



CITY OF IONIA

CITY COUNCIL

REGULAR MEETING AGENDA

6:30 PM, Wednesday, December 3, 2025

IONIA CITY HALL - COUNCIL CHAMBERS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. Approval of Agenda

II. Approval of Minutes

1. November 5, 2025 – Regular Meeting

III. Proclamations

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

V. Public Hearings and Associated Action

VI. Communications

VII. City Manager's Report

1. *Action Required* – Introduction and First Reading - Ordinance No. 601 - An ordinance to allow parking as an accessory use
2. *Action Required* – Sale of Excess City Property - 705 W. Main Street
3. *Action Required* – Donation Facilitation Agreement
4. *Action Required* – Draft Policy 2-015: Downtown Sound System Use Policy
5. *Action Required* – DDA Bylaws Update
6. *Action Required* – 2026 Combined Meeting Schedule

VIII. Appointments

1. Various Boards and Commissions Appointments

IX. City Department Reports and Minutes from Boards and Commissions

1. Accounts Payable
December 4 - Councilmember Winters and/or Councilmember Cook
December 18 - Councilmember Patrick and/or Councilmember Waterman
2. November 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, 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~~ 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.

~~(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 of a registration 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



CITY OF IONIA

STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.1

TO: Mayor Milewski and Councilmembers

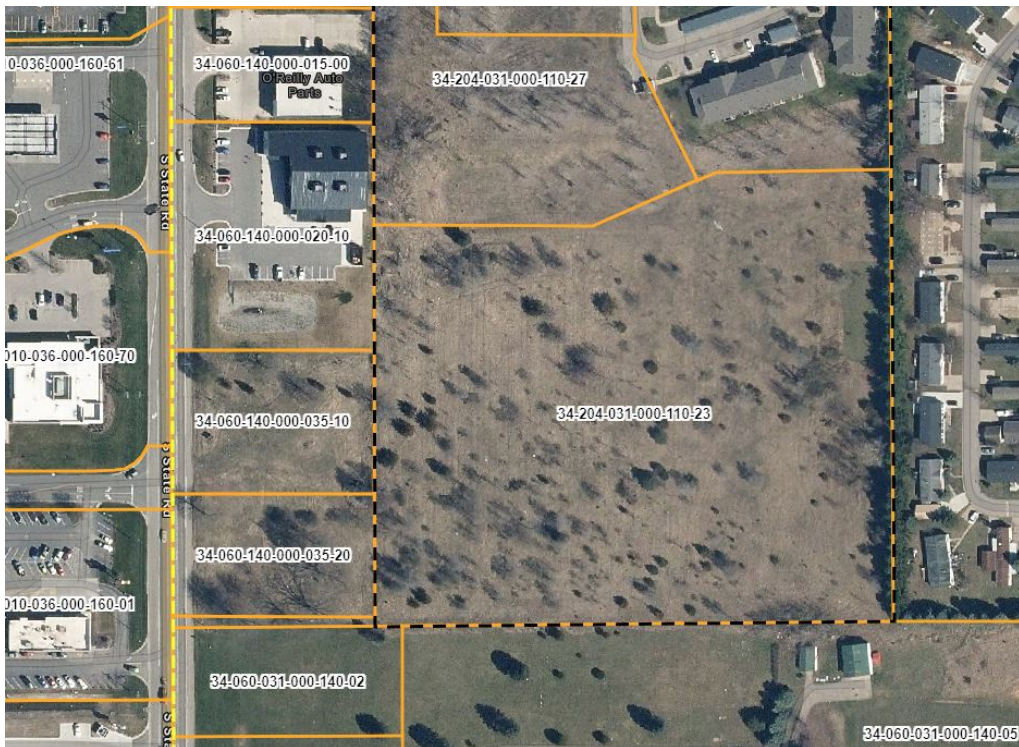
FROM: Precia Garland, City Manager

DATE: December 3, 2025

RE: Introduction and First Reading - Ordinance No. 601 - An ordinance to allow parking as an accessory use

Background:

A developer has approached the City requesting to utilize a portion of their property within the City limits (PPN: 34-204-031-000-110-23) for parking associated with the development of property in Ionia Township (PPN: 34-060-140-000-035-10 and 34-060-140-000-035-20). All three of the parcels are owned by Abbey Residential Dec. LLC. See picture below.



The City's Zoning Code does not allow for a parking use on a vacant property without a primary structure or use. Parking is generally described as an accessory use as defined in Section 1240.11 of the Zoning Code. Additionally, parking requirements are intended to support the principal use of the property.

After consulting with the City Attorney, a solution to assist the developer with their project in Ionia Township was determined. This solution requires the City to amend its Zoning Code to allow parking as an accessory use to an adjacent lot. Staff recommend this accessory use then be added as a special land use to the zoning district in which the referenced property is located. Parcel 34-204-031-000-110-23 is zoned B-3, General Business District. The drafted ordinance would therefore regulate parking as an accessory use to an adjacent lot in a newly created Section 1274.10 within Chapter 1274 - Special Land Uses. Next, the ordinance would add this accessory use as an allowable special land use in the B-3 District via Section 1260.03. If the ordinance is adopted by City Council, the developer would then be able to submit a site plan and special land use permit application for Planning Commission's consideration.

Following feedback from the Planning Commission, the City Attorney has added clarifying language to Section 1274.10(a). This language emphasizes that the permitting of an accessory use is based on the site constraints or existing development. Along a similar thought process for allowing a zoning variance, the need for the accessory use should not be self-created. As the approval is a special land use, situations will be reviewed on a case-by-case basis, providing ample safeguards for the City.

Following its public hearing on November 12, 2025, the City of Ionia Planning Commission recommended Ordinance No. 601 be forwarded to the Ionia City Council for review and approval.

Requested Action / Motion:

It is requested the Ionia City Council consider a motion to introduce and conduct a first reading of Ordinance No. 601, an ordinance to amend Chapter 1260, Section 1260.03 and enact a New Section 1274.10 Entitled "Parking as an Accessory Use to an Adjacent Lot," 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, January 7, 2026, 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. 601)

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 Councilmember _____ made a motion to adopt this Ordinance, which by motion was supported by Councilmember _____.

AN ORDINANCE TO AMEND CHAPTER 1260, SECTION 1260.03 AND ENACT A NEW SECTION 1274.10 ENTITLED “PARKING AS AN ACCESSORY USE TO AN ADJACENT LOT” 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 1260, Section 1260.03. Part Twelve, Title Six, Chapter 1260, Section 1260.03 of the Codified Ordinances is hereby amended as follows:

1260.03 SPECIAL LAND USES.

The following uses may be allowed subject as a special land use by the Planning Commission subject to the general and specific requirements of Chapter 1274:

- (a) Business in the character of a drive-in or open front store.
- (b) Indoor and outdoor commercial storage and warehousing facilities.
- (c) Lumber yards, provided they comply with the following conditions:
 - (1) Primary access shall be provided on a major street or highway.
 - (2) The maximum size allowed when considering total land size shall not exceed 2.25 acres.
 - (3) No greater than thirty percent (30%) of the sellable goods shall be stored in the open air.
- (d) Plant materials nursery for the retail sale of plant materials not grown on the site and sales of lawn furniture, playground equipment, and garden supplies, subject to the following conditions:
 - (1) The storage and/or display of any materials and/or products shall meet all structure setback requirements.
 - (2) All loading and parking shall be provided off-street.

- (3) The storage of any soil, fertilizer, or other loose, unpackaged materials shall be contained to prevent any effects on adjacent use.
- (e) Outdoor theaters and open space venues - because outdoor theaters are unique in that they are used only after dark and since they develop a concentration of vehicular traffic entering and leaving their parking area, they shall be permitted in B-3 and I-1 districts only. Outdoor theaters shall further be subject to the following conditions:
 - (1) The proposed internal design shall receive approval from the Planning Commission and City Engineer regarding the adequacy of drainage, lighting, and other technical aspects based on applicable legal requirements.
 - (2) Outdoor theaters shall abut a major thoroughfare, and points of ingress and egress shall be available only from such major thoroughfares.
 - (3) All vehicles queuing up to enter the facility shall be provided with off-street waiting space. No vehicle shall be permitted to wait or stand within a dedicated right-of-way.
 - (4) The area shall be laid out to prevent the movie screen from being viewed from residential areas or adjacent major thoroughfares. All lighting used to illuminate the area shall be confined within and directed onto the outdoor theater site premises and subject to Section 1286.03.
- (f) Veterinary Hospitals or Veterinary Clinics, provided that all activities are conducted within an enclosed building and provided, further, that all buildings are set back at least 200 feet from abutting residential districts on the same side of the street.

(g) Parking as an accessory use to an adjacent lot, subject to Section 1274.10.

Section 2. Enactment of Part Twelve, Title Six, Chapter 1274, Section 1274.10. Part Twelve, Title Six, Chapter 1274 of the Codified Ordinances is hereby amended to enact a new Section 1274.10 to read in its entirety as follows:

1274.10 PARKING AS AN ACCESSORY USE TO AN ADJACENT LOT.

- (a) Notwithstanding the general requirement of Section 1240.11(1) that an accessory use be located on the same zoning lot as the principal use to which it is related, the Planning Commission may permit parking as an accessory use to an adjacent lot if the applicant demonstrates that the proposed parking cannot be reasonably placed on the same lot as the principal use due to site constraints or existing development.
- (b) For purposes of the setback requirements under Section 1282.01(a), the barrier-free parking requirements under Section 1282.02(q), and calculating minimum and maximum parking space requirements, the two lots shall be considered one lot.
- (c) All requirements under Chapter 1282 apply to parking approved under this section, provided, however, that if the principal use is on a lot outside of the City, the minimum and maximum parking space requirements shall not apply.

(d) As part of approval under this section, the Planning Commission may allow a dumpster enclosure or similar accessory structure that serves the principal use on the adjacent lot, subject to all applicable requirements of this Ordinance.

(e) In addition to any conditions that the Planning Commission may impose under Section 1274.05, the Planning Commission shall impose the following conditions with approval of a special land use under this section:

(1) The provision for parking as an accessory use to an adjacent lot shall be set forth in a recordable instrument recorded at the office of the Ionia County Register of Deeds, describing the lands affected by this agreement.

(2) The special land use approval shall automatically terminate if:

(A) the principal use on the adjacent lot ceases for a period of 18-months resulting in the use being considered abandoned, or;

(B) the principal use on the adjacent lot changes in use or expands resulting in significant alterations to site circulation, drainage, landscaping, lighting, and/or other considerations of site plan review that would require a site plan review by Planning Commission, or;

(C) the instrument required under Section 1274.10(d)(1) is found to be invalid or void by a court of competent jurisdiction or is terminated.

(3) Accessory structures shall not be allowed unless made part of said approval when granted.

Section 3. 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 4. 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. 601 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):

DRAFT



CITY OF IONIA

STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.2

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: December 3, 2025

RE: Sale of Excess City Property - 705 W. Main Street

Background:

Several excess City-owned properties have been listed for sale since early 2023 on the City’s website in accordance with City Policy 4-004, “Sale of City-Owned Excess Property.” Direct notice was previously mailed to all adjacent property owners. The City-owned parcel located at 705 W. Main Street was added to the website several months ago following an inquiry from adjacent property owner, Parker Sawdy.

In accordance with the website listing, the City recently received an offer to purchase 705 W. Main Street, as follows:

Excess Property	Estimated TCV & Parcel Size	Purchase Offer	Proposed Purchaser	Proposed Use
705 W. Main St.	\$5,200 0.166 acres	\$4,000	Parker Sawdy 933 Hunt Street Lyons MI	Parking lot adjacent to new commercial barn structure

Parker Sawdy is the owner of Parker’s Asphalt and Sealcoating, LLC. Several months ago he purchased 661 – 663 W. Main Street. He has been clearing the site to make way for future construction of a commercial pole barn structure, in which he plans to keep his business equipment (Parker's Asphalt and Sealcoating, LLC). The adjacent City-owned parcel would be used to construct a parking area. Both lots are zoned T-Technology Innovation Business District and the proposed development is an allowed use by right.

Per City Policy 4-004, the prospective purchaser has been determined qualified, meaning he has no overdue debts owed to the City, is not responsible for the City’s original acquisition of the excess property, and has committed to not reselling the property within five years of taking possession of it from the City.

Requested Action / Motion:

It is requested that the Ionia City Council consider a motion to approve the offer from Parker Sawdy of Parkers Asphalt and Sealcoating, LLC to purchase the excess City property located at 705 W. Main Street for \$4,000, contingent upon the buyer closing within 60 days of Council approval. If approved, sale of this property will be via cash, cashier's check or money order and transfer will occur by Quit Claim Deed. The purchaser will be responsible for recording the deed with the Ionia County Register of Deeds.

Motion By:

Seconded By:

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



CITY OF IONIA

Offer to Purchase City of Ionia Owned Property

Submit Completed Offer Requests to the City Manager's Office
Street Address: 114 North Kidd Street Ionia, MI 48846
Mailing Address: P.O. Box 496 Ionia, MI 48846
Ph: (616) 527-5776 Website: www.ci.ionia.mi.us

Date of Offer: 11-04/25

In accordance with General City Policy 4-004, this form is used to submit an offer to purchase any excess parcel (except industrial park parcels) owned by the City of Ionia that has been determined suitable for redevelopment/reuse and eligible for return to non-City ownership. All offers must be submitted to the City Manager's Office for administrative review and then subsequently brought to City Council for a final decision. It is the responsibility of the purchaser to know the existing zoning of the property and all regulations that apply to the identified zoning district prior to submitting an offer.

PURCHASE OFFER

I/We, Parker Sawdy (Parkers Asphalt and Sealcoating LLC)
(Name or Names as Desired on Deed)

Street/Mailing Address: 933 Hunt St. City: Lyons

State, Zip: MI 48851 Phone: 616 902 8598 Email: parker.sawdy2@gmail.com

am/are submitting an offer to purchase City-owned property located at:

705 W Main St., hereinafter "Property" (Parcel Number) 34-202-170-000-030-00
(Street Address)

for the sum of \$ 4,000.00 cash.

If approved, I intend to use the property for:

Parking area for Commercial Barn.

DISCLAIMER AND LIMITATIONS

Notwithstanding anything to the contrary herein contained, Purchaser expressly understands, acknowledges and agrees that the conveyance of the Property shall be made by Seller to Purchaser on an "as is, where is" basis and with all faults, including fire damage, the environmental condition of the Property, and Purchaser acknowledges that Purchaser has agreed to buy the Property in its present condition and that Purchaser is relying solely on its own examination and inspections of the Property and not on any statements or representations made by Seller or any agents or representatives of Seller. Additionally, Purchaser hereby acknowledges that Seller makes no warranty or representation, express or implied, or arising by operation of law,

including, but in no way limited to, any warranty of condition, habitability, merchantability, or fitness for a particular purpose of the Property or any portion thereof, or with respect to the economical, functional, environmental or physical condition, or any other aspect, of the Property, including Seller's title to the Property. Seller hereby specifically disclaims any warranty, guaranty or representation, oral or written, past, present or future, of, as to, or concerning: (i) the nature and condition of the Property or any part thereof, including, but not limited to, its water, soil, or geology, or the suitability thereof for any and all activities and uses which Purchaser may elect to conduct thereon, or any improvements Purchaser may elect to construct thereon, or any income to be derived therefrom, or any expenses to be incurred with respect thereto, or any obligations or any other matter or thing relating to or affecting the same; (ii) the absence of asbestos or any environmentally hazardous substances on, in or under the Property or on, in or under any property adjacent to or abutting the Property; (iii) the manner of construction or condition or state of repair or lack of repair of any improvements; (iv) the nature or extent of any easement, restrictive covenant, right-of-way, lease, possession, lien, encumbrance, license, reservation, condition or other similar matter pertaining to the Property, or portion thereof; and (v) the compliance of the Property or the operation of the Property or portion thereof with any laws, rules, ordinances or regulations of any government or other body. Purchaser hereby absolutely waives any right, claim or cause of action which Purchaser may have against Seller with respect to the environmental conditions existing at the Property on the date of closing. By way of example only and not by way of limitation of the foregoing, Seller does not warrant either clear title to the Property, or that Purchaser will be able to obtain title insurance to the Property. Nor shall Purchaser be allowed to return Property because of defect in title. Purchaser shall indemnify, defend and save Seller harmless from and against any and all claims, liability, costs, damages or losses from personal injury, including death, or property damage of any nature, resulting or arising from the sale of the Property. The provisions of this paragraph shall survive the execution and delivery of the deed by Seller and the closing of the transaction contemplated by this agreement (the "Closing"). At the Closing, the Purchaser shall deliver the purchase price to the Seller via cash, cashier's check, or money order, and the Seller shall deliver title to the Property via a quit-claim deed. If the Closing does not occur within sixty (60) days of the date that the City Council approves this transaction, this agreement will terminate, and the Purchaser and Seller will have no further rights hereunder. The Purchaser shall record the fully executed quit-claim deed with the Ionia County Register of Deeds.

SIGNATURE

Signature: *Peter Sawdy* Date: *11/5/25*

OFFICE USE ONLY

City Manager

Recommended: Yes No

Comments: *City-owned parcel must be combined with adjacent parcels owned by P. Sawdy if council approves purchase offer*

Signature: *Grecia R. Garland* Date: *11-10-25*

City Council

Date of Meeting: _____ Approved or Denied (Circle One)

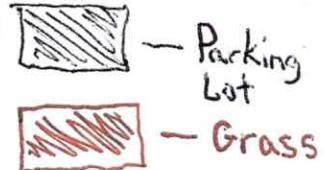
Comments: _____

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

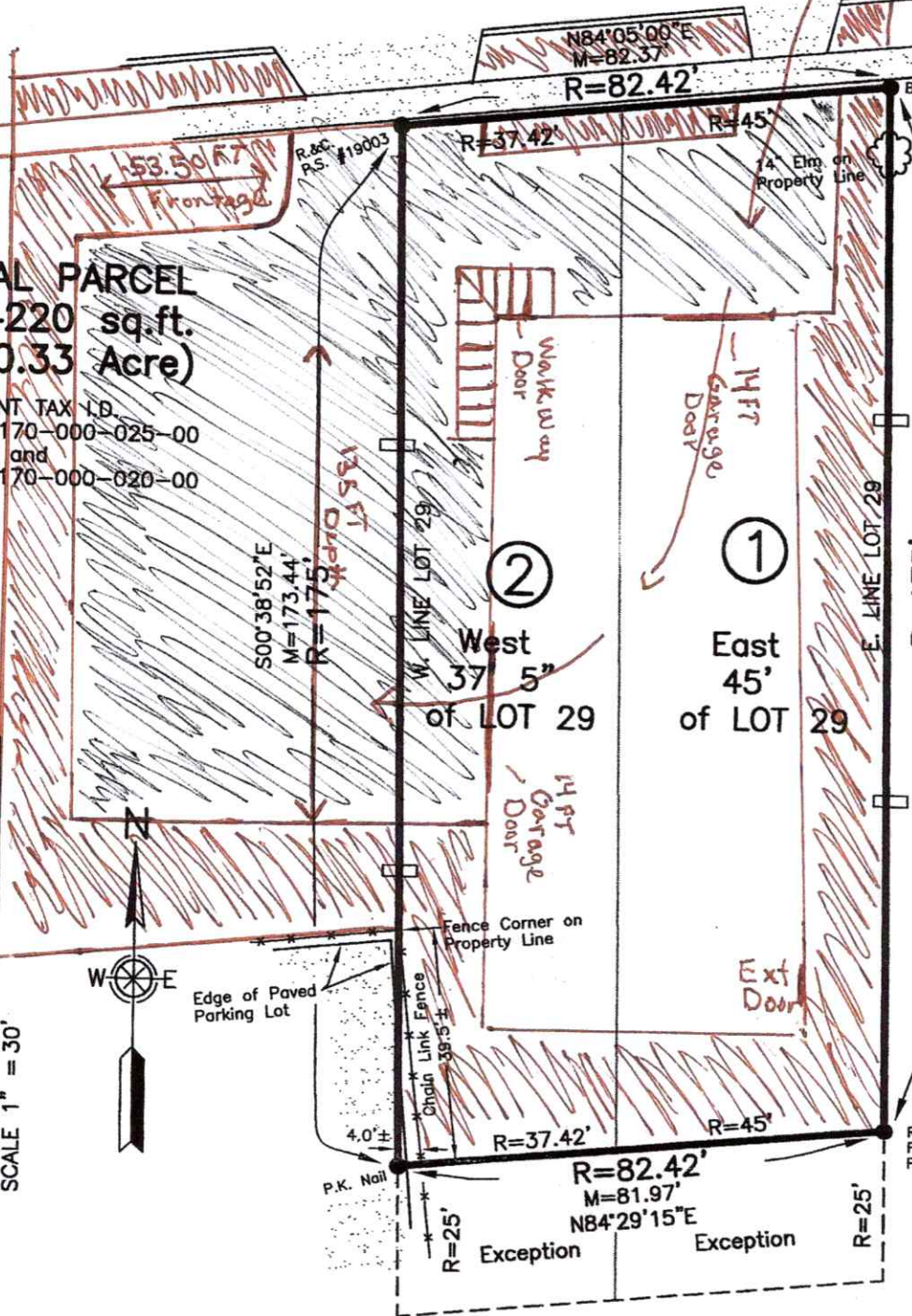
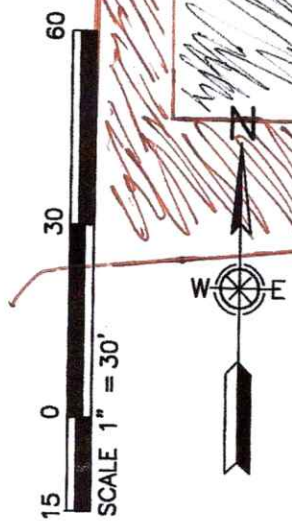
W. MAIN ST. 66' WIDE

TOTAL PARCEL
= 14220 sq. ft.
(0.33 Acre)

CURRENT TAX I.D.
 #202-170-000-025-00
 and
 #202-170-000-020-00



barn Size
 @ 104x40



WE CERTIFY TO THE ABOVE NAMED PARTIES THAT WE HAVE SURVEYED THE PROPERTY DESCRIBED ABOVE. AND THAT THE IMPROVEMENTS AND ENCROACHMENTS AFFECTING SAID PROPERTY, IF ANY, ARE LOCATED AS SHOWN ABOVE.

DATE: 10-10-25
 DRAWING NO. 25-268

- -- IRON STAKE (EXISTING)
- -- IRON STAKE (PLACED)
- x-x- FENCE LINE
- R -- RECORDED DIMENSION

MULDER & ASSOCIATES
 6585 MULDER DR., PORTLAND, MI. 48875
 Phone: 517-647-7826 Page 41 of 88



CITY OF IONIA

STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.3

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: December 3, 2025

RE: Donation Facilitation Agreement

Background:

City staff have been communicating with a potential naming rights donor for the Steele Street Park Band Shell. The donor has indicated a preference for donating to a 501(c)(3) organization rather than a unit of local government. The Ionia Rotary Club has expressed a willingness to facilitate such a donation to benefit the community and agrees to receive and transfer any such donations to the City of Ionia, in accordance with the terms of the attached agreement.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the attached "Donation Facilitation Agreement" between the City and the Ionia Rotary Club.

Motion By:

Seconded By:

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

DONATION FACILITATION AGREEMENT

This DONATION FACILITATION AGREEMENT (the “**Agreement**”) is entered into this ____ day of _____, 2025 (the “**Effective Date**”), by and between the City of Ionia, a Michigan municipal corporation whose address is 114 North Kidd Street, P.O. Box 496, Ionia, Michigan 48846 (the “**City**”), and the Ionia Rotary Club Foundation Inc., a domestic nonprofit corporation whose address is 174 E Adams, Ionia, Michigan 48846 (the “**Rotary Club**”).

RECITALS

- A. The City is undertaking a project for the development of Steele Street Park, a proposed park within the City that will include various public facilities and/or improvements, including paved parking, a band shell (the “**Band Shell**”), a building with restrooms and storage, pickleball courts, a grass volleyball court, and pedestrian pathways (the “**Park Project**”).
- B. A potential donor is interested in making a charitable donation to help fund the construction and installation of the Band Shell but requires that the donation be made to an organization recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. In the future, other potential donors willing to support the Park Project may also wish to make their donations directly to a 501(c)(3)-tax-exempt entity.
- C. The City desires to collaborate with a 501(c)(3)-tax-exempt entity that is willing to receive donations for the City’s Park Project and to remit such donations to the City.
- D. The Rotary Club is a 501(c)(3)-tax-exempt non-profit organization that is willing to accept donations for the Park Project on the City’s behalf and to transfer the donations to the City. A letter evidencing the Rotary Club’s tax-exempt status is attached as **Exhibit A**.
- E. The arrangement contemplated herein is consistent with and in furtherance of the Rotary Club’s mission and objectives and has been approved by the Rotary Club’s board.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Recitals. The above Recitals are affirmed as correct and are hereby incorporated into the Agreement as if fully restated herein.
2. Facilitation of Park Project Donations. The Rotary Club shall reasonably cooperate with the City to effectuate the intent of this Agreement, as stated in the Recitals, and shall facilitate the donation of funds for the Park Project to the City in accordance with the following terms:
 - a. Acceptance and Transfer. To the extent the Rotary Club receives any donations or gifts that reasonably appear to have been made for the City’s benefit and/or in support of the Park Project (the “**Donations**”), the Rotary Club shall accept the Donations on the

City's behalf and shall promptly remit the Donations, in their entirety, to the City within five (5) days of their receipt unless otherwise mutually agreed by the parties. The Rotary Club shall, upon request, provide donors with reasonably sufficient proof of its tax-exempt status. The Rotary Club shall use its reasonably best efforts to retain its tax-exempt status during the term of this Agreement and shall promptly notify the City of any change in such status.

- b. Administration and Accounting. When the Rotary Club is in possession of any Donations, the Rotary Club, and any of its agents acting on its behalf, shall be deemed a fiduciary with respect to such Donations and shall comply with all fiduciary requirements and standards and with all applicable laws. The Rotary Club shall maintain a separate accounting of the Donations and shall maintain reasonable records and documentation. Upon request by the City, the Rotary Club shall promptly provide the City with all documentation and accounting records related to the Donations that are in the Rotary Club's or its agents' possession.
 - c. No Fees; No Compensation. The Rotary Club shall not charge the City any administrative fee or any other costs or expenses in connection with its performance under this Agreement.
3. Term and Termination. The term of this Agreement shall commence on the Effective Date and shall remain in effect until terminated by either party upon thirty (30) days' prior written notice. Termination of this Agreement shall not affect the handling of any Donations already received by the Rotary Club, and any Donations held by the Rotary Club at the time of termination shall be transferred to the City within five (5) days of receipt.
4. Miscellaneous.
 - a. No Agency Relationship. Nothing in this Agreement creates an agency relationship, partnership, or joint venture between the Rotary Club and the City.
 - b. Compliance With Laws. In exercising their rights or performing their duties under this Agreement, the parties shall at all times comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.
 - c. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter contained in this Agreement.
 - d. Modification. All amendments or changes to this Agreement shall be in writing and signed by both parties.
 - e. Severability. If a court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, then that provision shall be deemed severed from this Agreement. The remainder of the Agreement shall remain in full force and effect.

- f. Governing Law. This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan. Venue shall be exclusively in Ionia County, Michigan.
- g. Governmental Immunity. Nothing in this Agreement shall be construed to limit or waive the City's entitlement to rely on governmental immunity to the fullest extent permitted by law under the Governmental Tort Liability Act, being 1964 PA 170, as amended, MCL 691.1401, et seq., or any other defenses or statutes, which may be available to the City, its elected and appointed officers and officials, and its agents and employees.
- h. Non-Assignable. Neither party may assign its duties, responsibilities, obligations, or rights under this Agreement without the prior signed, written consent of the other party.
- i. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument.
- j. Authority. The undersigned agree, represent, and warrant that they have full authority to execute this Agreement on behalf of the respective parties and to make the Agreement fully binding and enforceable according to its terms.

(signatures on the following page)

CITY OF IONIA

John R. Milewski, II, Mayor

Jonathan Bowman, City Clerk

IONIA ROTARY CLUB
FOUNDATION INC.

Anna Johnson, President

EXHIBIT A

Tax Exemption Letter



CITY OF IONIA

STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.4

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: December 3, 2025
RE: Draft Policy 2-015: Downtown Sound System Use Policy

Background:

In December 2023, the City of Ionia installed a wireless downtown speaker system on lampposts throughout the downtown district with funding from the Public Gathering Spaces Community Development Block Grant program through the Michigan Economic Development Corporation. After nearly two years of use and a better understanding of the system's functions for community events, it is time to enact a policy for use of the system. The drafted policy and application will create a framework for allowing the public to utilize the speaker system in association with a community or public event. The proposed use must be for charitable, community, or educational event purposes. Additionally, a list of holidays and annual community events has been included in the policy for City Council's pre-approval. These events have a longstanding tradition within Ionia and have used the speaker system over the past two years.

The policy establishes a \$25 fee for use of the sound system. This fee includes the use of the sound system for pre-approved music only, consistent with the City's music licenses, detailed below. If a microphone is needed for the event, an additional hourly rate will be required for a sound technician. Events on the pre-approved list will not be required to complete the application or pay the application fee. However, the hourly rate for a sound technician, if needed for the event, will still be required for pre-approved events unless the event is facilitated by the City or has a trained City staff member or volunteer to work as a sound technician. The policy restricts use of the sound system to the active hours of the event and between 9:00 a.m. and 9:00 p.m.

As outlined in the policy, it is important for the sound system to be operated by trained City staff or volunteers to protect the longevity of the system. Furthermore, the system must follow proper compliance with music copyright laws. For this reason, the City has subscribed to software for licensing music. All users of the sound system will need to utilize this software to ensure the City is not liable for copyright infringement. Staff are working to create curated playlists for event organizers to choose from based on season, genre, or style. The annual cost for the City's music licensing is \$743.40. This includes a subscription to Pandora for Business and ASCAP (music licensing for businesses). The \$25 application fee will help offset the cost of music licensing and general maintenance of the system.

Following this communication are copies of draft Policy 2-015 and the corresponding application.

Requested Action / Motion:

It is requested the Ionia City Council consider a motion to approve Policy 2-015: Downtown Sound System Use Policy, as presented.

Motion By:

Seconded By:

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

Downtown Sound System Use Policy

I. PURPOSE

This policy aims to make the downtown outdoor sound system available to event organizers and further establish eligibility criteria and a process through which requests can be made to use the City's downtown sound system.

II. POLICY

It is the policy of the City of Ionia that to use the Downtown Sound System, event organizers must apply for both a parade/street closure permit and a downtown sound system use permit. The sound system will only be used during the active hours of the event and will not be used earlier than 9 a.m. nor later than 9 p.m. Content to be broadcast over the sound system must be, in the judgment of city staff, appropriate for all ages and audiences. It will only be used for charitable, community, or educational event purposes.

III. ELIGIBILITY FOR SOUND SYSTEM USE

- a. Applicants eligible to request sound system use must demonstrate the following:
 - i. The proposed use of the sound system is associated with a community or public event;
 - ii. The proposed use is for charitable, community, or educational event purposes;
 - iii. The proposed use may not conflict with annual events or holidays on the schedule below, which are pre-approved, annual community events:

Holiday/Annual Event	Approximate Date of Event
Memorial Day	Last Monday in May
Ionia Classic Car Show	1 st Saturday in June
Ionia Free Fair Parade	1 st Saturday of the Fair in July
Ionia Community Awareness Cruisin' for a Cause	Saturday in September
Meander on Main	Saturday in September or October
Ionia High School Homecoming Parade	Friday of Homecoming in October
Autumn Celebration	Thursday at the end of October
Tree Lighting/Christmas Parade	First Friday in December
Christmas/Holiday Season	Month of December

IV. APPLICATION

- a. Application forms for use of the Downtown Sound System will be available at City Hall, the Downtown Development Authority office, and the City's website. Applicants will provide all requested information on the application form.
- b. An application and fee will not be required for pre-approved events and holidays included in Section III of this policy. The hourly rate for a sound technician, if needed for the event, will still be required for pre-approved events unless the event is facilitated by the City or has a trained City staff member or volunteer to work as a sound technician.
- c. Completed applications shall be submitted to the City Manager's office for staff review and coordination. A parade and street closure permit application is also required.
- d. Applications shall not be submitted more than twelve (12) months in advance or less than four (4) weeks before the proposed use of the downtown sound system.
- e. Approval of the application will be handled administratively by the City Manager or his/her designee and must be received prior to the event.

V. COST

- a. The cost for the application and coordinated use of the downtown sound system for an event is \$25. This fee includes the use of the sound system for pre-approved music only.
- b. If the applicant requests a microphone for use with the sound system, an additional hourly rate will be charged to the applicant for the City to provide a sound technician.
- c. The application fee includes pre-programmed music during the established time frame of the event. Upon applicant request, the City may provide a sound technician at an additional hourly rate to manage the music selection in real time.

VI. SOUND SYSTEM OPERATION GUIDELINES

- a. Only trained City staff or volunteers are allowed to operate the downtown sound system.
- b. The sound system will only be used during the active hours of the event and will not be used earlier than 9 a.m. nor later than 9 p.m.
- c. All music played over the sound system must be from the City's licensed music software to ensure proper compliance with music copyright laws.
- d. The event organizer must consult with the City to program set times at which music will be played during the event.
- e. In the judgment of City staff, all music played over the system must be appropriate for all ages and audiences.
- f. Prior to the event, the City will provide the event organizer with a selection of playlists organized by season, genre, and style.

- g. At the City's discretion, a custom playlist may be created by the event organizer and approved by City staff through the City's licensed music software.
- h. If the event requires use of a microphone, the City shall provide a sound technician at a predetermined hourly rate, paid for by the event organizer.
- i. At the City's discretion, a sound technician may be required based on the event needs. The City shall notify the event organizer prior to the event regarding the hourly rate for the sound technician.

DRAFT



Downtown Sound System Use 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: www.ci.ionia.mi.us

Date of Application: _____

Permit Fee: \$25.00

- Applicants are also required to complete a Parade and Street Closure Permit Application.
- The request must be associated with a community or public event.
- All music played over the sound system must be from the City's licensed music software to ensure proper compliance with music copyright laws.
- The audio over the sound system must be, in the judgment of city staff, appropriate for all ages and audiences.
- The use of the downtown sound system will not conflict with an annual event or holiday on the City's pre-approved list, nor will it be used earlier than 9 a.m. or later than 9 p.m.
- Applications shall not be submitted more than twelve (12) months in advance or less than four (4) weeks before a proposed use of the sound system.

Applicant Information

Name of Applicant: _____

Name of Organization: _____ Role within Organization: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Please explain the general purpose and/or objectives of the organization.

Sound System Details

City Council must approve all requests for the use of the downtown sound system not included on the City-approved schedule. Applications shall not be submitted more than twelve (12) months in advance or less than four (4) weeks before a proposed use of the downtown sound

system. Once an application is submitted it will be placed on the next City Council meeting agenda.

1. Brief description of the reason for using the downtown sound system?

2. Requested date and time of event:

3. Hours of operation needed for the downtown sound system:

4. Does the request conflict with any of the holiday/annual events listed on the City-approved schedule (attached)?

Check One: Yes No

If yes, please explain why City Council should consider an exception to supersede the City-approved list of holiday/annual events.

5. Are microphones needed for use with the sound system during the event? (If yes, an additional cost per hour will be charged for a sound technician.)

Check One: Yes No

6. What type of music is needed for the event? (Prior to the event, the City will provide the event organizer with a selection of playlists organized by season, genre, and style. Music availability should be confirmed by applicant with City before submitting application.)

Signature

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Approved or **Denied** (Circle One)

Comments: _____

Copies To: _____

Signature: _____ Date: _____

Pre-Approved Holiday and Annual Event Schedule

Holiday/Annual Event	Approximate Date of Event
Memorial Day	Last Monday in May
Ionia Classic Car Show	1 st Saturday in June
Ionia Free Fair Parade	1 st Saturday of the Fair in July
Ionia Community Awareness Cruisin' for a Cause	Saturday in September
Meander on Main	Saturday in September or October
Ionia High School Homecoming Parade	Friday of Homecoming in October
Autumn Celebration	Thursday at the end of October
Tree Lighting/Christmas Parade	First Friday in December
Christmas/Holiday Season	Month of December



CITY OF IONIA

STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.5

TO: Mayor Milewski and Councilmembers
 FROM: Precia Garland, City Manager
 DATE: December 3, 2025
 RE: DDA Bylaws Update

Background:

In 2022, City administration prepared guidance (attached letter dated 2022) regarding the statutory requirements under the Recodified Tax Increment Financing Act, MCL 125.4204(1) and MCL 125.4201(h), stating that a Downtown Development Authority Board must include the Chief Executive Officer (CEO) of the municipality or his/her designee. Under Michigan law, the CEO is defined as the mayor or city manager. At that time, it was indicated that the City Manager shall serve as the CEO member of the City of Ionia DDA Board. However, while the intent was documented, the DDA Bylaws were not amended to reflect this clarification.

LEGAL BASIS

- MCL 125.4204(1) requires that a DDA Board consist of the CEO of the municipality or his/her designee.
- MCL 125.4201(h) defines the CEO as the mayor or city manager.

Amended bylaws were recommended for City Council approval at the November 19, 2025, DDA Board of Directors meeting. The proposed changes are attached to amend sections 3.1 and 3.4 of the DDA Bylaws to include the City Manager as an alternative option for DDA Board membership, as permitted in State law.

Requested Action / Motion:

It is requested that the Ionia City Council consider making a motion to approve the amended DDA Bylaws to allow the City Manager to serve on the DDA Board of Directors, as presented.

Motion By:

Seconded By:

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

Starr

— Cowling
Milewski —

—

CITY OF IONIA
Downtown Development Authority
By-Laws and Rules of Procedure

As adopted by the City of Ionia Downtown Development Authority on November 19, 2025,
and approved by the Ionia City Council on December 3, 2025~~January 19, 2022.~~

1. AUTHORITY

These By-Laws and Rules of Procedure are adopted by the City of Ionia Downtown Development Authority (DDA). Meetings of the DDA Board of Directors shall be in accordance with the provisions of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.

2. POWERS

The DDA shall possess all powers identified by Public Act 57 of 2018, as amended, the Re-codified Tax Increment Financing Act, being more particularly as follows:

- 2.1** Prepare an analysis of economic changes taking place in the DDA District.
- 2.2** Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the Board of Directors, aids in the economic growth of the DDA District.
- 2.3** Plan, propose, and implement an improvement to a public facility within the DDA District to comply with the state construction code.
- 2.4** Develop long-range plans designed to halt the deterioration of property values in the DDA District and to promote the economic growth of the DDA District, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- 2.5** Implement any plan of development in the DDA District necessary to achieve the purposes of the Re-codified Tax Increment Financing Act.
- 2.6** Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
- 2.7** Acquire by purchase or otherwise, property which the DDA determines is reasonably necessary to achieve the purposes of the Re-codified Tax Increment Financing Act and to grant or acquire licenses, easements, and options with respect to that property.
- 2.8** Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multi-family dwellings, and any necessary or desirable appurtenances to that property, within the DDA District for the use, in whole or in part, of any public or private person or corporation or a combination of them.

- 2.9 Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the DDA.
- 2.10 Lease any building or property under DDA control.
- 2.11 Accept grants and donations of property, labor, or other things of value from a public or private source.
- 2.12 Acquire and construct public facilities.
- 2.13 Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the DDA District.
- 2.14 Contract for broadband service and wireless technology service in the DDA District.
- 2.15 Create, operate, and fund retail business incubators in the DDA District.

3. MEMBERSHIP

- 3.1 Members: The DDA Board of Directors shall be comprised of the Mayor or the City Manager and eight (8) members appointed by the Mayor, subject to confirmation by the City Council. At least five (5) of the members shall be persons having an interest in property located in the DDA District. At least one (1) of the members shall be a resident of the DDA District, if the DDA District has one hundred (100) or more persons residing in it. Each member shall serve a term of four (4) years but for the Mayor or City Manager whose term shall coincide with his or her elected term or employment contract~~Mayor~~. An appointment to fill a vacancy shall be made by the Mayor, upon confirmation by the City Council, for the remainder of the unexpired term. Members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses.
- 3.2 Attendance. If any member of the Board of Directors is absent from three (3) consecutive regularly scheduled meetings then that member shall be considered delinquent. Delinquency, nonperformance of duty, or misconduct, shall be grounds for the City Council to remove a member from the Board of Directors. The Board Secretary shall keep attendance records and shall notify the Mayor whenever a member of the Board of Directors is absent from three (3) consecutive regularly scheduled meetings, so the City Council can pursue action permitted by law or excuse the absences.
- 3.3 Incompatibility of Office. Each member of the Board of Directors shall avoid conflicts of interest and / or incompatibility of office. If there is a question whether a conflict of interest exists, the question shall be put before the Board of Directors. Whether a conflict of interest exists shall be determined by a majority vote of the remaining members of the Board of Directors.

When a conflict of interest exists, the member of the Board of Directors shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:

- A. Declare a conflict exists at the next meeting of the Board of Directors;
- B. Cease to participate at the Board of Directors' meetings during deliberation of the agenda item before the Board of Directors;
- C. Leave the meeting until that agenda item is concluded.

If a member of the Board of Directors is appointed to another office, which is an incompatible office with his or her membership on the Board of Directors, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Board of Directors. If a member of another office is appointed to the Board of Directors, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Board of Directors, that shall result in an automatic resignation from the other office.

3.4 Selection. The election of officers shall occur at the annual meeting. Nomination shall be made from the floor at the annual meeting in January. The terms of office shall be for one year and begin at the close of the annual meeting at which they are elected, or until a successor shall be elected and qualified. At the January meeting, the Board of Directors shall select from its membership a Chairperson, Vice-Chairperson, Treasurer, and Secretary. The Mayor or City Manager shall not be eligible to serve as Chairperson or Vice-Chairperson. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office administered and recorded by the City Clerk.

3.5 Tenure. The officers shall take office immediately following their selection. They shall hold their office for a term of one year, or until successors are elected and assume office. No person shall hold more than one office at a time, unless approved by the Board of Directors.

3.6 Duties.

- A. The Chairperson shall:
 - 1. Be the chief executive of the Board of Directors and shall preside at all meetings;
 - 2. Appoint all members to advisory committees established and provided by the Board of Directors;
 - 3. Sign all contracts or legal documents authorized by the Board of Directors;
 - 4. Call special meetings pursuant to these By-Laws and Rules of Procedure;
 - 5. Perform such other duties as may be directed by the Board of Directors.
- B. The Vice-Chairperson shall:
 - 1. In the event of the absence of the Chairperson or his or her inability to discharge the duties of the office of Chairperson, such duties shall, for the time being, be performed by the Vice-Chairperson;

2. In the event that the office of the Chairperson becomes vacant, the Vice-Chairperson shall serve as Chairperson until a new Chairperson is elected;
3. Perform such other duties as may be ordered by the Board of Directors.

C. The Secretary shall:

1. Be responsible for overseeing the activities of the Recording Secretary;
2. Execute documents in the name of the DDA;
3. Perform such other duties as may be ordered by the Board of Directors.

D. The Recording Secretary shall:

1. Be the DDA Director or his or her designee;
2. Shall prepare the agenda for the Board of Directors' meetings pursuant to these By-Laws and Rules of Procedure;
3. Shall keep minutes of all meetings of the Board of Directors and sign the adopted version of the minutes;
4. Shall be responsible for all correspondence and notices pertaining to meetings and official acts of the Board of Directors.

E. The Treasurer shall:

1. Assist the City Treasurer in the managing the accounts and funds of the DDA;
2. Provide such reports on the DDA's finances as requested by the Board of Directors.

4. MEETINGS

4.1 Meeting Notices. Notice of all meetings shall be posted at City Hall according to the Open Meetings Act. The notice shall include the date and time of the meeting.

4.2 Annual Meeting. An annual meeting shall be held the first regular meeting in January at a time and place to be set by the Board. The election of officers shall occur at the annual meeting.

4.3 Regular Meetings. Regular meetings of the Board of Directors shall be held at City Hall on the third Wednesday of each month at 8:00AM unless scheduled otherwise. The dates and times shall be posted at City Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established.

4.4 Special Meetings. A special meeting may be called by the Chairperson or by two members of the Board of Directors upon written request to the Recording Secretary. The business which the Board of Directors may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. Public notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the Recording Secretary shall send written notice of a special meeting to each Director not less than forty-eight (48) hours in advance of the meeting.

- 4.5 Quorum.** In order for the Board of Directors to conduct business or take any official action, a quorum shall be present. A majority of the Directors appointed and serving shall constitute a quorum for the transaction of business at any meeting of the Board, provided that a majority of the Board present may adjourn the meeting from time to time without further notice. A vote of the majority of the Directors present at a meeting which a quorum is present constitutes an action of the Board, unless the vote of a larger number is required by statute or by these Bylaws. When a quorum is not present, no official action, except for closing the meeting may take place. The Board of Directors may discuss matters of interest, but can take no action until the next regular or special meeting.
- 4.6 Public Participation.** All regular and special meetings shall be open to the public.
- A. All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda, unless otherwise permitted by the Chairperson. Guests are requested to provide their name and address when making public comments.
 - B. Comments shall be limited to five (5) minutes for each person.
 - C. The Board of Directors shall not respond to public comment. Board members shall refrain from speaking during this portion of the meeting.
- 4.7 Motions.** Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporter of the motions shall be recorded.
- 4.8 Voting.** An affirmative vote of the majority of the members of the Board of Directors present at a meeting shall be required for the approval of any requested action, unless statute requires otherwise. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any Board member or directed by the Chairperson.

All members of the Board including the Chairperson shall vote on all matters. Any member may be excused from voting but only if that person has a bonafide conflict of interest as set forth in Section 3.3 herein.

- 4.9 Order of Business.** A written agenda for all regular meetings shall be prepared as follows. The order of business shall be:

1. Call to Order
2. Roll Call of Members
3. Public Comments and Information
4. Consent Agenda
5. Approval of Meeting Minutes
6. Financial Report
7. DDA Director Update
8. Board Decisions and Action Items
9. Discussion Items
10. Upcoming Events
11. Adjournment

4.10 Rules of Order. All meetings of the Board of Directors and any committees shall be conducted in accordance with generally accepted parliamentary procedure, as governed by “Robert’s Rules of Order”.

5. MINUTES

Meeting minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and a recording of attendance. The official records shall be deposited with and kept by the City Clerk.

6. ANNUAL REPORT

By March 31st of each year the Board of Directors shall submit to the City Council, a written report of its activities covering the previous calendar year.

7. AMENDMENTS

The Board of Directors may amend these rules by a majority vote at any Board of Directors’ meeting provided that all members have received an advance copy of the proposed amendments prior to the meeting at which such amendments are to be considered.

8. ADOPTION

These Downtown Development Authority Board of Directors By-Laws and Rules of Procedure were adopted at a regular meeting of the Board of Directors held on ~~June 16, 2021~~ November 19, 2025.

10. FILING

Filed with the City Clerk on ~~January 20, 2022~~ December 4, 2025.

Jonathan T. Bowman~~Mary Patrick~~, City Clerk



March 11, 2022

CITY HALL
ADMINISTRATION
114 North Kidd Street
Ionia, Michigan 48846
ph 616-527-4170
fx 616-527-0810

Mike Kirgis, Chair
City of Ionia DDA
759 Ridgewood Court
Ionia MI 48846

ARMORY
COMMUNITY CENTER &
PARKS AND RECREATION
DEPARTMENT
439 West Main Street
Ionia, Michigan 48846
ph 616-523-1800
fx 616-523-1803

RE: DDA Board Designee

Dear Mike:

As you may know, the Recodified Tax Increment Financing Act, specifically MCL 125.4101 *et seq*, provides the statute under which Downtown Development Authorities in the State of Michigan are established and operated.

PUBLIC SAFETY
DEPARTMENT
239 East Adams Street
Ionia, Michigan 48846
ph 616-527-4431
fx 616-527-5717

In MCL 125.4204, Section 204(1), it states,

“Except as provided in subsections (7), (8), and (9), an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality or his or her designee from the governing body of the municipality and not less than 8 or more than 12 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality.”

PUBLIC TRANSPORTATION
DEPARTMENT (Dial-A-Ride)
251 East Adams Street
Ionia, Michigan 48846
ph 616-527-4000
fx 616-527-5788

Furthermore, in MCL 125.4201, Section 201(h), it states,

“Chief executive officer means the mayor or city manager of a city....”

PUBLIC UTILITIES
DEPARTMENT
720 Wells Street
Ionia, Michigan 48846
ph 616-527-0370
fx 616-527-6002

In accordance with the statute, please be advised that the city manager shall now serve as the chief executive officer member of the City of Ionia DDA Board. Please contact me should you have any questions regarding this letter.

PUBLIC WORKS
DEPARTMENT
303 South Jackson Street
Ionia, Michigan 48846
ph 616-527-2760
fx 616-527-5787

Sincerely,

Daniel A. Balice
Mayor



CITY OF IONIA

STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.6

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: December 3, 2025

RE: 2026 Combined Meeting Schedule

Background:

Section 1.04 - Regular Meeting Date and Time of the City of Ionia, *City Council Rules of Order and Conduct for City Council Meetings*, states that no later than the December meeting of each year, City Council shall adopt and publish a meeting schedule for the following year. Regular meetings of the Ionia City Council are held on the first Wednesday of each month and none require adjustment in 2026 to avoid holidays.

In addition to the regular meetings of the Ionia City Council, the following combined schedule also provides 2026 meeting dates for all regular boards and commissions of the City of Ionia that meet according to a set schedule. It was necessary to change the date of the November 2026 Planning Commission meeting from November 11 to November 10 to avoid falling on Veterans Day.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the 2026 City of Ionia Combined Meeting Schedule.

Motion By:

Seconded By:

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



CITY OF IONIA 2026 Meeting Schedule

The City Council, Planning Commission, Downtown Development Authority (DDA), Brownfield Redevelopment Authority, Local Development Finance Authority, and Zoning Board of Appeals have set the following meeting schedules for 2026. All meetings are open to the public. All meetings, except for the DDA, are scheduled to be held at Ionia City Hall, 114 North Kidd Street, Ionia. The DDA meetings are held at the Ionia Theatre, 205 W. Main Street, Ionia.

CITY COUNCIL

Meetings are the first Wednesday of the month, beginning at 6:30 PM:

January 7	July 1
February 4	August 5
March 4	September 2
April 1	October 7
May 6	November 4
June 3	December 2

PLANNING COMMISSION

Meetings are the second Wednesday of the month, beginning at 4:30 PM:

January 14	July 8
February 11	August 12
March 11	September 9
April 8	October 14
May 13	November 10*
June 10	December 9

*The November Planning Commission meeting will be held on the second Tuesday of the month, due to the Veterans Day holiday.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Meetings are the third Wednesday of the month, beginning at 8:00 AM:

January 21	July 15
February 18	August 19
March 18	September 16
April 15	October 21
May 20	November 18
June 17	December 16

BROWNFIELD REDEVELOPMENT AUTHORITY

Meetings are held quarterly on the second Monday of the month, beginning at 4:00 PM:

January 12	July 13
April 13	October 12

LOCAL DEVELOPMENT FINANCE AUTHORITY

Meetings are held quarterly on the third Tuesday of the month, beginning at 4:00 PM:

March 17	September 15
June 16	December 15

ZONING BOARD OF APPEALS

Meetings are scheduled as needed for the first Monday of the month, beginning at 6:30 PM:

January 5	July 6
February 2	August 3
March 2	September 7*
April 6	October 5
May 4	November 2
June 1	December 7

* If needed, the September meeting will be held on the second Monday of the month, due to the Labor Day holiday.



CITY OF IONIA

STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VIII.1

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: December 3, 2025

RE: Various Boards and Commissions Appointments

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 individuals have been recommended by Mayor John Milewski to continue or begin service on the following boards and commissions, subject to council approval:

Board of Review – (3-year term)

Amanda Schanski – Term through 12/31/28
 Jani Millard - Term through 12/31/28

Board of Zoning Appeals

_____ – Term through 12/31/27

Downtown Development Authority– (4-year term)

Tricia Meyers – Term through 12/31/29
 _____ – Term through 12/31/29

Income Tax Board – (3-year term)

Mark Jennings – Term through 12/31/28

Ionia Regional Utilities Authority– (4-year term)

Delegate: Rich Starr – Term through 12/31/29
 Alternate: Brenda Cowling – Term through 12/31/29
 Alternate: Mary Patrick - Unexpired term through 12/31/26

Housing Board of Appeals- (3-year term)

_____ - Term through 12/31/28

Planning Commission– (3-year term)

Judy Swartz – Term through 12/31/28
 Keturah Kelley – Term through 12/31/28

Requested Action / Motion:

It is requested the Ionia City Council consider appointing the previously listed individuals to serve on the various City of Ionia boards and commissions for the terms indicated.

Motion By:

Seconded By:

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



Minutes of Boards & Commissions

Monthly Department Reports

November 2025



CITY OF IONIA
PLANNING COMMISSION
REGULAR MEETING MINUTES
4:30 PM, Wednesday, November 12, 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, Ryan Gregory, Tim Lee, and Judy Swartz present. Commissioners Keturah Kelley and Jason Perry were absent.

III. APPROVAL OF AGENDA

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

MOTION CARRIED BY VOICE VOTE.

IV. APPROVAL OF MINUTES

(IV.1.) October 8, 2025 – Regular Meeting

Minutes from the regular meeting of October 8, were reviewed. Planning Commissioner Lee made a motion, seconded by Planning Commissioner Gregory, to approve the October 8, 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. 601 to allow parking as an accessory use on an adjacent lot by Special Land Use in the B-3, General Business District

Assistant City Manager Bowman provided background information on Ordinance No. 601 and summarized changes made based on the Commission's feedback from their last meeting.

Chairperson Bailey opened the public hearing for Ordinance No. 601 at 4:38 PM.

Vice President of Development for the Gillespie Group Jason Kildea (330 Marshall St., Ste. 100, Lansing, MI) expressed support for the proposed ordinance amendment and thanked the City for its consideration of the change. Mr. Kildea provided the Commission with a site plan concept for a

commercial development on S. State Road (PPN: 34-060-140-000-035-20) which initiated the need for the ordinance amendment. He indicated that the zoning amendment would allow the developer to request a special land use for 13 accessory parking spaces and a dumpster enclosure on a portion of adjacent property located in the City to support the commercial development in Ionia Township.

Chairperson Bailey closed the public hearing at 4:44 PM.

Commissioner Swartz commented that she believed additional clarification was needed within Ordinance No. 601 Section 1274.10 (e)(2) regarding the initial termination clause due to the principal use ceasing or changing.

Planning Commissioner Swartz made a motion, seconded by Planning Commissioner Donaldson, to recommend that City Council approve Ordinance No. 601, an ordinance to amend Section 1260.03 and enact a new Section 1274.10 entitled "Parking as an Accessory Use to an Adjacent Lot" of the Codified Ordinances of the City of Ionia. The motion was conditional on City staff amending Section 1274.10 (e)(2) for additional clarity on the termination clause prior to presentation of the ordinance to City Council.

MOTION CARRIED BY VOICE VOTE.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

(VIII.1.) Steele Park Site Plan Review

Assistant City Manager Bowman provided background information related to the site plan for an initial phase of a proposed new park on Steele Street. He indicated that the project has been in the planning stage for numerous years and highlighted the multiple grants secured to support the park's development. Bowman introduced Melinda Whitten from MCSA Group as the City's landscape design architect for the project.

Whitten presented details to the Commission on the site plan for Steele Park.

The Commission asked numerous questions about the site plan to Ms. Whitten regarding the various amenities, future phases of the park, pavilion design, site grading, and the floodplain permit.

Planning Commissioner Donaldson made a motion, seconded by Planning Commissioner Gregory, to approve the final site plan for Steele Park.

MOTION CARRIED BY VOICE VOTE.

IX. COMMISSIONER COMMENTS

Mike Donaldson: Commented that he is happy to see Steele Park being developed, and he appreciates the unique features that are not available elsewhere in the City.

Judy Swartz: Noted that shuffleboard should be considered as a future park improvement.

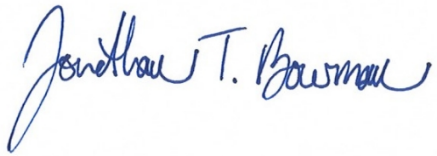
X. ADJOURNMENT

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

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 5:29 PM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Jonathan T. Bowman". The signature is written in a cursive style with a large initial 'J'.

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

EXPENDITURES

PERIOD: Oct 26th through Nov 25th

DATE: 11/25/2025

ACCOUNT	Description	11/5/2025	11/19/2025		HANDCHECKS	Total
	PAYROLL	\$ 170,777.65	\$ 180,570.99			\$ 351,348.64
	CITY'S SHARE OF FICA	\$ 12,514.96	\$ 13,249.21			\$ 25,764.17
	PAYROLL TOTAL	\$ 183,292.61	\$ 193,820.20	\$ -		\$ 377,112.81
ACCOUNT	Description	10/30/2025	11/13/2025		HANDCHECKS	Total
101	GENERAL FUND	\$ 120,295.24	\$ 309,446.21			\$ 429,741.45
202	MAJOR STREET	\$ 6,272.36	\$ 1,557.39			\$ 7,829.75
203	LOCAL STREET	\$ 2,147.75	\$ 1,493.64			\$ 3,641.39
228	SOLID WASTE	\$ 750.00	\$ 29,157.83			\$ 29,907.83
239	PARKS-FACILITIES IMPROVEMENT	\$ 23,188.00	\$ 11,958.14			\$ 35,146.14
245	INDUSTRIAL PARK					\$ -
249	RECREATION	\$ 5,541.30	\$ 15,081.60			\$ 20,622.90
265	DRUG FORFEITURE					\$ -
266	PUBLIC SAFETY DONATIONS					\$ -
406	SIDEWALK					\$ -
412	ENVIRONMENTAL RESPONSE					\$ -
420	CAPITAL PROJECTS					\$ -
588	DIAL-A-RIDE	\$ 5,176.05	\$ 34,749.15			\$ 39,925.20
590	SEWER	\$ 10,201.58	\$ 11,305.56			\$ 21,507.14
591	WATER	\$ 21,452.66	\$ 90,966.75			\$ 112,419.41
598	IRUA	\$ 233,739.75	\$ 49,130.77			\$ 282,870.52
661	CENTRAL GARAGE (DPW)	\$ 6,783.85	\$ 27,191.60			\$ 33,975.45
701	CURRENT TAXES	\$ 13,400.00	\$ 28,256.64			\$ 41,656.64
703	PAYROLL CLEARING					\$ -
TOTAL CITY OF IONIA:		\$ 448,948.54	\$ 610,295.28	\$ -	\$ -	\$ 1,059,243.82

248	DDA	\$ 37.87	\$ 6,884.79			\$ 6,922.66
250	THEATRE	\$ 3,963.32	\$ 7,284.39			\$ 11,247.71
TOTAL DDA & THEATRE:		\$ 4,001.19	\$ 14,169.18	\$ -	\$ -	\$ 18,170.37

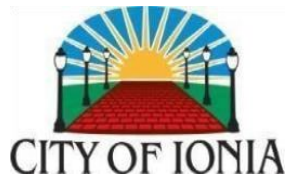
TOTAL OF CHECKS \$ 452,949.73 \$ 624,464.46 \$ - \$ - \$ 1,077,414.19

CHECKS OVER \$25,000

DATE	NAME	DESCRIPTON		TYPE	AMOUNT
10/30/2025	FRANKLIN HOLWERDA COMPANY	2025 WWTP IMPROVEMENTS		AP	\$208,519.20
10/30/2025	PRIORITY HEALTH	NOV 2025 PREMIUMS		AP	\$56,004.97
11/13/2025	CL TRUCKING & EXCAVATING	LAWTON ST WATERMAIN		AP	\$55,249.65
11/13/2025	EASTON TOWNSHIP	REVENUE SHARING OCT 2025		AP	\$66,943.66
11/13/2025	FRANKLIN HOLWERDA COMPANY	2025 WWTP IMPROVEMENTS		AP	\$35,910.00
11/13/2025	GRANGER	CONTAINERS		AP	\$26,405.00
11/13/2025	MI MUNICIPAL RISK MANAGEMENT	SIR CONTRIBUTION/P&L INS		AP	\$184,665.00
11/13/2025	PREIN & NEWHOF	DEERFIELD ENGINEER/TMF		AP	\$42,552.30

INVESTMENTS

SEPTEMBER						
	RATE	Mercantile	Independent Bank	Other-Outside City	Michigan One	Total
MERCANTILE Property Tax account	0.17%	0				
MERCANTILE VISA Settlement Account	0.25%	1,009				
INDEPENDENT H.S.A. Settlement	0.00%		2,500			
MERCANTILE Pooled Payroll Account	0.36%	250,000				
INDEPENDENT Pooled Cash	0.00%		1,993,459			
INDEPENDENT Accounts Payable	0.00%		20,000			
MICHIGAN ONE Savings	0.00%				109	
INVESTMENT ACCOUNTS						
INDEPENDENT Eagle Advantage	1.88%		533,362			
MICHIGAN ONE Money Market Account	2.86%				1,484,141	
MBIA - CLASS Cemetery Trust	4.2827%			6,064		
MBIA - CLASS LCSA & METRO Funds	4.2827%			1,004,601		
MBIA - CLASS Pooled Investment	4.2827%			4,433,778		
MERCANTILE Money Market	4.35%	3,911,179				
CERTIFICATE OF DEPOSIT ACCOUNTS						
MERCANTILE CD 2/7/2026	4.25%	847,061				
		5,009,249	2,549,321	5,444,443	1,484,250	14,487,263
PERCENTAGE OF TOTAL PORTFOLIO		34.58%	17.60%	37.58%	10.25%	100.00%
		<u>LIMIT</u>				
1. Not more than 25% outside the city		3,621,816				
2. Not more than 60% with any one institution		8,692,358				
3. Not more than 10% with a savings and loan		1,448,726				
5. Maturities shall not exceed two years.						



Ionia Downtown Development Authority Director's Report
November 2025

Economic Development / Special Events / District Activity / Business Updates

- Responded to and assisted with multiple event inquiries, including scheduling, coordination, and follow-up for both confirmed and prospective downtown activities.
- Attended the ribbon cutting for Samantha Ringler's new location at 537 W. Main St.
- Continued work on *Bulldogs Unleashed*, including auction marketing, payment collection, coordinating pick-ups/deliveries, closing out the project, and preparing for the next round.
- Maintained ongoing engagement with local property and business owners—both current and prospective—regarding vacant properties, redevelopment opportunities, façade improvements, and available grants.
- Provided event support for the Autumn Celebration on October 23, including logistics, set-up, and day-of coordination.
- Finalized and sent the Garland and Parade sponsorship packets to engage potential sponsors.
- Successfully hosted the first DDA Appreciation Event on November 9.

Meetings / Seminars / Webinars / Education

- Attended and contributed to:
 - Regular City Council, Department Head, DDA Board of Directors, City Manager connection, DDA Marketing Committee monthly meeting, IACC Legislative Update, IACC Coffee and Connect, Theatre Ad Hoc Committee,
 - RRC Virtual Academy 2025 - Sessions included: RRC 101, Community Plans & Public Engagement, Zoning & Alignment to Plan, Development Review Processes, Development-Ready Sites (Including Priority Sites), Economic Development & Marketing, Redevelopment, Housing, & Local Financial Tools
- MDA Annual Conference – Attended the Michigan Downtown Association's Annual Conference in Rochester. Conference sessions focused on best practices for downtown management, including: Updating TIF plans, Storytelling and marketing strategies, Placemaking and public space design, Small business recruitment and zoning considerations, etc. A tour highlighted redevelopment efforts in Downtown Rochester, showcasing successful investment, public space improvements and destination marketing efforts. The conference provided valuable insights, practical strategies, and networking opportunities to support the DDA's ongoing economic development and downtown management efforts.

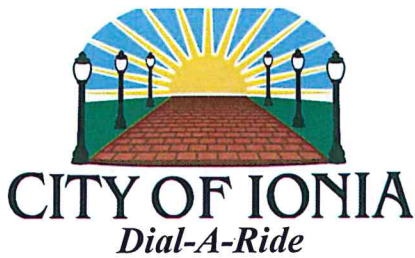
Additional Notes

- Private event walk throughs of facility were up this month

Respectfully submitted,
Cassie Rice, Ionia DDA and Theatre Director

Upcoming DDA Events:

- Town Tree Lighting and Twinkle Town Parade – December 5th



Monthly Update
November 2025

Operations

- Ionia Dial-A-Ride provided 193 lift equipped services for individuals with disabilities from October 1-31, 2025.
- Ionia Dial-A-Ride provided 4,135 passenger trips and our vehicles logged 14,817 revenue miles from October 1-31, 2025.
- I-Go provided 891 passenger trips from October 1 – 31, 2025.
- We are currently transporting 50+ riders one/both ways for school purposes.
- The Saranac expansion has been going well and ridership is increasing. In October there were 79 trips to and/or from Saranac. We have multiple people using it to get to work, school, appointments, and shopping.
- Bi-weekly meetings with KFH Group for the COS and TDP Planning process have continued. The lead on the project has sent over the preliminary TDP for review and we have one more Advisory Committee meeting in December.
- The Mobility Manager position has been posted for the third time after two offers that were not accepted. Current posting closes on December 1st.
- In the interim of hiring a Mobility Manager I have been working to meet our required metrics by continuing community outreach, connecting with community partners, and working with riders on travel training.
- I have begun preparations for the upcoming Annual Application and budget process for MDOT which is due February 1st. The FY26-27 budget will be submitted to council in January for approval.
- The Regional Rural Task Force meeting was held this week for final approval of current projects allocated out through FY29. I-DART has a project in FY27 to repair the parking lot and a bus replacement funded in FY29.
- We finally received D2 back from Hamblin which had been out of commission since this summer after an accident.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Heidi Wenzel".

Heidi Wenzel



November Report
Ionia Parks and Recreation



Programs

- Youth Floor Hockey: There are 2 divisions of ages, 4 teams in 5 to 8 and 4 teams in the 9 to 12 age. Practices started October 20th. Games begin November 6th. We have 80 kids participating. Games are on either Tuesday or Thursday in Armory Gym. Games will end December 9th. Ionia Family Chiropractic is sponsoring at \$500.
- Tae Kwon Do: Classes are Tuesdays from 6:15-8:00 PM and Saturdays from 1-2:30. Classes are instructed by Pat Ramos.
- Pickleball: Play Monday, Wednesday and Friday 9am-1pm in the Armory Gym. Cost is \$5 with drop in play and open to anyone. This is the third winter season we have offered pickleball. There are anywhere from 8 to 12 participants that come play.
- 1st-4th Grade Basketball: Registration has ended. There are 80 boy and girl participants. There will be 6 co-ed teams in 1st and 2nd grade division and 4 co-ed teams in the 3rd and 4th grade division. Practices will be on Saturday mornings at the middle school from 9am-2pm. Games will be on Monday and Wednesday evenings at the Armory Gym. Practices start December 13th and games will begin January 5th. Biggy Coffee is sponsoring at \$1,000.
- Mother/Son Date Night: Held November 8th in the Armory. There were around 90 people attending. Games, DJ with dancing, nerf gun/laser tag battle, crafts and pictures. Snacks and drinks for purchase provided by Cooks. The sponsor for the event was the coffee with mother that Boomer and Cathy Hoppough do on Facebook. They sponsored at \$400.
- Youth Tumbling: Registration is still open but only for one class session. The other 5 classes are full. We have 55 participants now and have 5 spots left. Classes offered are Mommy and Me ages 18month-age 3, Tumbling Tots ages 4-6, and Terrific Tumblers ages 7-9. There will be 3 class session on Monday and 3 class sessions on Wednesdays. Classes will be held in the M1 tumbling center in the Armory basement starting January 5th. Classes are instructed by Alana Moser. This will be her second session of instructing classes for us.
- Santa Mailbox: Opened November 24th and will be available till December 17th. "Santa" AKA Keegan Rice will return letters to kids of the Ionia area on behalf of our department.

Upcoming

- Santa Visits: December 5th, 4-8pm in the Armory Gym
- Breakfast with Santa: December 6th, 9-11am in Armory Gym. Pancakes and Sausage provided by Knights of Columbus.
- Santa is sponsored by Ventra

Armory Rentals

- Gymnasium: November 2nd, Birthday Party, Roberts \$235 paid

- Gymnasium: November 7th, Gym Class, Country Schools (Haynor, Coon, North LeValley) \$80 paid
- Lions Room: November 14th and 24th, Arch Staffing, \$100 paid

Program Coordinator Position Highlights

- Working on sponsorships/relationships
- Supervising and implementing Floor Hockey
- Updating website and Facebook for our department
- Started Santa Letters
- Working on 1st-4th Grade Basketball rosters and coaches. Will be typing packets for parents that will have schedules, practices and picture information.

Submitted by,

Matt Painter

Matt Painter

Director, Parks and Recreation



Corland J McDiarmid
Director

IONIA DEPARTMENT OF PUBLIC SAFETY

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



Kevin C. Heinlein
Deputy Director

November 24, 2025

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

For the month of November, the Department handled a total of one hundred and seventy-three criminal complaints to this point. The breakdown of most of those complaints, including all significant incidents, is listed below:

- Assault – 6
- Larceny or Fraud – 1
- Destruction of Property – 2
- Drug Crime - 2
- Child Abuse – 1
- Warrant Arrest / Injunctive Order Violation – 10
- Disorderly Conduct – 2
- Operating While Intoxicated - 1
- License / Registration / Insurance Violation – 3
- Operating While Intoxicated - 2
- Trespassing - 2
- Juvenile Complaint / Curfew – 2
- School Threat Investigation - 5
- Animal Complaint / Other – 9
- K-9 Track - 3
- Mental Health Complaints – 1
- Motor Vehicle Accidents – 7
- Parking / Abandoned Vehicle – 5
- Civil Complaints – 13
- Lost / Found Property – 1
- General Assistance – 43

Code Enforcement / Rental Inspections:

Warren Conley, our Code Enforcement Officer, is an avid hunter. He took some time away from work in November to do some hunting and vacation with his wife.

- Rental Inspections - 32

There were 22 calls for fire service to this point this month and they are listed below:

- Toned Out Accidents - 2
- Structure Fires - 2
- CO alarms - 1
- Wires Down / Arcing - 3
- Illegal Burning - 3
- False Fire Alarm - 3
- Smoke Investigation - 3
- Gas Leak - 1
- Grass/Brush Fires - 1
- Vehicle Fire - 1
- Other Fires - 2
- Medical Emergencies - 55

Last month I mentioned that we'd responded to a significant house fire on Jefferson St., 10/27/25. On November 16th we responded to another significant house fire, this time on Lafayette Street. The fire consumed most of the home's contents before we could put it out, but we were able to preserve the structure. Preliminary investigation suggests that there may have been an electrical problem, however the cause remains under investigation.

On November 18 we responded to our third house fire in 3 weeks, 1890 W Main St. The homeowner uses a wood stove. It appears that heat from the chimney ignited some insulation and some of the wood framework inside the ceiling. We were able to extinguish the fire rather quickly, isolating the damage to the attic space and living room areas of the home.

This month 5 more Public Safety Officers attended an annual legal update training to learn about changes in criminal law. Our fire training this month focused on Ventilation, Ladders, and Turck 53 operations. PSO Velting instructed both trainings and did a nice job with the organization. Our Fire Training Committee also met this month and put some ideas together for a 2026 Fire Training Schedule.

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

November 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	239.5
Traffic Related Hours	34
Patrol Time	612
Court & Prosecutor Office	4
M.F.R. Hours	77.5
Non-Criminal Report Writing	364.5
Fleet Manager	22
Fire Service Hours	48
Training Hours	160
School Liaison Officer	135.5
D.A.R.E. Hours	0

Total Hours: 2004.5

Overtime Hours: 133

Total Arrests: 29

Complaints

Criminal Investigation	376
Patrol Originated	33
Follow-up Complaints	100

Other Activity

Property Inspections	389
Liquor Inspections	0
Fire Inspections	0

Moving Violations

Parking Violations	5
Traffic Stops	81
O.W.I. Tickets	2
Hazardous Citations	5
Radar Citations	14
License Violations	9
Equipment Violations	2
Seatbelt Violations	0
Registration Violations	11
Insurance Violations	4
Verbal Warnings	56

Fire Runs

City of Ionia	10
Ionia Township	9
Easton Township	5
Mutual Aid	4
M.F.R. Runs	76

Total Fire/Medical Service

Runs: 104

Ionia Public Safety- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
988	10/1/2025	1:49 PM	W Main St	M	Chest Pain
990	10/3/2025	5:13 AM	Valley View Dr Apt C4	M	Difficulty Breathing
991	10/3/2025	7:03 AM	W Main St	M	Chest Pain
995	10/4/2025	10:04 PM	N Jackson St	M	Laceration
996	10/5/2025	12:31 AM	W Washington St	M	Other Medical
999	10/5/2025	1:58 PM	Jones St	M	Falls
1001	10/5/2025	4:05 AM	Union St	M	Abdominal Pain
1002	10/5/2025	12:30 AM	Valley View Dr apt A5	M	Chest Pain
1003	10/6/2025	8:52 AM	Union Street	M	Falls
1005	10/7/2025	5:34 AM	S Steele St	M	Seizure
1014	10/10/2025	4:44 AM	N Dexter St Apt 212	M	Difficulty Breathing
1016	10/10/2025	9:15 AM	N Dexter St Apt 212	M	Possible Stroke
1017	10/10/2025	9:55 PM	E Main St Apt 3	M	Other Medical
1020	10/11/2025	2:15 PM	Heartland Blvd Apt 2	M	Other Medical
1024	10/12/2025	1:43 PM	W Main St Apt B	M	Abdominal Pain
1028	10/12/2025	9:50 PM	W Washington St	M	Other Medical
1035	10/14/2025	7:04 PM	Bellevue Dr Apt 4	M	Unconscious/Unresponsive
1039	10/15/2025	8:46 PM	N State St	M	Difficulty Breathing
1040	10/16/2025	1:19 AM	Rice St	M	Difficulty Breathing
1041	10/15/2025	4:27 PM	W Lincoln Ave	M	Unconscious/Unresponsive
1044	10/16/2025	8:51 PM	Johnson St Apt 216	M	Chest Pain
1045	10/16/2025	9:49 PM	E Main St Apt 3	M	Possible Drug Overdose
1046	10/17/2025	2:19 PM	Union St Apt 412	M	Falls
1051	10/18/2025	10:51 PM	N State St	M	General Sickness
1052	10/19/2025	2:51 AM	Heartland Blvd Apt 8	M	Falls
1053	10/19/2025	5:23 AM	N State St	M	General Sickness
1054	10/19/2025	4:07 PM	Morse St	M	Difficulty Breathing
1056	10/20/2025	1:07 PM	E Lincoln Ave	M	Difficulty Breathing
1057	10/20/2025	4:09 PM	King St	M	Possible Drug Overdose
1060	10/21/2025	7:27 AM	Harrison St	M	Abdominal Pain
1061	10/21/2025	12:40 PM	W Lincoln Ave	M	Possible Stroke
1065	10/22/2025	2:58 PM	E Lincoln Ave	M	Seizure
1067	10/24/2025	3:52 PM	N Jackson St	M	Other Medical
1071	10/26/2025	2:01 AM	Valley View Dr Apt C4	M	Chest Pain
1074	10/25/2025	6:18 PM	Valley View Dr Apt C4	M	Difficulty Breathing
1076	10/27/2025	1:21 AM	Beardsley Rd	M	Unconscious/Unresponsive
1077	10/27/2025	4:01 PM	S Jefferson St	M /F	Structure Fire
1079	10/28/2025	5:56 PM	Jones St	M	Lift Assist to Life
1082	10/30/2025	1:21 AM	Harrison St	M	Other Medical
1083	10/30/2025	5:22 PM	N Dexter St / W Washington St	M	PI Accident With Injuries
993	10/4/2025	1:36 PM	E Fargo	F	False Alarms
1006	10/7/2025	11:30 AM	E Main Street	F	False Alarms
1007	10/7/2025	5:14 PM	Bradford Ct	F	False Alarms
1031	10/13/2025	8:53 PM	E Washington St	F	Wires Down/Arcing
1042	10/16/2025	9:49 PM	E Lincoln Ave	F	False Alarm

1047	10/17/2025	9:16 AM	W Main St	F	CO Alarms/Tests
1059	10/21/2025	3:15 AM	E Washington St	F	Wires Down/Arcing
1063	10/21/2025	6:33 PM	S Steele St / W Main St	F	Wires Down/Arcing
1075	10/26/2025	7:20 PM	Branch/Brooks St	F	Gas Leak
1080	10/29/2025	6:17 AM	W Main St	F	CO Alarms/Tests

Ionias Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
989	10/2/2025	11:10 PM	Larson St	M	Difficulty Breathing
994	10/4/2025	3:36 PM	Troys Dr	M	Possible Stroke
1000	10/5/2025	4:31 PM	E Stage Rd Lot 39	M	Difficulty Breathing
1010	10/8/2025	11:49 PM	Prairie Creek Rd	M	Other Medical
1011	10/8/2025	7:22 AM	S State Rd / E Tuttle Rd	M	Vehicle Accident w/Injury
1012	10/9/2025	7:50 AM	Beardsley Rd	M	Chest Pain
1015	10-10-2025	9:31 AM	S State Rd Apt 3	M	Difficulty Breathing
1018	10/11/2025	11:19 AM	Morse St	M	Unconscious/Unresponsive
1019	10/11/2025	11:51 AM	Vohlers St	M	Difficulty Breathing
1023	10/11/2025	8:42 PM	Hanline St	M	Difficulty Breathing
1025	10/12/2025	3:13 PM	Aspen Valley LN	M	General Sickness
1029	10/13/2025	3:40 AM	Red Pine Dr	M	Lift Assist to Life
1033	10/14/2025	10:51 AM	Arnold St	M	Other Medical
1038	10/15/2025	9:50 PM	N State Rd	M	Other Medical
1048	10/18/2025	11:04 AM	Miller Street	M	Falls
1050	10/18/2025	8:55 PM	E Tuttle Rd Lot 146	M	Seizure
1055	10/19/2025	8:38 PM	S State Rd	M/F	Vehicle Accident w/Injury
1062	10/21/2025	2:45 PM	E Riverside Dr	M	Difficulty Breathing
1066	10/22/2025	9:21 PM	Stone Rd	M	Abdominal Pain
1068	10/24/2025	6:07 PM	Valley View Dr	M	Falls
1069	10/24/2025	9:46 PM	Graff Rd/ Dildine Rd	F/M	Accidents PI
1070	10/25/2025	8:08 PM	Yeoman St Lot 101	M	Chest Pain
1072	10/26/2025	11:48 AM	Hill St	M	Diabetic
1086	10/31/2025	2:28 PM	N State Rd	M	Difficulty Breathing
1090	10/31/2025	1:55 PM	Heartland BLVD	M	Possible Stroke
997	10/5/2025	1:18 PM	Miller Street	F	Grass/Brush Fire
998	10/5/2025	12:55 PM	E Riverside Dr	F	Accident PI
1013	10/9/2025	7:00 PM	Churchill St / W Riverside Dr	F	Smoke Investigation
1022	10/11/2025	7:35 PM	E Riverside Dr / Guernsey Rd	F	Smoke Investigation
1026	10/12/2025	8:08 PM	North St / Morse St	F	Other Fires
1073	10/26/2025	12:54 PM	E Bluewater Hwy/ Fourth St	F	Accident - Vehicle No Injury
1084	10/30/2025	9:57 PM	E Bluewater Hwy	F	False Alarms

Easton Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
1004	10/6/2025	4:31 PM	Dildine Rd	M	Difficulty Breathing
1021	10/11/2025	6:55 PM	Marquette Rd	M	Other Medical
1027	10/12/2025	9:32 PM	Yeomans St	M	Difficulty Breathing
1030	10/13/2025	10:30 AM	Butterfly Ct	M	Difficulty Breathing
1034	10/14/2025	6:10 PM	Marquette Rd	M	Unconscious/Unresponsive
1036	10/14/2025	11:51 PM	Yeomans St Lot 200	M	Other Medical
1037	10/14/2025	4:09 PM	Butterfly Ct	M	Other Medical
1058	10/20/2025	8:40 PM	Yeomans St Lot 215	M	Falls
1078	10/27/2025	11:58 PM	Yeomans / Haynor	M	Possible Drug Overdose
1081	10/29/2025	10:33 AM	Yeomans St	M	Difficulty Breathing
1085	10/31/2025	3:06 PM	Dildine Rd	M	Unconscious/Unresponsive
1009	10/8/2025	4:12 PM	N State Rd	F	Illegal Burns
1032	10/13/2025	10:55 PM	Yeomans Lot 114	F	Chest Pain
1043	10/16/2025	7:31 PM	Dildine Rd	F	Other Fires
1049	10/18/2025	9:21 PM	W Bluewater Hwy	F	Smoke Investigation
1064	10/22/2025	1:05 PM	Yeomans Lot 8	F	False Alarms



CITY OF IONIA

Department of Public Utilities

Joe Lafler, Director

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

November 2025

Produced 46.7 million gallons of water in October 2025

Treated 45.4 million gallons of wastewater in October 2025

DPU

- Responded to 68 work orders.
- Performed 78 MISS DIGS.
- Changed, repaired, or installed 17 water meters.
- Performed 6 Interior waterline inspections.
- Performed 20 Cross Connection 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.

WWTP

- Monthly PFAS, Sulfate and Chloride sampling were completed as required by the NPDES Permit.
- DPU staff have continued to work with FHC on the WWTP pump improvement project.
- DPU staff have begun preparing for Winter painting projects throughout the WWTP.
- DPU staff and Fishbeck have continued the work on the NPDES permit renewal due in 2025.
- WW Williams completed the rebuilding of the WWTP Generator.

Well Field

- Analyzed several bacteriological samples for surrounding communities and private water systems.
- Monthly maintenance. (Clean chemical injectors and well pre-lube lines)
- Fedewa Painting completed the painting and interior cleaning of the Lincoln Tank.
- DPU staff have begun preparing for Winter painting projects at each wellhouse.
- Peerless Midwest completed the cleaning of Well 16A.
- DPU staff have continued to work with Peerless Midwest on our updated SWPP.



CITY OF IONIA

Department of Public Works

*Staff; Geoffrey Petersen, Griff Lamphere, Christopher Springsteen,
Scott Ruehs, Chris White, Chris Perry, Bryan McKendry, Tony Humphreys, Steven Smith*

Monthly Report

November 2025

- Mow City properties
- Sweep City streets
- Clean up trash downtown and in the parks
- Repairing City street lights
- Replace two water services on Wall St.
- Pick up bagged leaves
- Move election equipment
- Haul leaves to Horrocks, C&L, and Hanulciks
- Assist the Bellamy dormitory with a hydrant repair
- Install the gates and new signs in the well fields
- Repair the Hand rail at Pleasant St stairs
- Clean up the Adams St parking lot and cut the reed grass
- Trim trees in right of way
- Take down the Community awareness banners/ Put up the Winter Banners
- Put up the Christmas tree and Decorations
- Repaired 3 Fire Hydrants
- Complete the Parks end of year maintenance repair list
- Used the camera to inspect two sewer laterals

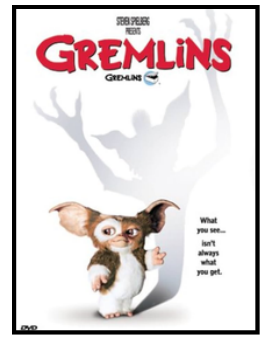
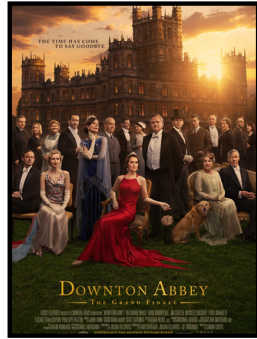
Respectfully submitted,

Geoffrey Petersen, DPW Director

IONIA THEATRE MONTHLY REPORT



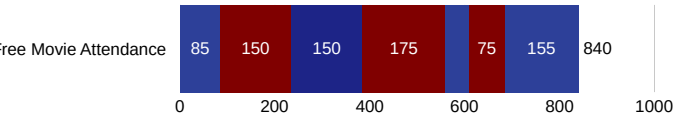
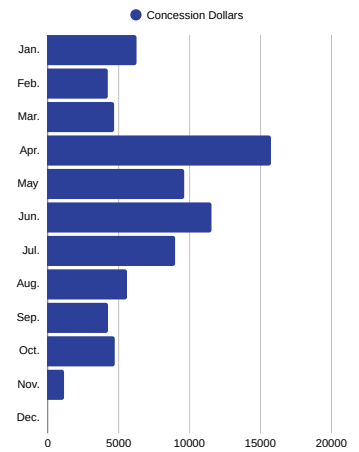
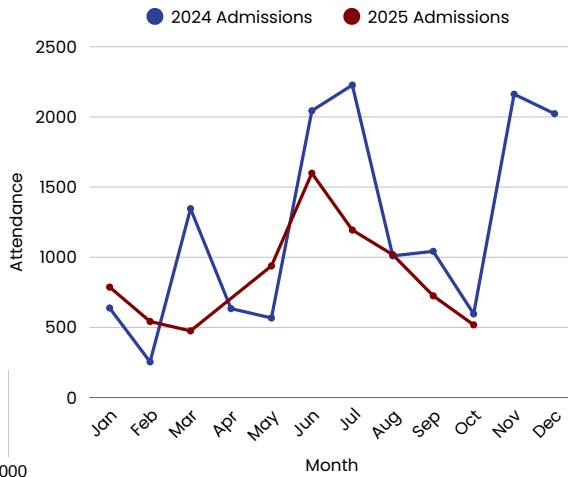
MOVIES PLAYED IN OCTOBER



BY THE NUMBERS...

MONTHLY SHOWINGS	MONTHLY ATTENDANCE
68	518
Compared to Last Year -2	Compared to Last Year -78

● Feb ● Mar ● May ● June ● August
● Sept. ● Oct.



UPCOMING @ THE THEATRE

EVENTS

NOV Movie Mix Up	11/24 Private Showing - King of Kings	11/29 Small Biz Saturday	FIRST 2 WEEKS OF DEC. IPS Holiday Programs	12/5 Tree Lighting and Twinkle Town Parade	12/13 Starfish Monthly Seminar	12/19 Independent Bank Staff Movie	12/22 WION Free Movie	12/29 Free Movie Sponsored by LDC