	10.5
Training Hours	78
School Liaison Officer	72
D.A.R.E. Hours	0

Total Hours: 2121

Overtime Hours: 238

Total Arrests: 11

Complaints

Criminal Investigation	333
Patrol Originated	19

Follow-up Complaints	73
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Other Activity

Property Inspections	768
Liquor Inspections	0
Fire Inspections	0

Moving Violations

Parking Violations	2
Traffic Stops	108
O.W.I. Tickets	0
Hazardous Citations	2
Radar Citations	9
License Violations	1
Equipment Violations	3
Seatbelt Violations	0
Registration Violations	9
Insurance Violations	8
Verbal Warnings	71

Fire Runs

City of Ionia	21
Ionia Township	6
Easton Township	3
Mutual Aid	2
M.F.R. Runs	71

Total Fire/Medical Service Runs:

103

Ionia Public Safety- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
208	8/5/25	7:41 PM	E Washington St	F	Wires Down/Arcing
210	8/7/25	7:49 AM	N Jackson St	F	Wires Down/Arcing
211	8/7/25	4:00 PM	E Adams St	F	Wires Down/Arcing
212	8/9/25	7:39 PM	High St	F	Structure Fires
213	8/9/25	8:48 AM	S Dexter St	F	Other Fires
214	8/10/25	11:44 PM	E Bluewater Hwy	F	Gas Leak
215	8/12/25	8:35 AM	Prospect St Apt B	F	Other Fires
216	8/12/25	3:04 PM	Jefferson / Bliss	F	Accidents PI
217	8/12/25	5:21 PM	W Lincoln Ave	F	Wires Down/Arcing
218	8/12/25	5:31 PM	Brooks St / Branch St	F	Other Fires
219	8/12/25	5:28 PM	E Lincoln / Lovell	F	Wires Down/Arcing
220	8/12/25	11:24 PM	W Lytle St	F	CO Alarms/Tests
221	8/12/25	5:17 PM	Johnson St / Prospect St	F	Wires Down/Arcing
222	8/13/25	7:05 AM	E Fargo St	F	Wires Down/Arcing
225	8/16/25	10:45 PM	E Lincoln Ave	F	False Alarms
226	8/18/25	8:59 AM	Valley View Dr	F	Gas Leak
227	8/18/25	1:15 PM	Union St	F	Smoke Investigation
231	8/20/25	8:34 AM	E Main St	F	Wires Down/Arcing
233	8/24/25	12:28 PM	W Washington St	F	Wires Down/Arcing
239	8/26/25	4:14 AM	Beardsley Rd	F	False Alarms
240	8/25/25	8:49 PM	Ridgewood Ct	F	Illegal Burning
582	8/2/25	11:26 AM	Heartland Blvd	M	Other Medical
583	8/3/25	5:29 AM	Crawford St Apt 20	M	Difficulty Breathing
585	8/3/25	12:10 PM	Bellevue Drive Apt 5	M	Unconscious/Unresponsive
587	8/3/25	9:49 PM	Pearl St	M	Other Medical
590	8/4/25	10:21 PM	S Jackson St	M	Other Medical
591	8/5/25	1:43 PM	E Washington St	M	Possible Stroke
592	8/6/25	11:52 AM	Valley View Dr	M	Other Medical
594	8/7/25	12:36 PM	Heartland Blvd	M	Difficulty Breathing
596	8/8/25	11:11 AM	W Washington St Apt 1	M	Abdominal Pain
599	8/9/25	2:55 PM	S Dexter St	M	Falls
600	8/9/25	12:25 PM	Prospect St Apt B	M	Abdominal Pain
601	8/9/25	9:34 PM	Bellevue Dr Apt 16	M	Unconscious/Unresponsive
602	8/10/25	2:59 AM	W Main St	M	Unconscious/Unresponsive
604	8/10/25	8:33 PM	Morse St	M	Difficulty Breathing
608	8/12/25	3:03 PM	Jefferson St / Bliss St	M	Vehicle Accident w/Injury
609	8/12/25	3:03 PM	N Jefferson St	M	Vehicle Accident w/Injury
610	8/12/25	9:23 PM	Johnson St Apt 308	M	Possible Stroke
612	8/13/25	11:15 PM	Union St Apt 101	M	Falls
613	8/14/25	11:12 AM	Valley View Dr	M	Falls
615	8/14/25	10:17 PM	E Washington St	M	Lift Assist to Life
617	8/15/25	2:10 PM	Crawford St Apt 22	M	Lift Assist to Life
618	8/17/05	3:44 AM	E Lincoln Ave	M	Falls
621	8/17/25	5:43 AM	E Main St	M	Other Medical
624	8/18/25	7:58 AM	Prospect St Apt D	M	Lift Assist to Life
625	8/19/25	9:25 PM	Rich St	M	Difficulty Breathing
626	8/19/25	10:33 PM	Nicholson St	M	Falls
631	8/22/25	10:58 AM	Valley View Dr Apt D	M	Falls
632	8/22/25	11:32 AM	Aspen Valley Ln	M	Other Medical
633	8/24/25	12:21 AM	High St	M	Other Medical
635	8/24/25	5:14 PM	Hackett St	M	Unconscious/Unresponsive
636	8/24/25	3:05 PM	Rich St	M	Unconscious/Unresponsive

637	8/25/25	4:19 AM	Prospect St	M	Abdominal Pain
640	8/25/25	10:37 AM	W Main St	M	Difficulty Breathing
641	8/25/25	1:11 PM	Valley View Dr Apt A3	M	Falls
642	8/27/25	2:11 PM	W Meadows Dr	M	Other Medical
643	8/28/25	7:55 PM	Yeomans Ct	M	Chest Pain
644	8/29/25	3:34 AM	S Jefferson St	M	Falls
646	8/29/25	11:15 AM	Crawford St Apt 23	M	Chest Pain
648	8/29/25	11:41 AM	S Jefferson St	M	General Sickness
649	8/31/25	3:22 AM	Bellevue Dr Apt 12	M	Back Pain/Injury

Ionita Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
206	8/2/25	1:56 AM	E Main St	F	Accidents PI
223	8/13/25	7:00 PM	N State Rd	F	Illegal Burns
224	8/14/25	4:30 PM	N State Rd / Dildine Rd	F	Extrication
229	8/18/25	8:09 PM	E Bluewater Hwy	F	False Alarms
232	8/23/25	10:32 AM	Clyde Rd	F	Wires Down/Arcing
241	8/29/25	7:49 PM	N State Rd Lot 39	F	CO Alarms/Tests
580	8/1/25	7:44 PM	N Jefferson St	M	Difficulty Breathing
581	8/2/25	1:58 PM	E Main St	M	Vehicle Accident w/Injury
584	8/2/25	5:14 PM	E Tuttle Rd Lot 315	M	Other Medical
586	8/3/25	8:54 PM	E Tuttle Rd Lot 38	M	Seizure
589	8/4/25	9:19 PM	E Tuttle Rd Lot 99	M	Other Medical
595	8/7/25	11:27 PM	E Stage Rd Lot 39	M	Possible Stroke
597	8/8/25	6:41 AM	E Tuttle Rd Lot 30	M	Other Medical
603	8/10/25	8:02 AM	E Tuttle Rd Lot 314	M	Lift Assist to Life
605	8/11/25	12:49 PM	N State Rd Lot 86	M	Chest Pain
606	8/11/25	5:10 PM	E Tuttle Lot 153	M	Chest Pain
607	8/12/25	9:24 AM	N State Rd 86	M	Chest Pain
616	8/15/25	12:38 AM	E Tuttle Rd Lot 15	M	General Sickness
619	8/18/25	2:23 AM	Bellevue Dr	M	Other Medical
620	8/17/25	7:20 PM	E Riverside Dr	M	Other Medical
622	8/18/25	6:45 AM	Kellogg Rd	M	Lift Assist to Life
623	8/18/25	11:10 AM	Red Pine Dr	M	Lift Assist to Life
628	8/21/25	3:56 PM	N State Rd Lot 87	M	Possible Stroke
629	8/21/25	4:55 PM	N State Rd Lot 39	M	Abdominal Pain
630	8/21/25	11:05 PM	E Tuttle Rd Lot 298	M	Other Medical
647	8/29/25	6:54 PM	Lynn Ave	M	Other Medical

Easton Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
207	8/3/25	9:43 AM	Haynor Rd	F	Gas Leak
228	8/18/25	4:48 PM	Hackett St	F	Smoke Investigation
230	8/19/25	9:02 AM	Sayles Rd	F	Illegal Burns
579	8/1/25	3:20 AM	Yeomans St Lot 36	M	Back Pain/Injury
588	8/4/25	5:51 PM	Nicholson St	M	Falls
593	8/7/25	10:21 AM	Butterfly Ct	M	Lift Assist to Life
598	8/8/25	10:54 PM	N State Rd	M	Other Medical
611	8/13/25	8:23 AM	S Bellamy Rd	M	Chest Pain
614	8/14/25	4:30 PM	N State Rd / Dildine Rd	M	Vehicle Accident w/Injury
627	8/20/25	10:34 PM	Price St	M	Other Medical
634	8/24/25	10:08 AM	Yeomans St Lot 200	M	Other Medical
638	8/25/25	4:56 PM	Yeomans St	M	Diabetic
639	8/25/25	5:45 PM	E Stage Rd	M	Chest Pain
645	8/29/25	8:31 AM	Yeomans St Lot 200	M	Other Medical



Department of Public Utilities

Joe Lafler, Director

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

September 2025

Produced 48.7 million gallons of water in August 2025

Treated 46.1 million gallons of wastewater in August 2025

DPU

- Responded to 41 work orders.
- Performed 197 MISS DIGS.
- Changed, repaired, or installed 16 water meters.
- Performed 75 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 are preparing for our annual Biosolids removal with NutriGro Environmental.
- DPU staff and Fishbeck have continued the work on the NPDES permit renewal due in 2025.
- DPU staff have completed all summer maintenance projects at the WWTP.

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.
- DPU staff have continued our Summer 2025 Hydrant painting project.
- DPU staff have continued to work through our Fall 2025 hydrant flushing.
- DPU staff have completed 2 weeks of nighttime flushing.
- DPU staff have continued to work with Peerless Midwest on our updated SWPP.



Department of Public Works

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

Monthly Report

September 2025

- Mow City properties
- Mowed for Code Enforcement
- Spray weeds in the parks/ and in DDA
- Clean up trash downtown and in the Parks
- Watering Flowers in DDA
- Brush Hog at Cleveland St dump & Steel St. park
- Patch Potholes
- Repairing City street lights
- Turn off Splash Pad
- Repair abandoned Storm sewer on Main St and reinstall the Bricks
- Put up community awareness banners
- Assess the previously planted Saplings for warranty replacement
- Replace Hydrant at Lawton St and Fargo St.
- Do the sidewalk inspections for the replacement program
- Paint lines and curbs downtown
- Assist CL Trucking with a sewer Lateral hookup on Belview Ave.
- Fall brush pick up
- Assist the City of Lyons repair a water leak
- Repair 4 fire hydrants
- Remove damaged tree at 645 Rich St on the Well 5 property
- Dump-Your-Junk clean up
- Bring in the big flower pots for winter

Respectfully submitted,

Geoffrey Petersen, DPW Director

IONIA THEATRE MONTHLY REPORT

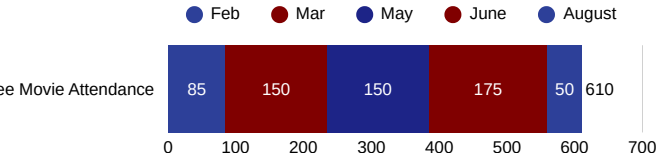
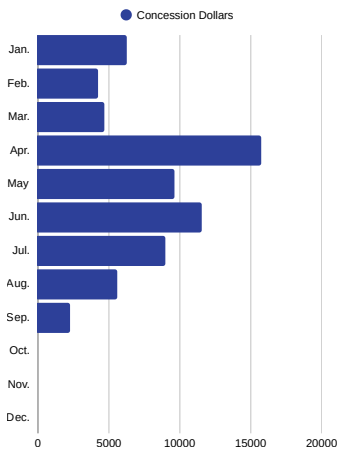
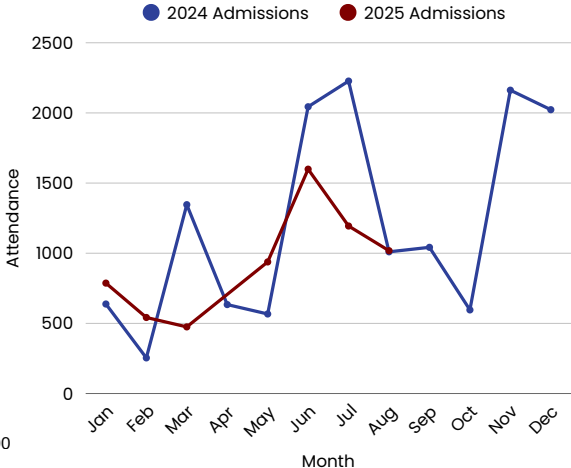


MOVIES PLAYED IN AUGUST



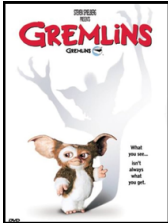
BY THE NUMBERS...

MONTHLY SHOWINGS	MONTHLY ATTENDANCE
86	1,018
Compared to Last Year -9	Compared to Last Year +8



UPCOMING @ THE THEATRE

EVENTS



9/15
WION Free Movie
Monday

9/30
Potential Dude Perfect
Street Party

10/23
Autumn Celebration

10/27
WION Free Movie
Monday

NOV
DDA Appreciation
Event

NOV/DEC
WION Free Movie
Monday

NOV/DEC
Multiple District Class
Field Trips

12/1-4 & 11
IPS Holiday
Programs

12/5
Tree Lighting and
Twinkle Town Parade

MOVIES

