



CITY OF IONIA

CITY COUNCIL

REGULAR MEETING MINUTES

6:30 PM, Wednesday, November 5, 2025

IONIA CITY HALL - COUNCIL CHAMBERS

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Roll call revealed a Quorum with Councilmembers Margot Cook, Tom Millard, Richard Starr, Mary Patrick, Troy Waterman, Brenda Cowling, and Mayor John Milewski present.

Councilmembers Tim Lee and Jeff Winters were absent at the time of roll call. Councilmember Tim Lee arrived at 6:57 PM.

Councilmember Starr made a motion, seconded by Councilmember Patrick, to excuse the absences of Councilmembers Tim Lee and Jeff Winters.

MOTION CARRIED BY VOICE VOTE.

I. APPROVAL OF AGENDA

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

MOTION CARRIED BY VOICE VOTE.

II. APPROVAL OF MINUTES

(II.1.) October 1, 2025 – Regular Meeting

(II.2.) October 15, 2025 - Special Meeting

Minutes from the regular meeting of October 1 and special meeting of October 15, were reviewed.

Councilmember Patrick made a motion, seconded by Councilmember Waterman, to approve the October 1 and October 15, 2025, meeting minutes as presented.

MOTION CARRIED BY VOICE VOTE.

III. PROCLAMATIONS

(III.1.) Proclamation in honor of Richard Edwards

Mayor John Milewski read and presented a Proclamation in honor of Richard Edward's retirement from the City's Department of Public Works.

Proclamation Honoring Richard Edwards
November 5, 2025

WHEREAS, Richard Edwards began his career with the City of Ionia Department of Public Works on June 8, 2000, as a seasonal DPW Laborer; and

WHEREAS, through hard work, dedication, and performance, Richard was soon promoted to Truck Driver and, in May 2017, to Heavy Equipment Operator — roles in which he consistently demonstrated professionalism; and

WHEREAS, throughout his more than 25 years with the Department of Public Works, Richard has contributed to maintaining and improving the City's infrastructure, ensuring that Ionia remains a safe, clean, and welcoming place for residents and visitors alike; and

WHEREAS, Richard continually advanced his knowledge and abilities by completing a wide range of professional training programs, including Trench Safety and Duties of Competent Person, Fire Extinguisher Safety, Personal Conflict Assessment, Situational Awareness and De-escalation Techniques, Tree Care Academy's Chipper Operator Specialist Training, Electrical Hazard Awareness, and CPR Training; and

WHEREAS, Richard's dedication to excellence, teamwork, and public service has earned the respect and gratitude of his coworkers, City leadership, and the citizens of Ionia; and

WHEREAS, as Richard concludes his long and distinguished career with the City of Ionia, it is fitting and proper that we recognize his outstanding contributions and express our appreciation for his service.

NOW, THEREFORE, BE IT PROCLAIMED that I, John R. Milewski, Mayor of the City of Ionia, do hereby recognize and honor Richard Edwards for his more than 25 years of loyal and dedicated service to the Department of Public Works and to the citizens of Ionia.

IV. PUBLIC COMMENTS

None.

V. PUBLIC HEARINGS AND ASSOCIATED ACTION

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

Mayor Milewski opened the public hearing for comments on Ordinance No. 598 at 6:35 PM and subsequently closed the public hearing at 6:35 PM following no public comments.

Councilmember Millard made a motion, seconded by Councilmember Cook, to conduct a second reading and adopt 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.

Roll Call Vote:

Ayes: Margot Cook, Tom Millard, Richard Starr, Mary Patrick, Troy Waterman, Brenda Cowling, John Milewski

Nays: None

Abstentions: None

MOTION CARRIED

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
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.

At a regular meeting of City Council for the City of Ionia, Michigan held at City Hall on November 5, 2025, beginning at 6:30 P.M., City Councilmember Millard made a motion to adopt this Ordinance, which by motion was supported by Councilmember Cook.

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.

~~(102a) Short Term Property or Lot: A parcel or lot with an STR use or operation thereon.~~

~~(102b) Short Term Rental ("STR"): A dwelling unit, cabin, cottage, or house that is available for rent or use or is used or rented for habitation, accommodation, or lodging of guests, paying a fee or other compensation, for a period of less than 30 consecutive days and nights at a time.~~

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:

CHAPTER 1294
Short-Term Rentals

1294.01 Findings and Purpose

1294.02 Prohibition

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.

ORDINANCE NO. 598 DECLARED ADOPTED.

(V.2.) Public Hearing to receive comments on Ordinance No. 599 - An ordinance to amend Chapter 858: Renting of Residential Property

Mayor Milewski opened the public hearing for comments on Ordinance No. 599 at 6:36 PM and subsequently closed the public hearing at 6:36 PM following no public comments.

Councilmember Cowling made a motion, seconded by Councilmember Waterman, to conduct a second reading and approve 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 and to approve Resolution 2025-25, which establishes revised fees for rental registrations.

Roll Call Vote:

Ayes: Tom Millard, Richard Starr, Mary Patrick, Troy Waterman, Brenda Cowling, John Milewski

Nays: Margot Cook

Abstentions: None

MOTION CARRIED

**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) "Code official" means a ~~public safety officer assigned~~ qualified employee or independent contractor designated by the City Manager to enforce this chapter.
- (d)(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:

G. Renting a bedroom on a non-commercial basis in an owner-occupied single-family residential home;

H. Transitional houses operated by a charitable organization;

I. Group homes such as nursing homes and adult-foster-care homes;

J. Substance-abuse rehabilitation clinics;

K. Mental-health facilities; and

L. 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~~ provide to register the ~~code official rental dwelling with the City in writing the information described in accordance with this section.~~ 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~~ 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.~~ 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.

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

~~(b) 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.

~~b. 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 9030 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.

~~(1) 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:

~~(b)~~—

~~(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 dwellingsdwelling 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)~~

- (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.~~

~~(d) —~~

~~(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~~ 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.

~~(2)(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.

~~(3)(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~~tan order of eviction pursuant to Section 858.0709(c).

858.07 FEESSHORT-TERM RENTAL REGULATIONS.

~~Except as otherwise provided in this section, the~~ 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 approval for an STR dwelling unit.
- ~~(d) 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 ~~division subsection~~ 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.

ORDINANCE NO. 599 DECLARED ADOPTED.

Resolution 2025-25



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 5th day of November, 2025 at 6:30 p.m., there were:

PRESENT: Margot Cook, Tom Millard, Richard Starr, Mary Patrick, Troy Waterman, Brenda Cowling, John Milewski

ABSENT: Tim Lee and Jeff Winters

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

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 *(The initial inspection is included with the fees listed above. If a reinspection is required, see additional fees below:*

First Reinspection	\$50.00
Second Reinspection	\$100.00
Third Reinspection	\$150.00

Enhanced Fees *(Dwelling units found to have been operating as an unregistered rental dwelling or STR dwelling unit.)*

Dwelling Unit Operating Unregistered	+\$50.00/dwelling unit added to registration fee
--------------------------------------	--

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

RESOLUTION 2025-25 DECLARED ADOPTED.

(V.3.) Public Hearing to receive comments on Ordinance No. 600 - An ordinance to amend Chapter 214: General Fee Schedule to establish an Accessory Dwelling Unit application fee

Mayor Milewski opened the public hearing for comments on Ordinance No. 600 at 6:36 PM and subsequently closed the public hearing at 6:36 PM following no public comments.

Councilmember Cook made a motion, seconded by Councilmember Millard, to conduct a second reading and approve 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.

Roll Call Vote:

Ayes: Margot Cook, Tom Millard, Richard Starr, Mary Patrick, Troy Waterman, Brenda Cowling, John Milewski

Nays: None

Abstentions: None

MOTION CARRIED

**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.

ORDINANCE NO. 600 DECLARED ADOPTED.

VI. COMMUNICATIONS

(VI.1.) State of Michigan FY25-26 Budget Update by Nikolai Zerkle, Constituent Services Legislative Aide for Representative Pat Outman

Legislative Aide Nikolai Zerkle from State Representative Outman's Office presented a State of Michigan FY25-26 budget update and described how it will impact local governments.

(VI.2.) Request from Ionia Middle School Parent Teacher Group for recognition as a nonprofit organization in the Ionia Community for Charitable Gaming Licenses; Resolution 2025-30

Councilmember Cook made a motion, seconded by Councilmember Starr, to approve Resolution 2025-30, a resolution to recognize a nonprofit organization (Ionia Middle School Parent Teacher Group) operating in the community for the purpose of obtaining charitable gaming licenses.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

Resolution 2025-30



A RESOLUTION TO RECOGNIZE A NONPROFIT ORGANIZATION OPERATING IN THE COMMUNITY FOR THE PURPOSE OF OBTAINING CHARITABLE GAMING LICENSES

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 5th day of November 2025 at 6:30 p.m., there were:

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

ABSENT: Jeff Winters

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

WHEREAS, the City of Ionia received a request from the Ionia Middle School Parent Teacher Group (IMS PTG) requesting recognition as a nonprofit organization operating in the Ionia community; and

WHEREAS, this recognition is required by the Bureau of State Lottery of the State of Michigan for purposes of obtaining future charitable gaming licenses; and

WHEREAS, the City of Ionia has received proof of the IMS PTG's 501(c)(3) non-profit, tax exempt status by its local Ionia representative; and

WHEREAS, the IMS PTG regularly conducts fundraising activities throughout the greater Ionia community;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Ionia hereby recognizes the Ionia Middle School Parent Teacher Group, of the city of Ionia and county of Ionia, as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.

RESOLUTION 2025-30 DECLARED ADOPTED.

VII. CITY MANAGER'S REPORT

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

City Manager Garland provided background on the process for drafting the Master Plan which started in early 2024. Mayor Milewski thanked everyone involved and noted the importance of the feedback received from the community.

Councilmember Starr made a motion, seconded by Councilmember Millard, to approve Resolution 2025-28, a resolution to adopt the City of Ionia 2025-2030 Master Plan.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

Resolution 2025-28



A RESOLUTION ADOPTING THE PROPOSED CITY OF IONIA MASTER PLAN

At a regular meeting of the City Council for the City of Ionia, held on November 5, 2025, at 6:30 p.m., in the Council Chambers at Ionia City Hall, 114 N. Kidd Street, Ionia, Michigan, there were:

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

The following Resolution was offered for adoption by Councilmember Starr and was seconded by Councilmember Millard:

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3801 et seq. (“MPEA”) authorizes the Planning Commission to prepare a Master Plan for the use, development, and preservation of all lands in the City; and

WHEREAS, the Planning Commission prepared a Master Plan and on August 6, 2025, the City Council authorized the distribution of the Master Plan to the Notice Group entities identified in the MPEA; and

WHEREAS, notice was provided to the Notice Group entities as provided in the MPEA; and

WHEREAS, the Planning Commission held a public hearing on October 8, 2025, to consider public comment on the proposed Master Plan, and to further review and comment on the proposed Master Plan; and

WHEREAS, following the public hearing, the Planning Commission recommended adoption of the proposed Master Plan to the Ionia City Council; and

WHEREAS, the City Council finds that the proposed Master Plan is desirable, proper, and reasonable, and furthers the use, preservation, and development goals and strategies of the City.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. ***Adoption of Master Plan.*** The Ionia City Council hereby approves and adopts the proposed Master Plan, including all of the chapters, figures, descriptive matters, maps, and tables contained therein.
2. ***Distribution to Notice Group.*** Pursuant to MCL 125.3843, the City Council approves the distribution of the Master Plan to the Notice Group.
3. ***Findings of Fact.*** The City Council has made the foregoing determination based on a review of existing land uses in the City, a review of the existing Master Plan provisions and maps, the recommendations of the Planning Commission, as well as the assistance of a professional planning group. The City Council also finds that the proposed Master Plan will accurately reflect and implement the City’s goals and strategies for the use, preservation, and development of lands within the City of Ionia.
4. ***Effective Date; Repeal.*** The proposed Master Plan shall become effective on the adoption date of this resolution. The prior Master Plan is hereby repealed upon the proposed Master Plan becoming effective.

RESOLUTION 2025-28 DECLARED ADOPTED ON NOVEMBER 5, 2025.

(VII.2.) Countywide Early Voting Agreement for Election Services

City Manager Garland and City Clerk Bowman introduced a 2-year Countywide Early Voting Agreement for Election Services drafted to coordinate a countywide early voting site for the required nine days of early voting prior to all state and federal elections between the Ionia County Clerk's Office and all local government jurisdictions with election precincts in Ionia County.

Councilmember Patrick commended the County Clerk for coordinating the early voting site.

Councilmember Patrick made a motion, seconded by Councilmember Cowling, to approve the 2026-2027 Countywide Early Voting Agreement for Election Services as presented authorizing the City Clerk to sign the agreement and approve reimbursement to the County for early voting election services up to \$1,500 per precinct (four precincts x \$1500 = \$6,000).

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.3.) Property and Liability Insurance Renewal

City Manager Garland summarized the insurance renewal information indicating that monies were budgeted for the expense in various city funds on a pro-rata basis commensurate with associated property and liability risk.

Councilmember Cowling made a motion, seconded by Councilmember Starr, to approve the property and liability insurance proposal from Michigan Municipal Risk Management Authority (MMRMA) of \$184,665 (\$159,665 premium + \$25,000 self-insured retention) for November 1, 2025 - November 1, 2026.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.4.) Resolution 2025-29 to accept the terms of the MNRTF Grant Agreement for Steele Park Development

Mayor Milewski made a motion, seconded by Councilmember Millard, to approve Resolution 2025-29, a resolution accepting the terms of the Michigan Natural Resources Trust Fund Grant Agreement for the Steele Park Development Project.

Roll Call Vote:

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

Nays: None
Abstentions: None
MOTION CARRIED

Resolution 2025-29



A RESOLUTION FOR THE DEVELOPMENT OF STEELE PARK THROUGH MICHIGAN NATURAL RESOURCES TRUST FUND GRANT, TF24-0066

At a regular meeting of the City Council for the City of Ionia held on November 5, 2025, at 6:30 p.m., in the Council Chambers at Ionia City Hall, 114 N. Kidd Street, Ionia, Michigan, there were:

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

The following Resolution was offered for adoption by Mayor Milewski and was seconded by Councilmember Millard:

THEREFORE, BE IT RESOLVED, that the City of Ionia, Michigan does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the City of Ionia does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide five hundred thirty-two thousand three hundred (\$532,300) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

RESOLUTION 2025-29 DECLARED ADOPTED.

(VII.5.) WWTP Parking Lot Repaving Project

City Manager Garland presented the received bids for the repaving of a parking lot at the wastewater treatment plant and indicated that funds were budgeted for t project in the IRUA Fund, 598-558.000-980.000, Capital Outlay.

Councilmember Cowling made a motion, seconded by Councilmember Lee, to approve the bid of

\$312,031.50 from Leavitt & Starck Excavating of Lansing, Michigan for the WWTP Parking Lot Repaving Project, and authorize City Manager Precia Garland to sign all related contract documents.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.6.) Proposal for Professional Services Agreement - DWSRF Lead Service Line Replacement Project

City Manager Garland announced that the City was approved a loan of up to \$6,000,000 from the Michigan Department of Environment Great Lakes and Energy's Drinking Water State Revolving Fund (DWSRF) program to replace known lead and galvanized water services throughout the City and complete additional work necessary to verify all suspected lead services. She indicated that the terms of the loan funding include 50% principal forgiveness and a 1% interest rate. Garland noted that Prein&Newhof Engineering prepared the DWSRF application and has proposed a professional service agreement with a not-to-exceed amount of \$299,900 to provide engineering services to complete the project, which is estimated to take up to three years.

Councilmember Starr made a motion, seconded by Councilmember Waterman, to approve the proposed Prein&Newhof professional services agreement for the DWSRF Lead Service Line Replacement Project for the not-to-exceed fee of \$299,900 and authorize City Manager Precia Garland to execute all related contract documents.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

(VII.7.) Sale of City-owned property to Ionia Free Fair Association

City Manager Garland explained that the City owns a parcel approximately 28 feet by 170 feet in size, which is used as the rear entrance to the Ionia Fairgrounds off W. Main Street. Garland indicated that the property is located in Easton Township and abuts property owned by the Ionia Free Fair Association (IFFA). She further detailed the desire for the IFFA to make improvements to this entrance in preparation for its increased use during the reconstruction of the M-66 corridor in 2027. Garland conveyed that selling the parcel to the IFFA would permit the organization to improve its own property and ensure long-term control and enjoyment of its improvement.

Councilmember Millard made a motion, seconded by Councilmember Cowling, to sell parcel #34-051-140-000-360-00 to the Ionia Free Fair Association for \$1 via quit claim deed conditional on the authorized sale including the reservation of a City of Ionia utilities easement.

Roll Call Vote:

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

Nays: None

Abstentions: None

MOTION CARRIED

VIII. APPOINTMENTS

None.

IX. CITY DEPARTMENT REPORTS AND MINUTES FROM BOARDS AND COMMISSIONS

(IX.1.) Accounts Payable

November 13 - Councilmember Starr and/or Councilmember Lee

(IX.2.) October Reports & Minutes

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

X. GOOD OF THE ORDER/ CITY COUNCILMEMBER COMMENTS

City Clerk Bowman: Reported on the November election.

Tom Millard: (1) Thanked staff for their efforts conducting the November election; (2) Congratulated the Chamber of Commerce and Downtown Development Authority on a successful Autumn Celebration.

Richard Starr: Wished everyone a Happy Thanksgiving.

Mary Patrick: Commented on the fantastic turnout for Autumn Celebration.

Troy Waterman: Offered kudos for use of the social district during Autumn Celebration.

Brenda Cowling: (1) Echoed remarks on Autumn Celebration; (2) Offered appreciation for the use of the sirens on Halloween; (3) Wished everyone a Happy Thanksgiving.

Mayor John Milewski: (1) Thanked Public Safety for the sirens being used on Halloween; (2) Commented on Autumn Celebration.

XI. CLOSED SESSION

(XI.1.) Closed session in accordance with MCL 15.268, Sec. 8 (1)(h) To consider material exempt from discussion or disclosure by state or federal statute (simple majority vote required)

Councilmember Starr made a motion, seconded by Councilmember Cowling, to enter into closed session at 7:38 PM to consider material exempt from discussion or disclosure by state or federal statute in accordance with MCL 15.268, Sec. 8(1)(h).

MOTION CARRIED BY VOICE VOTE.

Councilmember Millard made a motion, seconded by Councilmember Starr, to return to open session at 9:16 PM.

MOTION CARRIED BY VOICE VOTE.

XII. ADJOURNMENT

Councilmember Starr made a motion, seconded by Councilmember Cowling, to adjourn.
MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 9:17 PM.

Respectfully Submitted,

Jonathan T. Bowman
Ionia City Clerk