

CITY OF IONIA
CITY COUNCIL
REGULAR MEETING AGENDA
6:30 PM, Tuesday, January 7, 2025
CITY HALL – COUNCIL CHAMBERS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. Approval of Agenda

II. Approval of Minutes

1. December 4, 2024 – 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* – Fiscal Year 2024-2025 Budget Amendment #2
2. *Action Required* – Intent to Provide Public Transportation Services via IDART (10-1-24 to 9-30-25)
3. *Action Required* – Property and Liability Insurance Renewal for IRUA - 2/1/25 - 1/31/26
4. *Action Required* – City of Ionia General Policy Manual-Section 3 - HR & Safety Policies Update - 3-002: Employee Referral Program
5. *Action Required* – City of Ionia General Policy Manual - Section 6 - Assessor Policies Update - 6-007: Poverty Exemption 2025
6. *Action Required* – Program Guidelines for MSHDA CHILL Grant - Housing Improvement Program
7. *Action Required* – Sale of Excess City Property - 315 Webber Street

VIII. Appointments

1. Board of Review Appointment

IX. City Department Reports and Minutes from Boards and Commissions

1. Accounts Payable -
January 9 - Councilmember Ketchum/Councilmember Waterman
January 23 - Councilmember Millard/Councilmember Cowling
2. December Reports & Minutes

X. Good of the Order/ City Councilmember Comments

XI. Closed Session – None

XII. Adjournment



**IONIA CITY COUNCIL
REGULAR MEETING MINUTES
7:00 PM, December 4, 2024
CITY HALL COUNCIL CHAMBERS**

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor John Milewski called the meeting of the Ionia City Council to order at 7:00 PM, and led with the Pledge of Allegiance.

ROLL CALL

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

I. APPROVAL OF AGENDA

Councilmember Millard made a motion, seconded by Councilmember Winters to approve the agenda as presented. **MOTION CARRIED BY VOICE VOTE**

II. APPROVAL OF MINUTES – November 6, 2024, Regular Meeting

Councilmember Cowling made a motion, seconded by Councilmember Waterman, to approve the November 6, 2024, Regular Meeting minutes as presented. **MOTION CARRIED BY VOICE VOTE**

III. PROCLAMATIONS

Mayor John Milewski read the “Proclamation Honoring Linda Curtis” on the occasion of her retirement as the DDA Director for 16 years. Curtis thanked the Council and others she has worked with over the years, saying that “Every day has been a joy.”

***Proclamation Honoring Linda Curtis
December 4, 2024***

WHEREAS, Linda Curtis has served the City of Ionia with unparalleled dedication and distinction since October 20, 2008, as its Downtown Development Authority (DDA) Director; and

WHEREAS, throughout her 16-year tenure, Linda cultivated enduring relationships with local businesses, fostering a collaborative spirit that has contributed significantly to the vitality of our community; and

WHEREAS, Linda’s partnerships with the Ionia Area Chamber of Commerce, Ionia Free Fair, and other local and regional organizations have strengthened downtown community bonds and enhanced the City’s ability to provide meaningful downtown programs, initiatives, and events; and

WHEREAS, Linda has tirelessly organized countless successful events and fundraisers, including the much-beloved Wizard of Oz Festival and Buckaroo Ball, which have enriched the lives of our residents and visitors alike; and

WHEREAS, Linda’s extraordinary talent as a fundraising specialist has brought immense benefit to treasured community assets such as the Ionia Theatre and supported community events from the annual City fireworks display to the Ionia Free Fair; and

WHEREAS, Linda has been a strong advocate for local businesses, providing guidance, support, and resources to help them thrive, and consistently championing initiatives that promote economic development and strengthen the downtown business community; and

WHEREAS, she has been a steadfast supporter of the Ionia Free Fair, working to preserve and enhance this cherished tradition that serves as a cornerstone of Ionia’s identity; and

WHEREAS, the City of Ionia recognizes Linda’s immeasurable contributions and expresses its profound gratitude for her dedication, creativity, and passion as she prepares to embark on her well-earned retirement, having left an indelible mark on the City of Ionia, making it a more vibrant, connected, and thriving community;

NOW, THEREFORE, BE IT PROCLAIMED that I, John R. Milewski, Mayor of the City of Ionia do hereby recognize and honor Linda Curtis for her distinguished career and public service. On behalf of the entire Ionia community, the City extends best wishes to Linda for a retirement filled with joy, relaxation, and more time at the rodeos and stampedes she so dearly loves.

John R. Milewski, Mayor
City of Ionia

IV. PUBLIC COMMENTS

None

V. PUBLIC HEARINGS & ASSOCIATED ACTIONS

(V.1) Conduct public hearing to receive comments on Ordinance No. 591 – An Ordinance to amend and rename Chapter 1262: I-1, Light Industrial District

The Ionia Planning Commission conducted a public hearing on October 10, 2024, and recommended consideration of Ordinance No. 591 by the City Council. The proposal would amend and rename Chapter 1262 from the “Light Industrial District” to the “T – Technology Innovation Business District,” aiming to modernize this district to permit new technology-based uses that are needed in the Ionia community.

Other contributing factors to this proposed ordinance amendment include:

1. Current land uses in the Orchard View Industrial Park that are nonconforming to the current district, such as the Ionia County Central Dispatch and the Right Door clinic, operated by Ionia County Community Mental Health. The existing Light Industrial District is intended for “light industry.” These office and clinical uses are not permitted uses by right, but do serve a clear public purpose that is desirable to retain in the event of substantial damage or loss. To ensure this option, “Government Facility” was added as a permitted use by right.
2. The upcoming redevelopment of the Deerfield/ Riverside site. Currently, the City’s concept for the site’s redevelopment includes the southern half transforming into a high-tech business park.

3. Permit mixed-use development to allow limited residential development on a property in the Technology Innovation Business District. This provision is intended as an option supporting workforce housing, which would be initiated by a business in the district and require approval as a special land use, compatible and accessory to the property's primary use.

No comments were received during the Public Hearing opened at 7:08 PM and closed at 7:09 PM by Mayor Milewski. Councilmember Ketchum made a motion, seconded by Councilmember Starr to approve Ordinance No. 591, an ordinance to amend Part Twelve (Planning and Zoning Code), Title Six (Zoning), Chapter 1240 (General Provisions and Definitions), Section 1240.11 (Definitions); Chapter 1246 (Districts Generally and Zoning Map), Section 1246.01; Chapter 1262 (I-1 Light Industrial District); Chapter 1284 (Signs), Section 1284.06 (Signs Not Requiring a Permit); Section 1284.16 (Signs in the I-1 Light Industrial District); Chapter 1289 (Medical Marihuana Facilities), Section 1289.05 (Development Requirements); Chapter 1290 (Adult Use Marihuana Establishments), Section 1290.06 (Development Requirements); Chapter 1291 (AUH-PUD Attached Urban Housing Planned Unit Development District), Section 1291.02 (PUD Authorization); Chapter 1293 (Regulations of Mobile Food Vending Units or Mobile Food Vending Parks), Sections 1293.06 (Permitted Use in the B- and B-3 Business Districts, I-1 Light Industrial District, and HSD Health Services District), 1293.07 (Special Land Uses in the B-3 General Business District, I-1 Light Industrial District, and HSD Health Services District), and 1293.08 District Regulations for Mobile Food Vending Parks (Food Truck Parks); and Appendices, Appendix One (Schedule of Regulations) of the Codified Ordinances of the City of Ionia. Following the public hearing, it is requested the Ionia City Council take to approve or reject Ordinance No. 591. Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski

NAYS: None

MOTION CARRIED

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
(Ordinance No. 591)**

At a regular meeting of City Council for the City of Ionia, Michigan held at City Hall on December 4, 2024, beginning at 7:00 P.M., City Council Member Ketchum made a motion to adopt this Ordinance, which by motion was supported by Council Member Starr.

AN ORDINANCE TO AMEND PART TWELVE (PLANNING AND ZONING CODE), TITLE SIX (ZONING), CHAPTER 1240 (GENERAL PROVISIONS AND DEFINITIONS), SECTION 1240.11 (DEFINITIONS); CHAPTER 1246 (DISTRICTS GENERALLY AND ZONING MAP), SECTION 1246.01; CHAPTER 1262 (I-1 LIGHT INDUSTRIAL DISTRICT); CHAPTER 1284 (SIGNS), SECTION 1284.06 (SIGNS NOT REQUIRING A PERMIT); SECTION 1284.16 (SIGNS IN THE I-1 LIGHT INDUSTRIAL DISTRICT); CHAPTER 1289 (MEDICAL MARIHUANA FACILITIES), SECTION 1289.05 (DEVELOPMENT REQUIREMENTS); CHAPTER 1290 (ADULT USE MARIHUANA ESTABLISHMENTS), SECTION 1290.06 (DEVELOPMENT REQUIREMENTS); CHAPTER 1291 (AUH-PUD ATTACHED URBAN HOUSING PLANNED UNIT DEVELOPMENT DISTRICT), SECTION 1291.02 (PUD AUTHORIZATION); CHAPTER 1293 (REGULATION OF MOBILE FOOD VENDING UNITS OR MOBILE FOOD VENDING PARKS), SECTIONS 1293.06 (PERMITTED USE IN THE B-1 AND B-3 BUSINESS DISTRICTS, I-1 LIGHT INDUSTRIAL DISTRICT, AND HSD HEALTH SERVICES DISTRICT),

1293.07 (SPECIAL LAND USES IN THE B-3 GENERAL BUSINESS DISTRICT, I-1 LIGHT INDUSTRIAL DISTRICT, AND HSD HEALTH SERVICES DISTRICT), AND 1293.08 DISTRICT REGULATIONS FOR MOBILE FOOD VENDING PARKS (FOOD TRUCK PARKS); AND APPENDICES, APPENDIX ONE (SCHEDULE OF REGULATIONS) OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA.

The CITY OF IONIA (the “City”) HEREBY ORDAINS:

Section 1. Amendment of Part Twelve, Title Six, Chapter 1240, Section 1240.11. Part Twelve, Title Six, Chapter 1240, Section 1240.11 “Definitions” of the Codified Ordinances is hereby amended to add the following definitions and numbered accordingly.

(1a) Additive Manufacturing: 3D printing and related technologies for the production of custom parts and prototypes.

(3d) Advanced Manufacturing: High-tech manufacturing facilities utilizing automation, robotics, and advanced materials.

(3e) Artificial Intelligence (AI) and Machine Learning: Development centers for AI algorithms, machine learning applications, and data analysis.

(7a) Area Median Income (AMI): The area median income (AMI) is a method that describes the midpoint of an area’s income distribution, where 50% of the households earn above the median and 50% below the median. Therefore, 100% AMI is the median income point used for calculation. For the purposes of this Ordinance, the Area Median Income (AMI) is determined by the AMI calculated annually for Ionia County’s Income and Rent Limits that is released by the Michigan State Housing and Development Authority based on the AMI calculation released by the U.S. Department of Housing and Urban Development. The area median range is typically defined as between 80% to 120% of the area's median income for Ionia County for the purposes of receiving publically subsidized residential tax credits for the construction of affordable housing.

(11a) Biotechnology and Life Sciences: Labs and production facilities for biotech research, pharmaceutical manufacturing, and related activities.

(19a) Clean Technology Manufacturing: Facilities for the production of renewable energy components, such as solar panels, wind turbines, and energy-efficient systems.

(24a) Contractor’s Offices and Storage Yards: Facilities used by contractors for business operations, project management, storage of materials, equipment, and vehicles related to their contracting work.

(25a) Craft Breweries and Distilleries: Small-scale production of alcoholic beverages with associated tasting rooms and retail sales.

(25b) Craft Industries: Production and distribution of crafts, artworks, and related small-scale manufacturing.

(25c) Cybersecurity: Facilities specializing in cybersecurity research, development, and operations.

(25d) Data Centers: Facilities used for the storage, management, and processing of digital data.

(34c) E-commerce Fulfillment Centers: Facilities dedicated to the storage, packaging, and distribution of products sold via e-commerce platforms.

(38a) Event Center, Industrial: Venues for hosting industrial trade shows, exhibitions, and other large-scale events.

(41b) Film Production: Studios for the production of movies, television shows, and multimedia content.

(43a) Food and Beverage Processing: Facilities for the processing, packaging, and distribution of food and beverage products, excluding slaughterhouses.

(44a) Furniture Manufacturing: Manufacturing and assembly of household and office furniture.

(55a) Industrial Training Centers: Facilities offering vocational training and education in industrial trades.

(55b) Information Technology (IT) Services: Centers for software development, IT support, and related services.

(74a) Medical Device Manufacturing: Production of medical instruments, devices, and diagnostic equipment.

(76a) Metal Fabrication, Light: The process of creating metal parts, components, and products from thin or lightweight metal materials through cutting, bending, shaping, welding, and assembling. This type of fabrication is focused on producing smaller, less structurally demanding items.

(85a) Nanotechnology: Research and production facilities focused on the manipulation of matter at the nanoscale for various applications.

(94a) Pet Care Services: Facilities for the grooming, boarding, and daycare of pets, excluding overnight boarding.

(94b) Pharmaceutical Production: Manufacturing and packaging of pharmaceuticals and medical supplies.

(96a) Printing and Publishing Establishments: Facilities primarily engaged in the production, printing, and distribution of printed materials. This includes a variety of printed media such as books, newspapers, magazines, brochures, business forms, labels, advertising materials, and digital publications. These establishments may also offer related services such as binding, graphic design, and digital printing.

(99e) Research and Development (R&D) Laboratories: Facilities dedicated to research, development, and testing of new products and technologies across various industries.

(110) Storage, Personal: A structure to be used, or intended to be used, for private noncommercial, nonindustrial storage uses, also commonly referred to as mini-storage, often featuring climate control and enhanced security. This type of storage does not permit sales activities.

(110a) Storage, Vehicle: Facilities for the storage of vehicles, including fleet storage.

(114a) Technology and Electronics Assembly: Assembly and light manufacturing of computers, electronics, and related components.

(116a) Textile Manufacturing: Production of textiles and apparel.

(119a) Warehouse, Mini: Small-scale storage facilities for businesses and individuals, often featuring climate control and enhanced security.

(119b) Wholesale Businesses: Establishments primarily engaged in the sale of goods in large quantities to retailers, industrial, commercial, institutional, or professional users, or to other wholesalers and related subordinated services.

Section 2. Amendment of Part Twelve, Title Six, Chapter 1246. Part Twelve, Title Six, Chapter 1246 “Districts Generally and Zoning Map,” Section 1246.01 “Districts Established” of the Codified Ordinances is hereby amended to read in its entirety as follows:

1246.01 DISTRICTS ESTABLISHED.

For the purpose of this Zoning Code, the City of Ionia is divided into the following districts:

Residential Districts

LDR	Low-Density Residential District
MDR	Medium-Density Residential District
HDR	High-Density Residential District

Nonresidential Districts

B-1	Neighborhood Business District
B-2	Central Business District
B-3	General Business District
HSD	Health Services District
TI-1	Light Industrial <u>Technology Innovation Business</u> District

Overlay Districts

EMP	East Main Preservation Overlay District
-----	---

Section 3. Amendment to Part Twelve, Title Six, Chapter 1262. Part Twelve, Title Six, Chapter 1262 “I-1 Light Industrial District” of the Codified Ordinances is hereby renamed “T – Technology Innovation Business District” and amended to read in its entirety as follows:
Chapter 1262

I-1 LIGHT INDUSTRIAL - TECHNOLOGY INNOVATION BUSINESS DISTRICT

1262.01 Intent.

1262.02 Principal Uses ~~P~~ermitted.

1262.03 Special IL and Uses.

1262.04 ~~Required conditions. Mixed-Use Provision.~~

1262.05 Development and Performance Standards.

1262.06~~5~~ Area and Bbulk Rrequirements.

1262.01 INTENT.

The ~~I-1 Light Industrial~~T-Technology Innovation Business District is intended to primarily accommodate wholesale activities, warehouses, and industrial operations whose external and, physical effects are restricted to the ~~area of the~~ District only and ~~in no manner affect in a detrimental way any of which do not detrimentally impact~~ the surrounding districts. The ~~I-1~~T District is so structured as to permit ~~the, along with any specified uses,~~ processing, packaging, assembly, and/or treatment of finished or semi-finished products from previously prepared materials. Certain uses are deemed to be more intensive industrially than those identified for the purposes of this District. Examples of uses considered inappropriate for the T-Technology Innovation Business District may include, but are not limited to, those facilities that process raw materials in bulk form to be shipped off-site and other similar heavy industry uses as determined by the Zoning Administrator.~~It is further intended that the processing of raw material for shipment in bulk form, to be used in an industrial operation at another location, not be permitted.~~

The general goals of this District include, among others, the following specific purposes:

~~(a) To provide sufficient space, in appropriate locations, to meet the needs of the City's expected future economy for all types of manufacturing and related uses.~~

~~(b) To protect abutting Residential Districts by separating them from manufacturing activities, and by prohibiting the use of such industrial areas for new residential development.~~

(a) To foster economic growth by providing suitable locations for technology innovation activities that create jobs, generate tax revenue, and contribute to the City's economic vitality.

~~(a)~~(b) To promote manufacturing development ~~that which~~ is free from danger of fire, explosions, toxic and noxious matter, radiation, and other hazards, and from offensive noise, vibration, smoke, odor and other objectionable nuisances associated with more intensive industry influences.

~~(c) To promote the most desirable use of land in accordance with a well constructed plan. To protect the character and established pattern of adjacent development, and in each area to conserve the value of land and buildings and other structures, and to protect the City's tax revenue. To ensure that technology innovation uses are compatible with surrounding land uses and zoning districts by enforcing appropriate development standards and operational controls.~~

- (d) To promote the efficient use of land and infrastructure by clustering technology innovation uses in designated areas, thereby optimizing infrastructure investments and minimizing land use conflicts.
- (b)(e) To support businesses involved in research and development, high technology, and advanced manufacturing, thereby promoting innovation and modernization within the industrial sector.

1262.02 PRINCIPAL USES PERMITTED.

In ~~a Light Industrial~~ the Technology Innovation Business District, no building or land shall be used, and no building shall be erected, except for one or more of the following specified uses, unless otherwise provided in this chapter:

- (a) Artificial Intelligence (AI) and Machine Learning
- (b) Biotechnology and Life Sciences
- (c) Business Offices associated with an on-site principal use
- (d) Commercial Greenhouses and Nurseries
- (e) Commercial Kennels
- (f) Commercial Laundry and Dry Cleaning
- (g) Contractor's Offices and Storage Yards
- (h) Craft Industries
- (i) Cybersecurity
- (j) Data Centers
- (k) Essential Services
- (l) Film Production
- (m) Food and Beverage Processing
- (n) Government Facility
- (o) Industrial Training Centers
- (p) Information Technology (IT) Services
- (q) Light manufacturing, processing, and assembly operations including additive manufacturing, advanced manufacturing, clean technology manufacturing, furniture manufacturing, medical device manufacturing and assembly, technology and electronics assembly, textile manufacturing, and other similar uses
- (r) Limited retail sales, provided they are accessory to a principal permitted use
- (s) Metal Fabrication, Light
- (t) Nanotechnology
- (u) Pet Care Services
- (v) Pharmaceutical Production
- (w) Printing and Publishing Establishments
- (x) Research and Development Laboratories
- (y) Storage including commercial, outdoor, personal, and vehicle
- (z) Warehouse, Mini
- (aa) Warehousing and Distribution Facilities
- (bb) Wholesale Businesses

- ~~(a) Any use charged with the principal function of basic research, design, and pilot or experimental product development when conducted within a completely enclosed building.~~
- ~~(b) Any of the following uses when the manufacturing, compounding, or processing is conducted wholly within a completely enclosed building. That portion of the land used for open storage facilities for materials or equipment used in the manufacturing, compounding, or processing shall be obscured by a fence or wall on those sides abutting a residential or business district and in any front yard abutting a public thoroughfare in accordance with Section 1286.06 except as may be otherwise provided in this Zoning Code. In the I-1—Light Industrial District, the extent of such fence or wall in their best judgment and reasonable discretion may be determined by the Planning Commission based on usage. Such a fence or wall shall not be less than four feet-six inches in height and may, depending upon land usage, be required to be eight feet in height, and shall be subject further to the requirements of Chapters 1278 through 1286. A chain-link fence, with intense evergreen shrub planting, may be considered a privacy fence. The height shall be determined in the same manner as the fence or wall height is above set forth.~~
- ~~(a) Warehousing and wholesale establishments, and trucking facilities.~~
- ~~(b) The manufacture, compounding, processing, packaging, or treatment of such products as, but not limited to: bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products, hardware and cutlery, tool, die, gauge, and machine shops.~~
- ~~(c) The manufacture, compounding, assembling, or treatment of articles or merchandise from previously prepared materials: bone, canvas, cellophane, cloth, cork, elastomers, feathers, felt, fibre, fur, glass, hair, horn, leather, paper, plastics, rubber, precious or semi-precious metals or stones, sheet metal, shell, textiles, tobacco, wax, wire, wood, and yarns.~~
- ~~(d) The manufacture of pottery and figurines or other similar ceramic products using only previously pulverized clay, and kilns fired only by electricity or gas.~~
- ~~(e) Manufacture of musical instruments, toys, novelties, and metal or rubber stamps, or other molded rubber products.~~
- ~~(f) Manufacture or assembly of electrical appliances, electronic instruments and devices, radios and phonographs.~~
- ~~(g) Laboratories—experimental, film, or testing.~~
- ~~(h) Manufacturing and repair of electric or neon signs, light sheet metal products, including heating and ventilating equipment, cornices, eaves and the like.~~
- ~~(i) Central dry cleaning plants or laundries, provided that such plants shall not deal directly with a consumer at retail.~~
- ~~(j) All public utilities, including buildings, necessary structures, storage yards and other related uses.~~
- ~~(c) Warehouse, storage and transfer and electric and gas service buildings and yards, public utility buildings, telephone exchange buildings, electrical transformer stations and substations, and~~

~~gas regulator stations. Water supply and sewage disposal plants. Water and gas tank holders. Railroad transfer and storage tracks. Railroad rights-of-way. Freight terminals.~~

~~(d) Storage facilities for building materials, sand, gravel, stone, lumber, storage of contractor's equipment and supplies, provided such is enclosed within a building or within an obscuring wall or fence on those sides abutting all Residential or Business Districts, and on any yard abutting a public thoroughfare. In any I-1 District, the extent of such fence or wall may be determined by the Planning Commission on the basis of usage. Such fence or wall shall not be less than five feet in height, and may, depending on land usage, be required to be eight feet in height. A chain-link type fence, with heavy evergreen shrubbery inside of said fence, shall be considered to be an obscuring fence.~~

~~(e) Municipal uses such as water treatment plants, and reservoirs, sewage treatment.~~

~~(f) Commercial kennel.~~

~~(g) Greenhouses.~~

~~(h) Trade or industrial schools.~~

~~(a)(cc)~~ Other uses of a similar and no more objectionable character to the above uses as determined by the Zoning Administrator.

~~(b)(dd)~~ Accessory buildings, structures and uses incidental to any of the above permitted uses; e.g., workforce day care facilities, employee recreation facilities, storage buildings, and other similar uses in conformity with Section 1240.11(1). ~~that are customarily incident to any of the above permitted uses.~~

1262.03 SPECIAL LAND USES.

The following uses may be permitted as a special land use by the Planning Commission subject to the general and specific requirements of [Chapter 1274](#).

(a) Agricultural Processing Facilities.

~~(b)~~ Auto engine and body repair, and undercoating shops when completely enclosed.

~~(c)~~ Craft Breweries and Distilleries.

~~(b)(d)~~ E-commerce Fulfillment Centers

~~(e)(e)~~ Event Center, Industrial

~~(d)(f)~~ Heavy Equipment Sales and Rental

~~(a) Lumber and planing mills when completely enclosed and when located in the interior of the district so that no property line shall form the exterior boundary of the I-1 District.~~

~~(b) Metal plating, buffing and polishing, subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances.~~

~~(c) Retail uses which have an industrial character in terms of either their outdoor storage requirements or activities (such as, but not limited to, lumber yards, building materials, outlets and garage sales, upholsterer, cabinet market, outdoor boat or house trailer, automobile, or agricultural implement sales).~~

~~(g) Mixed-Use Provision as outlined in Section 1262.04~~

- ~~(e)~~(h) Testing and Certification Labs.
- ~~(f)~~(i) Other uses of a similar character to the above uses.

1262.04 MIXED-USE PROVISION

These mixed-use provision aims to incorporate accessory residential uses into the Technology Innovation Business District in order to create vibrant, mixed-use, live-work opportunities that support both economic development and community living; fostering a diverse and dynamic environment. Residential uses are not allowed as a principal use and are solely permitted when accessory and subordinate to the principal enterprise technology uses found in this chapter and for rent only.

(a) Development and Design Standards for Accessory Residential Uses

i. Compatibility

- (1) Residential developments should be designed to be compatible with principal enterprise technology uses in terms of building materials, scale, and character.
- (2) The proposed residential use must not negatively impact the technology innovation or similar enterprise operations or result in undue hardship for those businesses.
- (3) The residential use shall not be permitted as a principal use and, instead, is limited to being accessory to the property's principal enterprise technology use.
- (4) Any such residential use shall be bound to the principal enterprise technology land use on the parcel which shall be documented in a form capable of being recorded and reasonably satisfactory to the City Council and City Attorney.
- ~~(4)~~(5) Residential uses shall not operate as the principal land use on the site and it is a condition of any residential mixed-use approval that if the principal enterprise technology use vacates the parcel, the residential use must cease operations on the parcel if no new principal enterprise technology user moves into the site within 12 months. This period to cease operations may be extended upon application of the property owner to the City and the Planning Commission finds reasonable justification (e.g, circumstances beyond the control of the property owner) for the extension request.

ii. Loading Areas

- (1) Loading and service areas for industrial uses should be designed to minimize impact on residential occupants.

iii. Noise Mitigation

- ~~(2)~~(1) Residential units must include soundproofing measures to mitigate noise from adjacent industrial activities.

iv. Residential Density

- (1) Density shall be based on the size of the principal building.

<u>Principal Building Size (Sq. Ft.)</u>	<u>Maximum Number of Allowed Housing Units</u>
<u>Up to 10,000 sq. ft.</u>	<u>2 units</u>
<u>10,001-20,000 sq. ft.</u>	<u>4 units</u>
<u>20,001-30,000 sq. ft.</u>	<u>6 units</u>
<u>30,001-40,000 sq. ft.</u>	<u>8 units</u>
<u>40,001-50,000 sq. ft.</u>	<u>10 units</u>
<u>50,001-60,000 sq. ft.</u>	<u>12 units</u>
<u>60,001-70,000 sq. ft.</u>	<u>14 units</u>
<u>70,001-80,000 sq. ft.</u>	<u>16 units</u>
<u>80,001-90,000 sq. ft.</u>	<u>18 units</u>
<u>90,001-100,000 sq. ft.</u>	<u>21 units</u>
<u>100,001+ sq. ft.</u>	<u>25 units</u>

(2) A density bonus of an additional two (2) units per 25,000 square feet of principal building space will be allowed if 20% of the units are designated as affordable workforce housing with approved MSHDA LIHTC, 1602, TCAP, MSHDA Direct Lending or other similar program, which must meet the AMI monthly rental limit requirements for federal or state application.

v. Safety Measures

- (1) Adequate lighting, secure entrances, and other safety measures must be incorporated to ensure resident safety.
- (2) Adequate infrastructure and services must be available to support the residential use.

vi. Separate Entrances

- (1) Residential and non-residential uses must have separate, clearly marked entrances.

(b) Approval Criteria

- i. Need: Demonstration of need for workforce housing or other forms of residential within the Technology Innovation Business District and the identified property.
- ii. Impact: Analysis of the potential impact on existing industrial uses, including traffic, parking, and operational compatibility.
- iii. Health and Safety: Evaluation of measures taken to protect the health and safety of residents, including noise mitigation and other relevant environmental safeguards.
- iv. Community Integration: Consideration of how the residential use integrates with the surrounding community and contributes to a mixed-use environment.

1262.0504 REQUIRED—CONDITIONS DEVELOPMENT AND PERFORMANCE STANDARDS.

- (a) Air Quality: Emissions of smoke, dust, and other particulate matter shall comply with all applicable state and federal air quality standards.

(b) Hazardous Materials: The storage, handling, and disposal of hazardous materials shall comply with all applicable local, state, and federal regulations. The applicant shall demonstrate that reasonable precautions will be made to prevent hazardous substances from entering the soil, surface water, or groundwater including:

- i. Sites at which hazardous substances are stored, used, or generated shall be designed to prevent spills and unpermitted discharges to the air, surface of the ground, groundwater, lakes, streams, rivers, or wetlands.
- ii. Secondary containment for above ground areas where hazardous substances are stored or uses shall be provided. Secondary containment shall be sufficient to store the substances for the maximum anticipated period necessary for the recovery of any released substances.
- iii. General purpose floor drains shall only be allowed if they are approved by the responsible agency for connection to a public sewer system, and on-site closed holding tank (not a septic system) or regulated through a State of Michigan groundwater discharge permit.
- iv. All applicable requirements for the keeping of, emergency response for, transport and disposal of hazardous substances shall be met. No discharges to groundwater, including direct and indirect discharges, shall be allowed without required permits and approvals.
- v. Underground storage tank installation, operation, maintenance, closure, and removal shall be in accordance with the requirements of the Michigan Licensing and Regulatory Affairs Storage Tank Division and the Department of Environment, Great Lakes, and Energy.
- vi. Bulk storage facilities for pesticides and fertilizers shall follow requirements of the Michigan Department of Agriculture.

(c) Landscaping and Screening

- i. A landscaped buffer of at least 10 feet in width shall be provided along all property lines adjacent to residential districts.
- ii. Screening in the form of a solid fence or wall, not less than six feet in height, shall be provided along property lines abutting residential districts.
- ~~i-iii.~~ All outdoor storage shall be screened from the view of any public thoroughfare in addition to the adjacent residential districts. The extent of the screening may be determined by the Planning Commission based on the intended use.

~~(b)~~(d) Noise: Noise levels shall not exceed those standards established by local ordinance and state law.

(e) Odor: No use shall emit any odor that is detectable at the property line and deemed objectionable by reasonable persons.

(f) Vibration: No use shall generate vibrations that are perceptible without instruments at any point along the property line.

~~(1)~~

Any use established in the I-1 District after the effective date of Ordinance 204 (5-19-71) shall be operated so as to comply with the performance standards set forth in this Zoning Code.

1262.065 AREA AND BULK REQUIREMENTS.

See Appendix I, Schedule of Regulations, limiting the height and bulk of buildings, the minimum size of lots by permitted land use and providing minimum yard setback requirements.

Section 4. Amendment of Part Twelve, Title Six, Chapter 1284, Section 1284.06. Part Twelve, Title Six, Chapter 1284 “Signs,” Section 1284.06 “Signs Not Requiring a Permit” of the Codified Ordinances is hereby amended to read in its entirety as follows:

1284.06 SIGNS NOT REQUIRING A PERMIT.

The following signs shall not require a permit but shall be subject to all other applicable regulations of this chapter:

- (a) Flags, provided that not more than four flags are permitted per lot. Flags located in residential districts and the B-2 Central Business District are permitted to be no larger than three feet by five feet in dimension or 15 square feet in area. Flags located in all other districts are permitted up to eight (8) feet by twelve (12) feet in dimension or ninety-six (96) square feet in area.
- (b) Sign message changes on signs with changeable copy or other similarly adjustable reader boards, or replacing a sign panel in an existing sign structure provided that it does not structurally alter the sign.
- (c) Temporary signs on residential lots, including garage or yard sale signs.
- (d) Window signs.
- (e) Sidewalk (sandwich board) signs.
- (f) Incidental signage displaying access, hours of operation, safety, hazards, or emergency content is permitted without permit upon the dimensional regulations of this provision, provided the size of each sign does not exceed four (4) square feet in area, six (6) feet in height, and contains no commercial speech. The number of incidental signs that distinguish locations for incidental purposes such as, but not limited to, "curbside pick-up" and "order pick-up" are subject to the size of the parcel on which the signage will be placed by the following schedule:

Signs Permitted for Nonresidential Uses in the B-1, B-2, B-3business, HSHealth Services, and TIndustrial Districts						
Type	Maximum Number		Maximum Area	Maximum Height	Illumination Permitted	Minimum Setback
Access or Directional	2 per ingress/egress location		4 sq. ft.	6 ft.	Yes	5 ft. from the right-of-way and lot lines
Safety, Emergency, or Hazard	As necessary		4 sq. ft.	6 ft.	No	5 ft. from the right-of-way and lot lines
Incidental Convenience Signs (curbside pick-up, order pick-up, etc.)	Parcels less than 14,999 sq. ft.	3	4 sq. ft.	6 ft.	No	5 ft. from the right-of-way and lot lines
	Parcels between 15,000 sq. ft. and 29,999 sq. ft.	5				
	Parcels between 30,000 sq. ft. and 43,560 sq. ft. (1 ac.)	7				
	Parcels between 1 acre and 2 acres	10				
	Parcels greater than 2 acres	No limit				

Section 5. Amendment and Renaming of Part Twelve, Title Six, Chapter 1284, Section 1284.16.

Part Twelve, Title Six, Chapter 1284 “Signs,” Section 1284.16 “Signs in the I-1 Light Industrial District” of the Codified Ordinances is hereby renamed “Signs in the T – Technology Innovation Business District” and amended to read in its entirety as follows:

1284.16 SIGNS IN THE ~~I-1 LIGHT INDUSTRIAL~~ T - TECHNOLOGY INNOVATION BUSINESS DISTRICT.

Each establishment in the ~~I-1 Light Industrial~~ T - Technology Innovation Business District is permitted to have the following signs as regulated herein.

Signs Permitted in the TI-1 District					
Type	Maximum Number	Maximum Area	Maximum Height	Illumination Permitted	Minimum Setback
Wall Sign	N/A	50% of wall area of 150 sq. ft., whichever is less	N/A	Yes	N/A
And					
Monument Sign	1 per frontage	50 sq. ft.	6 ft.	Yes	5 ft. from front lot line or right-of-way; 10 ft. from side lot line building/use

(a) Additional Signs. In addition to the above, one permanent monument sign not to exceed 32 square feet in area and six feet in height sign may be provided at each entrance to an establishment if such entrances are on separate streets or are least 500 feet apart.

Section 6. Amendment of Part Twelve, Title Six, Chapter 1289, Section 1289.05. Part Twelve, Title Six, Chapter 1289, Section 1289.05 of the Codified Ordinances is hereby amended to read as follows:

1289.05 DEVELOPMENT REQUIREMENTS.

- (a) Medical marihuana facilities as defined herein are permitted with special land use approval in the following zoning districts:
- (1) Grower facilities are permitted only in the ~~I-1 Light Industrial~~ T – Technology Innovation Business District.
 - (2) Processor facilities are permitted only in the ~~I-1 Light Industrial~~ T – Technology Innovation Business District.
 - (3) Provisioning center facilities are permitted only in the B-1 Neighborhood Business District, the B-3 General Business District, and the ~~I-1 Light Industrial~~ T – Technology Innovation Business District.
 - (4) Provisioning centers shall not be permitted on land recommended for Central Business District land use or East Main Preservation Overlay land use on the currently adopted Future Land Use Map of the City.
 - (5) Secure transporter facilities are permitted only in the B-1 Neighborhood Business District, the B-3 General Business District, and the ~~I-1 Light Industrial~~ T – Technology Innovation Business District. Secure transporter facilities shall not be permitted on lands recommended for Central Business District land use or East Main Preservation Overlay land use on the currently adopted Future Land Use Map of the City.

- (6) Safety compliance facilities are permitted only in the B-1 Neighborhood Business District, the B-3 General Business District, and the ~~I-1 Light Industrial~~ Technology Innovation Business District. Safety compliance facilities shall not be permitted on lands recommended for Central Business District land use or East Main Preservation Overlay land use on the currently adopted Future Land Use Map of the City.
 - (7) A medical marihuana facility permitted as a special land use in the B-1 Neighborhood Business District or the B-2 Central Business District shall not be permitted as a principal use by right in the B-3 General Business Zoning District but shall be subject to special land use approval in the B-3 zoning district.
 - (8) Parking shall be as required by Chapter 1282 of the City of Ionia Zoning Ordinance, with the exception that all parking for a medical marihuana facility shall be subject to Section 1289.05(d) herein.
 - (9) Landscaping shall be as required by Section 1286.02 of the City of Ionia Zoning Ordinance.
 - (10) Exterior lighting shall be as required by Section 1286.03 of the City of Ionia Zoning Ordinance with the exception that any additional or alternate lighting, as recommended by the City of Ionia Public Safety Director, shall be provided.
 - (11) Signs shall be as required by Chapter 1284 of the City of Ionia Code of Ordinances; and by any requirements of the City of Ionia Zoning Ordinance; with the exception that where the regulations of this Chapter 1289 shall conflict with any other regulations for signs of the City of Ionia, or shall be more restrictive than the requirements of any other regulations for signs of the City of Ionia, the regulations of this Chapter 1289 shall apply.
- (b) The following development regulations shall apply to all medical marihuana facilities:
- (1) Any medical marihuana facility approved as a special land use in any zoning district shall be subject to all requirements for uses in that zoning district, and shall be subject to all other applicable regulations including but not limited to requirements for accessory buildings and uses; landscaping; screening; lighting; access; and signs. Where the regulations of this Chapter 1289 shall conflict with any other regulations of the City of Ionia Zoning Ordinance or shall be more restrictive than the requirements of any other regulations for the City of Ionia, the regulations of this Chapter 1289 shall apply.
 - (2) Any medical marihuana facility approved as a special land use shall be subject to all requirements for review and the standards for approval according to Chapter 1274 Special Land Uses.
 - (3) Medical marihuana facilities may be permitted in a structure that contains multiple tenants, provided the medical marihuana use is approved as a special land use; meets all applicable occupancy restrictions; and that the medical marihuana facility meets all requirements of the Medical Marihuana Facilities Licensing Act, PA 281 of 2016, M.C.L.A. §§ 333.27101 et seq.; and all rules promulgated by the Michigan Licensing and Regulatory Affairs Department, including but not limited to security. Marihuana facilities shall be partitioned from any other marihuana facility, activity, business, or dwelling.
 - (4) Any combination of medical marihuana facilities may operate as separate marihuana facilities at the same location, provided the marihuana facility meets all

requirements of the Medical Marihuana Facilities Licensing Act, PA 281 of 2016, M.C.L.A. §§ 333.27101 et seq.; and all rules promulgated by the Michigan Licensing and Regulatory Affairs Department, including by not limited to requirements for partitioned facilities, separate entrances and exits, separation of inventory, record keeping, transfer of marihuana, and point of sale operations. Each marihuana facility operating at the same location shall have distinct and identifiable areas with designated structures that are contiguous. A licensed provisioning center operating at the same location with any other licensed medical marihuana facility shall have retail entrances and exits clearly identified.

- (5) One or more owners may own medical marihuana facilities at the same location; one or more licensees may be licensed to operate medical marihuana facilities at the same location.
 - (6) No medical marihuana provisioning center shall be located within another business.
 - (7) No medical marihuana facility shall be located in an un-zoned area.
- (c) Location and buffering requirements:
- (1) No medical marihuana provisioning center shall be located within the following:
 - a. One thousand (1,000) feet of an operational school as defined herein and within one thousand (1,000) feet of school property or a library that constitutes a drug-free zone as required by the Michigan Public Health Code § 333.7410.
 - b. Five hundred (500) feet of the following buffered uses:
 - c. Public playground as defined herein;
 - d. Park as defined herein;
 - e. Commercial child care facility that is required to be licensed or registered with the State of Michigan Department of Health and Human Services or its successor agency;
 - f. Church.
 - (2) For the purpose of calculating the buffering distance requirements of this section, the distance shall be measured as the distance along a horizontal straight line beginning at the nearest point to the buffered use on the parcel line of the parcel upon which a provisioning center is proposed, to the nearest point on the parcel line of the parcel upon which the buffered use is located.
 - (3) For provisioning centers located within a multi-tenant commercial retail structure or center, the distance to a buffered use shall be measured from the closest boundary line of the occupied property of the provisioning center to the closest parcel or boundary line of the occupied property of the buffered use. Property for a multi-tenant retail structure shall not include the parking area of the structure.
- (d) Parking associated with any medical marihuana facility shall be on the same lot or parcel as the facility, or on a contiguous lot under the same ownership or control as the owner of the lot or parcel on which the medical marihuana facility is located, and shall not be permitted to be on a non-contiguous lot.

Section 7. Amendment of Part Twelve, Title Six, Chapter 1290, Section 1290.06. Part Twelve, Title Six, Chapter 1290, Section 1290.06 of the Codified Ordinances is hereby amended to read as follows:

1290.06 DEVELOPMENT REQUIREMENTS.

- (a) Marihuana establishments as defined herein are permitted with special land use approval in the following zoning districts:
- (1) Marihuana grower establishments are permitted only in the ~~I-1 Light Industrial~~ T – Technology Innovation Business District.
 - (2) Marihuana processor establishments are permitted only in the ~~I-1 Light Industrial~~ T – Technology Innovation Business District.
 - (3) Marihuana retailer establishments are permitted only in the B-1 Neighborhood Business District, the B-3 General Business District, and the ~~I-1 Light Industrial~~ T – Technology Innovation Business District.
 - (4) Marihuana retailer establishments shall not be permitted on land recommended for Central Business District land use or East Main Preservation Overlay land use on the currently adopted Future Land Use Map of the City.
 - (5) Secure transporter establishments are permitted only in the B-1 Neighborhood Business District, the B-3 General Business District, and the ~~I-1 Light Industrial~~ T – Technology Innovation Business District. Secure transporter establishments shall not be permitted on lands recommended for Central Business District land use or East Main Preservation Overlay land use on the currently adopted Future Land Use Map of the City.
 - (6) Safety compliance facility establishments are permitted only in the B-1 Neighborhood Business District, the B-3 General Business District, and the ~~I-1 Light Industrial~~ T – Technology Innovation Business District. Safety compliance facility establishments shall not be permitted on lands recommended for Central Business District land use or East Main Preservation Overlay land use on the currently adopted Future Land Use Map of the City.
 - (7) A marihuana establishment permitted as a special land use in the B-1 Neighborhood Business District or the B-2 Central Business District shall not be permitted as a principal use by right in the B-3 General Business Zoning District but shall be subject to special land use approval in the B-3 zoning district.
- (a) Parking shall be as required by Chapter 1282 of the City Code, with the exception that all parking for a marihuana establishment shall be subject to Section 1290.06(h) herein.
- (b) Landscaping shall be as required by Section 1286.02 of the City Code.
- (c) Exterior lighting shall be as required by Section 1286.03 of the City Code with the exception that any additional or alternate lighting as recommended by the City’s Public Safety Director shall be provided.
- (d) Signs shall be as required by Chapter 1284 of the City Code; and by any requirements of the City Code; with the exception that where the regulations of this Chapter 1290 shall conflict with any other regulations for signs of the City or shall be more restrictive than the requirements of any other regulations for signs of the City, the regulations of this Chapter 1290 shall apply.
- (e) The following development regulations shall apply to all marihuana establishments:

- (1) Any marihuana establishment approved as a special land use in any zoning district shall be subject to all requirements for uses in that zoning district, and shall be subject to all other applicable regulations including but not limited to requirements for accessory buildings and uses; landscaping; screening; lighting; access; and signs. Where the regulations of this Chapter 1290 shall conflict with any other regulations of the City Code, or shall be more restrictive than the requirements of any other regulations for the City, the regulations of this Chapter 1290 shall apply.
- (2) Any marihuana establishment approved as a special land use shall be subject to all requirements for review and the standards for approval according to Chapter 1274 Special Land Uses.
- (3) Marihuana establishments may be permitted in a structure that contains multiple tenants, provided the marihuana use is approved as a special land use; meets all applicable occupancy restrictions; and that the marihuana establishment meets all requirements of the Michigan Regulation and Taxation of Marihuana Act, M.C.L.A. §§ 333.27951 et seq., as amended (MRTMA), and all rules promulgated by the Michigan Department Licensing and Regulatory Affairs, including but not limited to security. Marihuana establishments shall be partitioned from any other marihuana establishment, activity, business, or dwelling.
- (4) Operation at the same location and equivalent licenses shall be regulated as follows:
 - a. Any combination of marihuana establishments may operate as separate marihuana establishments at the same location, provided the marihuana establishment meets all requirements of the Michigan Regulation and Taxation of Marihuana Act, M.C.L.A. §§ 333.27951 et seq., as amended (MRTMA); and all rules promulgated by the Michigan Department of Licensing and Regulatory Affairs, including but not limited to requirements for partitioned establishments, separate entrances and exits, separation of inventory, record keeping, transfer of marihuana, and point of sale operations.
 - b. Each marihuana establishment operating at the same location shall have distinct and identifiable areas with designated structures that are contiguous. Each marihuana establishment specific to the marihuana license shall have distinct and identifiable areas with designated structures that are on the same parcel or contiguous parcels. A licensed retailer operating at the same location with any other licensed marihuana establishment shall have retail entrances and exits clearly identified.
 - c. A licensee that has any combination of marihuana licenses may operate separate marihuana businesses at the same location, provided each business is permitted in the zoning district in which the marihuana business is proposed. A stacked license is considered a single marihuana business for the purposes of operation at the same location; however, a stacked license shall not be considered a single marihuana establishment for the purposes of the annual fee required to be paid to the City.
 - d. A laboratory licensed as a marihuana safety compliance facility establishment may be co-located with an existing accredited laboratory that is not a licensed safety compliance facility establishment with approval by the Agency according to criteria required by the Michigan Regulation and Taxation of Marihuana Act, M.C.L.A. §§ 333.27951 et seq., as amended (MRTMA) and Rules.
 - e. A marihuana grower establishment, marihuana processor establishment, and a marihuana retailer establishment shall not be prohibited from operating within a

single facility or from operating at a location shared with a marihuana facility operating pursuant to the Medical Marihuana Facilities Licensing Act, PA 281 of 2016, M.C.L.A. §§ 333.27101 et seq., as amended (MMFLA).

- f. A person who holds equivalent licenses with common ownership as defined herein, may operate those equivalent licenses at the same location, according to the requirements of the Michigan Regulation and Taxation of Marihuana Act, M.C.L.A. §§ 333.27951 et seq., as amended (MRTMA) and Rules, and in accordance with this Chapter 1290.
 - g. A licensee with common ownership of a marihuana retailer and a medical marihuana provisioning center and operating equivalent licenses at the same location shall physically separate the entire inventories and the items on display for sale so that individuals may clearly identify medical marihuana products from adult-use marihuana products.
 - h. A person who holds equivalent licenses with common ownership under the Acts, and operates at the same location, is not required to have any of the following:
 - i. Separate business suites, partitions, or addresses.
 - ii. Separate entrances and exits.
 - iii. Distinct and identifiable areas with designated structures that are contiguous and specific to the state license and the state operating license.
 - iv. Separate point of sale area and operations.
 - i. One or more owners may own marihuana establishments at the same location; one or more licensees may be licensed to operate marihuana establishments at the same location.
- (5) No marihuana retailer shall be located within another business.
 - (6) No marihuana establishment shall be located in an un-zoned area.

(f) Location and Buffering Requirements:

- (1) With the exception of a marihuana retailer as permitted under the Michigan Regulation and Taxation of Marihuana Act, no marihuana establishment as permitted by the Michigan Regulation and Taxation of Marihuana Act shall be required to be located 1,000 feet from a pre-existing public or private school providing education in kindergarten or any grades 1 through 12.
- (2) No marihuana retailer shall be located within the following:
 - a. One thousand (1,000) feet of an operational school as defined herein, and within one thousand (1,000) feet of school property or a library as defined by the Michigan Public Health Code § 333.7410.
 - b. Five hundred (500) feet of the following buffered uses:
 - i. Public playground as defined herein;
 - ii. Park as defined herein;
 - iii. Commercial child care establishment that is required to be licensed or registered with the State of Michigan Department of Health and Human Services or its successor agency;
 - iv. Church as defined by Section 1240.11 of the City Code.
 - c. For the purpose of calculating the buffering distance requirements of this section, the distance shall be measured as the distance along a horizontal straight line beginning at the nearest point to the buffered use on the parcel line of the

parcel upon which a marihuana retailer is proposed, to the nearest point on the parcel line of the parcel upon which the buffered use is located.

- d. For marihuana retailers located within a multi-tenant commercial retail structure or center, the distance to a buffered use shall be measured from the closest boundary line of the occupied property or unit of the marihuana retailer to the closest parcel or boundary line of the occupied property of the buffered use. Property for a multi-tenant retail structure shall not include the parking area of the structure.

- (g) Parking associated with any marihuana establishment shall be on the same lot or parcel as the establishment or on a contiguous lot under the same ownership or control as the owner of the lot or parcel on which the marihuana establishment is located and shall not be permitted to be on a non-contiguous lot.

Section 8. Amendment of Part Twelve, Title Six, Chapter 1291, Section 1291.02. Part Twelve, Title Six, Chapter 1291, Section 1291.02 of the Codified Ordinances is hereby amended to read as follows:

1291.02 PUD AUTHORIZATION.

A rezoning to AUH-PUD may be approved for any size parcel in all zoning districts with the exception that a rezoning to AUH-PUD shall not be permitted in the following zoning districts:

- (a) MDR – Medium-Density Residential District, with the exception that parcels that front East or West Lincoln Avenue (M-21) may be approved for rezoning to AUH-PUD according to the recommendations of the City of Ionia Master Plan;
- (b) HDR – High-Density Residential District;
- (c) MDR – Medium-Density Residential District with the exception that on parcels which abut East or West Lincoln Avenue (M-21) or that front North State Street (M-66) may be approved for rezoning to AUH-PUD according to the recommendations of the City of Ionia Master Plan;
- (d) EMP - East Main Preservation Overlay District;
- (e) F-Fairgrounds District;
- (f) ~~I-1 Light Industrial~~ T – Technology Innovation Business District;
- (g) A rezoning to AUH-PUD shall not be permitted on any parcel currently zoned B-2 Central Business District, B-3 General Business District, or PUD-2 Resurrection Life Planned Unit Development District which abuts Main Street, North Steele Street, South Steele Street, North Depot Street, South Depot Street, North Kidd Street, South Kidd Street, or any public or private alley with access to Main Street, according to the goals and objectives recommended by City of Ionia Downtown Development Authority Development Plan.

Section 9. Amendment and Renaming of Part Twelve, Title Six, Chapter 1293, Sections 1293.06 and 1293.07. Part Twelve, Title Six, Chapter 1293 “Regulation of Mobile Food Vending Units or Mobile Food Vending Parks,” Section 1293.06 “Permitted Use in the B-1 and B-3 Business Districts, I-1 Light Industrial District, and HSD Health Services District” of the Codified Ordinances is hereby renamed “Permitted Use in the B-1, B-3, HSD, and T Districts” and Section 1293.07 “Special Land Uses in the B-3 General Business District, I-1 Light Industrial District, and HSD Health Services District” of the Codified Ordinances is hereby renamed “Special Land Uses in the B-3, HSD, and T Districts.” Sections 1293.06 and 1293.07 are amended in entirety as follows:

1293.06 PERMITTED USE IN THE B-1, ~~AND B-3 BUSINESS DISTRICTS, I-1 LIGHT INDUSTRIAL DISTRICT, AND HSD, AND T HEALTH SERVICES DISTRICTS.~~

- (a) Subject to the provisions of this Chapter, mobile food vending units may operate as a temporary accessory use on any lot in the district, except that lots with nonconforming residential uses shall follow the requirements of Section 1293.05.
- (b) A permit is required as noted in Section 1293.03.
- (c) Mobile food vending units shall be setback at least ten (10) feet from all property lines, buildings, and structures on the property. The units shall be oriented such that the food vending window faces toward the principal structure on the lot and shall comply with the applicable regulations for mobile food vendors

1293.07 SPECIAL LAND USES IN THE B-3, ~~GENERAL BUSINESS DISTRICT, I-1 LIGHT INDUSTRIAL DISTRICT, AND HSD, HEALTH SERVICES AND T DISTRICTS.~~

Mobile food vending parks are intended to create spaces where a mobile food vending unit(s) can make improvements to a property in support of recurring seasonal food vending. Mobile food vending parks are not considered an accessory use, thus do not require a permanent principal structure on site.

- (a) Mobile food vending parks shall be permitted by special land use permit only when conforming with all requirements outlined in Section 1293.08.
- (b) Notwithstanding any other provision of this Chapter, an application for a mobile food vending park special use shall not require a site plan conforming to the requirements in Chapter 1274.

Section 10. Amendment of Part Twelve, Title Six, Chapter 1293, Section 1293.08. Part Twelve, Title Six, Chapter 1293, Section 1293.08 of the Codified Ordinances is hereby amended to read as follows:

1293.08 DISTRICT REGULATIONS FOR MOBILE FOOD VENDING PARKS (FOOD TRUCK PARKS).

- (a) An applicant must submit a detailed drawing showing the proposed location of the mobile food vending unit(s), accessory structures, and any fixtures (tables, trash cans, etc.) that would accompany it. The plans must include all dimensional distances from any adjoining property lines, buildings, or structures. All mobile food vending parks are special land uses and must be reviewed and approved by the City of Ionia Planning Commission.

- (b) Mobile food vending parks shall be permitted only in the B-3 Business Districts, and ~~1-1 Light Industrial~~ T – Technology Innovation Business Districts.
- (c) Buffering Requirements.
 - (1) When adjoining a residential district, a six-foot-high wall, fence, or dense vegetation strip shall be erected and maintained along the connecting interior lot line.
 - (2) All lighting shall be shielded from adjacent residential districts.
- (d) Performance Standards.
 - (1) A parking plan must be submitted with the application for Planning Commission review identifying a designated parking area separated from the mobile food vending park space. The use of a fence or vegetation strip to separate the two areas is encouraged.
 - (2) A minimum of one (1) but no more than five (5) mobile food vending units may be parked on a site at any given time. There shall be designated locations defined on the site plan submitted within the mobile food vending park for the parking of mobile food vending units. Each mobile food vending unit may have no less than ten feet of separation from other mobile food vending units.
 - (3) A seasonal food vending permit will be required annually for each mobile food vending unit located in the mobile food vending park.
 - (4) Mobile food vending parks shall provide an aesthetically pleasing environment that includes seating elements.
 - (5) Mobile food vending parks shall have restrooms available for patrons on-site.
 - (6) Accessory structures are permitted per Chapter 1286.01 and must be designated on any site plan submitted for a special land use.
 - (7) The hours of operation for a mobile food vending unit shall be limited to 6:00 a.m. to 11:00 p.m.
 - (8) The property owner or his/her designee is responsible for the orderly setup of the mobile food vending units, site cleanliness, and site compliance with all rules and regulations during business hours. Contact information for the owner or designee shall be made available to City staff.
 - (9) At least one electrical outlet shall be required at each designated mobile food vending unit site unless the mobile food vending unit is able to self-generate electricity.
 - (10) Lighting shall be as necessary to illuminate the mobile food vending park for patrons and staff. Flashing/blinking lights shall be prohibited.

- (11) The mobile food vending park shall be kept clear of litter, food scraps, or other debris. Sweeping debris or spilled materials into the gutters of public streets shall be prohibited.
- (12) At least one waste receptacle shall be provided for each mobile food vending unit and shall be emptied whenever full and at park closing. The mobile food vending park shall also be equipped with a large commercial dumpster into which bags from individual waste receptacles can be deposited. The commercial dumpster shall be appropriately screened.
- (13) Tables, chairs, and umbrellas shall be of durable commercial-grade materials, sufficiently weighted to avoid displacement by the wind.
- (14) Signage is permitted when placed directly on mobile food units, so long as it does not extend above or beyond the mobile vending unit itself. The vendor must otherwise follow the City's sign ordinance (Chapter 1284), including regulations for sidewalk signs (e.g., sandwich board signs).
- (15) After expiration of the seasonal food vending permit the mobile food vending unit must be removed from the property. Storage of mobile food vending units will not be permitted on-site during the off-season.

Section 11. Amendment of Part Twelve, Title Six, Appendices, Appendix I. Part Twelve, Title Six, Appendices, Appendix I table of the Codified Ordinances is hereby amended to read as follows:

**APPENDIX I - SCHEDULE OF
REGULATIONS**

Zone District by Typology and Unit Size	Minimum Zoning Lot Size		Maximum Height	Minimum Yard Setbacks			Minimum Floor Area Per Residential Unit	Maximum Lot Area Covered (By All Buildings)
	Area in Sq. Ft.	Width in Feet	Height in Feet	Front Yard	Side Yard	Rear Yard	Area in Sq. Ft.	Area in Maximum Percentage of Total Lot Area
LDR – Low-Density Residential								
Single-Unit	4,000 sq. ft.	40 ft.	30 ft.	20 ft.	Minimum 6 feet on one side and 10 feet on the other (16 feet total).	20 ft. (b)	700 sq. ft. min.	40 % max. coverage
Two-Unit (corner lot only)	8,000 sq. ft.	65 ft.						
MDR – Medium-Density Residential								
Single-Unit	4,000 sq. ft.	40 ft.	35 ft.	20 ft.	Minimum 10 feet on each side (20 feet total).	20 ft. (b)	600 sq. ft. min.	45% max. coverage
Two-Unit	5,000 sq. ft.	50 ft.						
Three-Unit	7,500 sq. ft.	75 ft.						
Multifamily (up to 8 total units)	15,000 sq. ft (i)	125 ft. (i)						
HDR – High-Density Residential								
Multifamily (4 units or greater)	15,000 sq. ft. (i)	125 ft. (i)	45 ft.	30 ft. (c)	Minimum 20 feet on each side (40 feet total).	50 ft. (c)	500 sq. ft. min.	55% max. coverage
EMP – East Main Preservation Overlay	8,000 sq. ft.	65 ft.	35 ft.	Average setback distance (ft.) of neighboring houses to either	Minimum 12 feet on each side (24 feet total). (b)	35 ft.	500 sq. ft.	40% max. coverage

				side or around the corner				
B-1 – Neighborhood Business	n/a	n/a	30 ft.	25 ft. (e)(f)	20 ft. (e)	20 ft. (e)	500 sq. ft. min.	n/a
B-2 – Central Business	n/a	n/a	40 ft.	0 ft. (no setback)	n/a	n/a	500 sq. ft. min.	n/a
B-3 – General Business	n/a	n/a	n/a	30 ft.(e)(f)	20 ft. (e)	20 ft.(e)	500 sq. ft. min.	n/a
I-1 – Light Industrial <u>T – Technology Innovation Business</u>	n/a	n/a	50 40 ft.	30 ft.(g)(h)	20 ft. (g)(h)	20 ft. (g)(h)	n/a 500 sq. ft.	n/a
HSD – Health Services	n/a	n/a	35 ft.	25 ft. (e)(f)	20 ft. (e)	20 ft. (e)	500 sq. ft. min.	n/a

Section 12. 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 13. 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: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman, & Milewski

NAYS: None

ABSENT/ABSTAIN: None

ORDINANCE NO. 591 DECLARED ADOPTED

(V.2) Conduct public hearing to receive comments on the proposed Local Development Finance Authority Development and Tax Increment Financing Plan for Orchard View Industrial Park

The LDFA board voted at its October 15, 2024, meeting to recommend the new LDFA Development and TIF Plan to the Ionia City Council for approval. The Plan proposes to reconstruct Apple Tree Drive, which is crumbling after 30 years of use, as well as to extend it as originally envisioned to the east boundary of the Orchard View Industrial Park, ending in a cul-de-sac. These improvements will facilitate the expansion activities of Enwork, an office furniture manufacturer, which located to the park in 2022 and now has plans to expand its manufacturing operations. The improvements will also open the easternmost remaining lots in the industrial park to development through the road and sanitary sewer main extension. Tax increment revenues would be collected over the life of the Plan to pay for the cost of the public infrastructure improvements, which cost is proposed as an advance from the City of Ionia. The estimated cost of all eligible Plan activities is \$1.8 million and the required TIF capture period is projected at 18 years.

Mayor Milewski opened the public hearing at 7:11 PM and closed it at 7:12 PM, with no comments. Councilmember Ketchum made a motion, seconded by Councilmember Waterman, to approve Resolution 2024-19, to approve a Development and Tax Increment Financing (TIF) Plan for the City of Ionia pursuant to and in accordance with the provisions of Act 57 of the Public Acts of the State of Michigan of 2018, as amended.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski

NAYS: None

MOTION CARRIED

Resolution 2024-19

**RESOLUTION APPROVING A DEVELOPMENT AND TAX INCREMENT FINANCING (TIF) PLAN
FOR THE CITY OF IONIA PURSUANT TO AND
IN ACCORDANCE WITH THE PROVISIONS OF ACT 57 OF THE
PUBLIC ACTS OF THE STATE OF MICHIGAN OF 2018, AS AMENDED**

At a regular meeting of the City Council of the City of Ionia, 114 South Kidd Street, Ionia, Michigan on December 4, 2024, at 7:00 p.m.

PRESENT: Council Members Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling,
Waterman, and Mayor Milewski

ABSENT: None

MOTION BY: Ketchum

SECOND BY: Waterman

WHEREAS, the Local Development Finance Authority (the “Authority”) of the City of Ionia, pursuant to and in accordance with the provisions of the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended (the “Act”), has prepared and recommended a Development and Tax Increment Financing Plan (the “Plan”) for approval by the City Council of the City of Ionia; and

WHEREAS, the City Council of the City of Ionia provided public notice, as published in *The Daily News*, a local newspaper of general circulation, on November 9 and November 23 regarding its scheduled public hearing to consider the Plan; and

WHEREAS, the Authority has fully informed the taxing jurisdictions levying taxes about the fiscal and economic implications of the proposed tax increment financing plan in accordance with Section 412(5) of the Act; and

WHEREAS through this public notice and hearing, the Ionia City Council has provided individuals and the affected taxing jurisdictions a reasonable opportunity to express their views and recommendations regarding the Plan, in accordance with Section 416 of the Act; and

WHEREAS, the Ionia City Council has made the following determinations and findings:

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Development and Tax Increment Financing Plan as set forth in Sections 412(1), (2), and (3) and 415(2) of the Act;
- C. The proposed method of financing the public facility is feasible and the Authority has the ability to arrange the financing; and
- D. The development is reasonable and necessary to carry out the purposes of this part; and
- E. The amount of captured assessed value estimated to result from adoption of the plan is reasonable; and
- F. The Development Plan is in reasonable accord with the approved master plan of the City of Ionia; and
- G. Public services, such as fire and police protection and utilities, are adequate to service the public facility and development district; and
- H. Improvements as will be facilitated by the Plan to improve streets and utilities are reasonable and necessary to encourage economic development within the development district and the City; and

WHEREAS, having reviewed the Plan and considered the views and recommendations of the public and affected taxing jurisdictions, the Ionia City Council may proceed with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Plan Approved.** Pursuant to the authority vested in the Ionia City Council by the Act, the Plan is hereby approved in the form attached as Exhibit “A” to this Resolution.

2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

RESOLUTION 2024-19 DECLARED ADOPTED

VI. COMMUNICATIONS

None

VII. CITY MANAGER'S REPORT

(VII.1) FY23-24 Comprehensive Annual Financial Report – Presentation by Vredeveld Haefner, LLC

The annual audit of the City's financial records from FY23-24 has been completed, resulting in the FY23-24 Comprehensive Annual Financial Report. Chris Hyzer, Finance Director, and Matt Smith, CPA and lead auditor from Vredeveld Haefner, LLC, provided highlights regarding the City's current financial status from this report.

Councilmember Millard made a motion, seconded by Councilmember Winters, to accept the FY23-24 Comprehensive Annual Financial Report and authorize its submission to the Michigan Department of Treasury, as is required within six months of the close of the fiscal year.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski

NAYS: None

MOTION CARRIED

(VII.2) Complete Distribution System Materials Inventory (CDSMI) Project – Part 2

Councilmember Winters made a motion, seconded by Councilmember Cook, to approve the professional engineering services proposal from Prein & Newhof in an amount not to exceed \$131,587 to complete Part 2 of the CDSMI project. Funds have been budgeted for this expense in the Water Fund and will ultimately be derived 100% from the TMFS grant.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski

NAYS: None

MOTION CARRIED

(VII.3) Source Water Protection Plan Update

The City of Ionia derives its drinking water from nine deep groundwater wells that distribute water via three pressure districts throughout the city. An important responsibility associated with maintaining this system is understanding its hydrology and providing for its long-term protection, accomplished through conducting a Wellhead Protection Area (WHPA) delineation and Wellhead Protection Program (WHPP)/Source Water Protection Program (SWPP). The City's engineering consultant, Peerless-Midwest, Inc. Hydrogeologic Services, assisted the City with its WHPA delineation and Plan development in 2000. Such plans are valid for a five-year period and thus, the City's plan is overdue for an update.

Earlier this year, on behalf of the City, Peerless Midwest applied to EGLE for a source water protection grant. Unfortunately, the grant was not approved. Given that the plan is significantly overdue for an update and its absence negatively impacts scoring in the Drinking Water State Revolving Fund (DWSRF) program, it was recommended that the City proceed now with updating the WHPA delineation and WHPP/SWPP. Thus, a proposal was solicited from Peerless Midwest to complete a Source Water Protection Plan Update and reviewed by Council.

Councilmember Millard made a motion, seconded by Councilmember Cook, to approve the proposal from Peerless Midwest in an amount not to exceed \$42,700 to complete the Source Water Protection Plan update.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski
NAYS: None

MOTION CARRIED

(VII.4) Deerfield-Riverside Site – Extension of Pre-Development Agreement

The City of Ionia, State Land Bank Authority (SLBA), and Allen Edwin Homes, LLC (AE Homes) entered into a Pre-Development Agreement on July 8, 2024, regarding the proposed redevelopment of the Deerfield-Riverside site located at 777 W. Riverside Drive. A copy of the agreement was provided to Council.

Good progress has been made to date regarding the conceptual site plan and other work products that are expected to emerge from this process, however, it is clear not all work will be complete before the Agreement's 180-day deadline (January 8, 2025). To continue the pre-development process, it is suggested the parties agree to an additional 180-day work period, which would extend the deadline to July 8, 2025.

Councilmember Cowling made a motion, seconded by Councilmember Starr, to extend the work period identified in the Deerfield-Riverside Predevelopment Agreement by an additional 180 days, thus extending the deadline to July 8, 2025.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski
NAYS: None

MOTION CARRIED

(VII.5) Software as a Service (SaaS) with Liftango

Ionia Dial-A-Ride was awarded a \$1,017,655 grant through the 2024 Michigan Equity Mobility Challenge, launched by the Michigan Department of Transportation (MDOT) and Office of Future Mobility and Electrification (OFME). Grant proposals were solicited to address mobility gaps and improve access to education, jobs, health care, nutritious food, and socialization opportunities.

IDART proposed a micro mobility project that will offer one-to-one transportation from origin to destination and will flex operations outside of IDART's current hours and service area. IDART was one of six entities awarded funding, from a combination of Federal and State sources that will cover capital costs and three years of operating costs at 100% the first year, 85% the second year, and 70% the third year. Passenger fares and community partnerships will be utilized to cover the remaining costs in the 2nd and 3rd year. After the three-year grant term, the program will transition to the regular budget of IDART.

As part of the project, IDART has partnered with the technology company Liftango to utilize its Software as a Service (SaaS) for scheduling, dispatching, and customer applications (mobile and web based). The three-year agreement proposes the following pricing:

Per Year Charges for Grant Period	Year 1	Year 2	Year 3
Annual Platform Pricing	\$5,000	\$4,250	\$3,500

Monthly Per Vehicle Pricing for scope of grant (<i>3 vehicles year 1, 4 vehicles year 2 and 3</i>)	\$10,800	\$12,240	\$10,080
Total Per Year	<i>\$15,800</i>	<i>\$16,490</i>	<i>\$13,580</i>

Councilmember Cook made a motion, seconded by Councilmember Cowling, to approve the agreement for the Software as a Service (SaaS) with Liftango at the agreed upon total three-year cost of \$45,870 (\$15,800 + \$16,490 + \$13,580). The cost will be funded 100% with Federal funds received from the Equitable Mobility Challenge. At Council’s request, Garland will clarify and confirm the numbers with the company before proceeding.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski

NAYS: None

MOTION CARRIED

(VII.6) Battery Electric 13-passenger Transit Van Purchase

Last year Ionia Dial-A-Ride was awarded a \$300,000 grant by PowerMiFleet/Consumers Energy toward the purchase of new electric vehicles based on its community profile and at-risk population. City Council approved the first electric transit van under this grant program in July, 2023, and it has been in service since December 12, 2023.

A second grant-funded van, utilizing the State Vehicle Purchasing Program, can now be purchased. A 13-passenger Battery Electric Ford Transit Van with high roof extended length has been selected from Hoekstra Transportation of Grand Rapids, Michigan. It is lift equipped and has 2 tie-down positions for mobility devices. In addition, the flooring system allows modification of the seating arrangement as needed – adding and subtracting seats. This vehicle is rated for Chauffeur-licensed, rather than CDL-licensed drivers. The total vehicle purchase price is \$111,361.41 and will be paid directly to Hoekstra with 100% PowerMiFleet grant funds.

Councilmember Cook made a motion, seconded by Councilmember Ketchum, to approve purchase of the 13-passenger Battery Electric Ford Transit Van as specified from Hoekstra Transportation of Grand Rapids, Michigan for the state bid price of \$111,361.41. Funds will be paid directly from Consumers Energy PowerMiFleet to Hoekstra.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski

NAYS: None

MOTION CARRIED

(VII.7) Modified Chrysler Mini-Van Purchases

Ionia Dial-A-Ride was awarded a \$1,017,655 grant through the 2024 Michigan Equity Mobility Challenge, launched by the Michigan Department of Transportation (MDOT) and Office of Future Mobility and Electrification (OFME). Grant proposals were solicited to address mobility gaps and improve access to education, jobs, health care, nutritious food, and socialization opportunities.

As part of the project, IDART has chosen two (2) modified Chrysler Mini-Vans as the vehicles to be utilized to initiate the program. Both vans have the following accessibility and seating features:

- side ramp
- automated doors
- one fold-away two-person seat
- two mobility device positions

- seating for up to six ambulatory passengers or one mobility device & four passengers, or two mobility devices & three passengers.

The vehicles will be Chauffeur License eligible. Hoekstra of Grand Rapids has the two vehicles in stock and will add the fold-away seat and four-camera system to each to meet the final specifications. The total pricing for the two vans with the modifications is \$148,432.25. This pricing was competitively established through the State Vehicle Purchasing Program.

Councilmember Millard made a motion, seconded by Councilmember Cook, to approve the purchase of two (2) modified Chrysler Mini-Vans as specified from Hoekstra Transportation of Grand Rapids, Michigan for the state bid base price plus modifications of \$148,432.25. The cost will be funded 100% with Federal funds received from the Equitable Mobility Challenge.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski
NAYS: None

MOTION CARRIED

(VII.8) Vehicle Extrication Tools Purchase

The City of Ionia Department of Public Safety is currently using outdated vehicle extrication tools (JAWS of Life) that include a large hydraulic spreader, a hydraulic cutter, and a hydraulic ram. The current front-line extrication tools were manufactured in November of 2006 and require a hydraulic power unit, which means they must be connected by heavy hydraulic lines to a fire truck to operate.

Demonstrations and bids were solicited for a new set of vehicle extrication tools from three manufacturers: Genesis, Holmatro, and Hurst. Following this trial and evaluation process, Ionia Public Safety staff agreed that tools from Hurst outperformed Holmatro and Genesis. Council reviewed the MacQueen bid for the Hurst tool set that is valid through 2024.

The three vehicle extrication tool bids were as follows:

Bidder	Location	Tool Manufacturer	Bid Price
MacQueen	Delafield, WI	Hurst	\$36,455
Impact Rescue LLC	Indianapolis, IN	Holmatro	\$53,960
MI Rescue Resources	Hastings, MI	Genesis	\$48,826

Councilmember Starr made a motion, seconded by Councilmember Millard, to approve the proposal from MacQueen of Delafield, WI in the amount of \$36,455.00 to purchase Hurst extrication tools.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski
NAYS: None

MOTION CARRIED

(VII.9) 2025 Combined Meeting Schedule

Following a brief discussion, Councilmember Cook made a motion, seconded by Councilmember Ketchum, to approve the 2025 combined meeting schedule, with a change for future City Council meeting times to 6:30 PM.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski
NAYS: None

MOTION CARRIED

2025 Meeting Schedule

The Ionia City Council, Planning Commission, Downtown Development Authority, Brownfield Redevelopment Authority, Local Development Finance Authority, and Zoning Board of Appeals have set the following meeting schedules for 2025. All meetings are open to the public. All meetings are scheduled to be held at City Hall, 114 North Kidd Street, Ionia:

CITY COUNCIL

Meetings are the first Wednesday of the month, beginning at 6:30 PM (NOTE TIME CHANGE):

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

*The January meeting will be held on the first Tuesday of the month due to the New Year's Day holiday.

PLANNING COMMISSION

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

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

DOWNTOWN DEVELOPMENT AUTHORITY

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

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

BROWNFIELD REDEVELOPMENT AUTHORITY

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

January 13	July 14
April 14	October 13

LOCAL DEVELOPMENT FINANCE AUTHORITY

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

March 18	September 16
June 17	December 16

ZONING BOARD OF APPEALS

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

January 6	July 7
February 3	August 4
March 3	September 8*
April 7	October 6
May 5	November 3
June 2	December 1

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

VIII. APPOINTMENTS

(VIII.1) Various Appointments to City Boards & Commissions

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:

Downtown Development Authority – (4-year term)

Dustin Sommer – Term through 12/31/28

John Krueger – Term through 12/31/28

Housing Board of Appeals – (3-year term)

Trevor Tooker – Term through 12/31/27

Income Tax Board – (3-year term)

Trevor Tooker – Term through 12/31/27

Ionia Housing Commission (5-year term)

Valerie Tuttle (Tenant Representative) – Term through 12/31/29

Ionia Regional Utilities Authority – (4-year term)

Delegate: John Milewski – Term through 12/31/28

Alternate: Tim Lee – Term through 12/31/28

Local Officers Compensation Commission – (5-year term)

Tom Dickinson – Term through 9/30/29

Jordan Parham – Unexpired term through 9/30/26

Planning Commission – (3-year term)

Logan Bailey – Term through 12/31/27

Mike Donaldson – Term through 12/31/27

Zoning Board of Appeals

Mike Kirgis – Term through 12/31/27

Councilmember Starr made a motion, seconded by Councilmember Cook, to appoint the previously listed individuals to serve on the various City of Ionia boards and commissions for the terms indicated.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski

NAYS: None

MOTION CARRIED

IX. CITY DEPARTMENT REPORTS & MINUTES FROM BOARDS & COMMISSIONS

Written reports provided to Council.

X. GOOD OF THE ORDER/CITY COUNCILMEMBER COMMENTS

City Manager Precia Garland: (1) Thanks to Councilmembers for learning and trying to use the meeting management software. Tech-savvy staff are working out the details to maximize its usefulness for future meetings; (2) Twinkle Town Parade will begin at 6:00 PM on Friday, December 6; (3) Odd/Even parking must be observed 7:00 AM until Noon each day, beginning December 1 and lasting until March 31. Warnings will be issued in accordance with the recently adopted ordinance.

Mayor John Milewski: (1) Retirement party for DDA Director Linda Curtis will be held on Friday, December 13, 3:00-5:00 PM in Council Chambers; (2) Toys for Tots event will be held on Thursday, December 5, 5:00-7:00 PM, at Olivera's; (3) Next Council meeting will be held on Tuesday, January 7, with following months returning to Wednesdays; (4) Council and department heads will hold a joint meeting on January 18; (5) Ionia High School Band Concert will be held on December 18, 7:00 PM, at Watt Auditorium; (6) Presented 5-year service awards to Councilmembers Tim Lee and Rich Starr, and thanked them for their public service.

Margot Cook: Thanked Joe Lafler for his donation of this year's Christmas tree.

Brenda Cowling: (1) Thanks to Joe Lafler for the Christmas tree; (2) Appreciated the work staff did on the budget and successful audit.

Dawn Ketchum: (1) Noted that the Christmas tree is the perfect size for Main Street; (2) Thanked Precia for her rapid response to issues brought up by people in her ward.

Tim Lee: Congratulations and best wishes to Linda Curtis upon her retirement.

Tom Millard: (1) The theatre is in the midst of a busy season of scheduled school programs; (2) Members of The Well Church will sing around the Christmas Tree during the lighting.

Rich Starr: (1) Many thanks to Linda Curtis for her years of service; (2) Appreciates the donation of the Christmas tree from the Joe Lafler family.

XI. CLOSED SESSION

None.

XII. ADJOURNMENT

With no further business and no objections, Mayor Milewski adjourned the meeting at 8:36 PM.

Submitted by:

Mary Patrick
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: January 7, 2025
RE: Fiscal Year 2024-2025 Budget Amendment #2

Background:

It is customary that we review the City's annual budget after half of the fiscal year is completed and make amendments as necessary to adjust for actual experience and updates in budget assumptions. We are now six months through Fiscal Year 2024-2025. One prior budget adjustment was made in October 2024 following three months of experience.

Attached are spreadsheets outlining the amendments that are proposed on a fund basis. Here are the major highlights:

General Fund: Revenues are decreasing by \$23,600 to \$7,432,000, due to a smaller than budgeted fire protection payment from the State of Michigan, and no police protection services agreement with Ionia Township. Expenditures are increasing by a net \$87,250 to \$7,977,850 due to the recent purchase of extrication equipment and anticipated education reimbursement in the Public Safety Department, an adjustment in Planning and Zoning department expense to finish the master plan project, and a few minor wage and fringe adjustments. Following these amendments, we conservatively expect expenditures to exceed revenues in the General Fund for the fiscal year by \$545,850. Even with this increased difference between revenues and expenses, the city has more than sufficient fund balance to cover the gap.

Parks – Facilities Improvement Fund: Revenue has been increased due to the timing of Hale Park grant reimbursement.

Downtown Development Authority: Changes have been made to the wage line item to cover the costs of the overlap of personnel and final benefits payout to the retiring director.

Theatre Fund: Revenue increases to concessions and advertising help offset the expenditure increase for the recent theatre doors replacement project. Overall, the fund had a net expenditure increase of \$500.

Requested Action / Motion:

It is requested the Ionia City Council consider a motion to approve Budget Amendment #2 to the

FY24-25 City of Ionia budget, which includes the General Fund and multiple special funds as detailed on the following spreadsheet.

Motion By:

Seconded By:

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

FY 24-25 Council Budget Adjustment #2

GL Number	Description	24-25 Amended Budget	Proposed Amendment #1	Proposed Budget After Amendment
Fund: 101 GENERAL				
Account Category: Revenues				
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	70,000.00	50,000.00	120,000.00
101-000.000-628.000	CHARGE FOR SERVICES FIRE	1,900,000.00	(65,000.00)	1,835,000.00
101-000.000-628.500	CHARGE FOR SERVICES - PUBLIC SAFETY	35,000.00	(35,000.00)	-
101-000.000-665.000	INTEREST	130,000.00	20,000.00	150,000.00
101-000.000-675.000	GIFTS DONATIONS	-	1,400.00	1,400.00
101-000.000-688.000	OTHER REVENUE	20,000.00	5,000.00	25,000.00
Revenues		7,455,600.00	(23,600.00)	7,432,000.00
Account Category: Expenditures				
Department: 203.000 INCOME TAX ADMINISTRATION				
101-203.000-702.000	SALARY & WAGES	67,750.00	3,000.00	70,750.00
101-203.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	36,500.00	2,000.00	38,500.00
Total Dept 203.000 - INCOME TAX ADMINISTRATION		124,250.00	5,000.00	129,250.00
Department: 208.000 PLANNING & ZONING				
101-208.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	50,000.00	15,000.00	65,000.00
Total Dept 208.000 - PLANNING & ZONING		51,500.00	15,000.00	66,500.00
Department: 260.000 CLERK				
101-260.000-702.000	SALARY & WAGES	37,500.00	5,000.00	42,500.00
101-260.000-710.000	PAYROLL TAXES & FRINGE BENEFIT	3,500.00	6,500.00	10,000.00
Total Dept 260.000 - CLERK		60,000.00	11,500.00	71,500.00
Department: 265.000 BUILDINGS - GROUNDS				
101-265.000-954.000	INSURANCE	90,000.00	1,750.00	91,750.00
Total Dept 265.000 - BUILDINGS - GROUNDS		779,700.00	1,750.00	781,450.00
Department: 345.000 PUBLIC SAFETY				
101-345.000-801.000	CONTRACTUAL & PROFESSIONAL SEV	33,000.00	5,000.00	38,000.00
101-345.000-960.000	Training - Education Enhancement	-	12,000.00	12,000.00
101-345.000-989.000	CAPITAL OUTLAY-EQUIPMENT	102,500.00	37,000.00	139,500.00
Total Dept 345.000 - PUBLIC SAFETY		3,307,200.00	54,000.00	3,361,200.00
Expenditures		7,890,600.00	87,250.00	7,977,850.00
Fund 101 - GENERAL:				
TOTAL REVENUES		7,455,600.00	(23,600.00)	7,432,000.00
TOTAL EXPENDITURES		7,890,600.00	87,250.00	7,977,850.00
NET OF REVENUES & EXPENDITURES:		(435,000.00)	(110,850.00)	(545,850.00)
BEG. FUND BALANCE		5,746,463.82		5,746,463.82
END FUND BALANCE		5,311,463.82		5,200,613.82

Fund: 239 PARKS - FACILITIES IMPROVEMENTS

Account Category: Revenue

239-000.000-569.000	STATE GRANT	380,000.00	200,000.00	580,000.00
Revenues		871,000.00	200,000.00	1,071,000.00
Expenditures		1,242,000.00	-	1,242,000.00

Fund 239 - PARKS - FACILITIES IMPROVEMENTS:

TOTAL REVENUES		871,000.00		1,071,000.00
TOTAL EXPENDITURES		1,242,000.00		1,242,000.00
NET OF REVENUES & EXPENDITURES:		(371,000.00)		(171,000.00)
BEG. FUND BALANCE		830,718.54		830,718.54
END FUND BALANCE		459,718.54		659,718.54

Fund: 248 DOWNTOWN DEVELOPMENT OPERATING

Revenues		360,050.00	-	360,050.00
----------	--	------------	---	------------

Account Category: Expenditures

Department: 558.000 ADMINISTRATIVE

248-558.000-702.000	SALARY & WAGES	76,900.00	20,000.00	96,900.00
248-558.000-954.000	INSURANCE	6,800.00	(1,400.00)	5,400.00
Total Dept 558.000 - ADMINISTRATIVE		302,000.00	18,600.00	320,600.00

Expenditures		369,500.00	18,600.00	388,100.00
--------------	--	------------	-----------	------------

Fund 248 - DOWNTOWN DEVELOPMENT OPERATING:

TOTAL REVENUES		360,050.00		360,050.00
TOTAL EXPENDITURES		369,500.00		388,100.00
NET OF REVENUES & EXPENDITURES:		(9,450.00)		(28,050.00)
BEG. FUND BALANCE		190,625.97		190,625.97
END FUND BALANCE		181,175.97		162,575.97

Fund: 250 THEATRE FUND

Account Category: Revenues

250-000.000-634.000	MOVIE CONCESSIONS	95,000.00	15,000.00	110,000.00
250-000.000-640.000	ADVERTISING REVENUES	4,000.00	1,000.00	5,000.00
Revenues		349,000.00	16,000.00	365,000.00

Account Category: Expenditures

Department: 442.000 OPERATIONS

250-442.000-861.000	MEMBERSHIP AND DUES	-	500.00	500.00
250-442.000-931.000	BUILDING REPAIR & MAINTENANCE	10,000.00	15,000.00	25,000.00

Expenditures		343,250.00	15,500.00	358,750.00
--------------	--	------------	-----------	------------

Fund 250 - THEATRE FUND:

TOTAL REVENUES		349,000.00		365,000.00
TOTAL EXPENDITURES		343,250.00		358,750.00
NET OF REVENUES & EXPENDITURES:		5,750.00		6,250.00
BEG. FUND BALANCE		309,973.88		309,973.88
END FUND BALANCE		315,723.88		316,223.88

Fund: 588 DIAL-A-RIDE

Revenues	1,665,967.00	-	1,665,967.00
Account Category: Expenditures			
Department: 558.000 ADMINISTRATIVE			
588-558.000-954.000 INSURANCE	1,300.00	200.00	1,500.00
Total Dept 558.000 - ADMINISTRATIVE	390,031.00	200.00	390,231.00
Department: 560.000 OPERATIONS			
588-560.000-954.000 INSURANCE	8,145.00	6,500.00	14,645.00
Total Dept 560.000 - OPERATIONS	472,045.00	6,500.00	478,545.00
Expenditures	1,701,554.00	6,700.00	1,708,254.00
Fund 588 - DIAL-A-RIDE:			
TOTAL REVENUES	1,665,967.00		1,665,967.00
TOTAL EXPENDITURES	1,701,554.00		1,708,254.00
NET OF REVENUES & EXPENDITURES:	(35,587.00)		(42,287.00)
BEG. FUND BALANCE	1,166,483.72		1,166,483.72
END FUND BALANCE	1,130,896.72		1,124,196.72

Fund: 590 SEWER DEPT.

Account Category: Revenues			
590-000.000-688.000 OTHER REVENUE	20,000.00	10,000.00	30,000.00
Revenues	3,552,000.00	10,000.00	3,562,000.00
Expenditures	3,674,922.00	-	3,674,922.00
Fund 590 - SEWER DEPT.:			
TOTAL REVENUES	3,552,000.00		3,562,000.00
TOTAL EXPENDITURES	3,674,922.00		3,674,922.00
NET OF REVENUES & EXPENDITURES:	(122,922.00)		(112,922.00)
BEG. FUND BALANCE	14,114,376.31		14,114,376.31
END FUND BALANCE	13,991,454.31		14,001,454.31

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.2

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: January 7, 2025
RE: Intent to Provide Public Transportation Services via IDART (10-1-24 to 9-30-25)

Background:

A majority of the operating funds for Dial-A-Ride (DAR) come from the State of Michigan through Public Act 51 of 1951. Public Act 51 authorizes the State to collect gas and weight taxes, with a portion of the funds collected earmarked for public transportation. In exchange for the funds, recipient providers are required to annually develop a work plan for delivering transportation services, which includes a budget that identifies funding sources for such services.

For the State's 2026 Fiscal Year budget (October 1, 2025 to September 30, 2026), the City has determined it will receive the following funds from indicated sources to support Dial-A-Ride operations:

	Federal Funds	\$125,660 (Section 5311 Funds/18% of expenses + RTAP)
expenses)	State Funds	\$207,056 (Based on floor being higher than 30.5895% eligible
	Local Funds	\$182,281 (millage and township/city contribution)
	Local Funds – Fare	\$ 76,750 (ridership revenues)
interest, etc.)	Other Funds	<u>\$ 76,000</u> (Com. tower shared expense, sale of equipment,
	TOTAL	\$667,747

Proposed eligible operating expenses total \$667,555 with ineligible expenses (federal training funds, depreciation and costs associated with tower rental) of \$134,095.

In addition to the above proposed budget, the City will also request:

- \$73,500 in capital funding from Federal Section 5339 Bus and Bus Facilities Program Funds for replacing vault equipment, facility updates including sealing the garage floors, and replacement of the maintenance sweeper;
- \$862,500 from Federal Section 5339 Bus and Bus Facilities Program Funds for replacement of 5 busses that have met or exceeded their useful life;
- \$36,928 for State Specialized Services funding for transporting elderly persons and persons with disabilities;

- \$168,500 in Federal Section 5311 Job Access Reverse Commute in continuation funding;
- \$124,750 from Service Initiatives Funds for a pilot project to add a section of service to Saranac;
- \$72,500 from 5310/New Freedom Funds for a Mobility Manager.

In order to be programmed for the funding, the City is required to express its intent to provide public transportation services during the referenced fiscal year and identify its expected expenses and other revenue sources. Adoption of the attached Resolution establishes this intent. The Resolution also designates the City Manager as the single point of contact with MDOT for public transportation matters.

Requested Action / Motion:

It is requested the Ionia City Council consider approving Resolution #2025-01, which details the City's intent to provide public transportation services for fiscal year 2026 and designates the City Manager as the single point of contact with MDOT for public transportation matters.

Motion By:

Seconded By:

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



**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF IONIA REGARDING
FINANCIAL ASSISTANCE FOR FISCAL YEAR 2026 UNDER PUBLIC ACT 51 OF
1951, AS AMENDED**

At a Regular Meeting of the City Council of the City of Ionia held on Tuesday, January 7, 2025, the following Resolution was offered by Councilmember _____, seconded by Councilmember _____:

WHEREAS, pursuant to Public Act 51 of 1951, as amended (Act 51), it is necessary for the City of Ionia, a Home Rule City established pursuant to Public Act 279 of 1909, as amended, to provide a local transportation program for the state fiscal year of 2026 and, therefore, apply for state financial assistance under provisions of Act 51; and,

WHEREAS, it is necessary for the City of Ionia to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and,

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and,

WHEREAS, the performance indicators for this agency have been reviewed and approved by the City of Ionia; and,

WHEREAS, the City Council of the City of Ionia has reviewed and approved the proposed budget with sources of estimated federal funds of \$125,660; estimated state funds of \$207,056; estimated local funds of \$182,281; estimated fare box revenues of \$76,750; estimated other funds of \$76,000 (revenues totaling \$667,747) and with total eligible expenses of \$667,555 for Fiscal Year 2026; and,

WHEREAS, the City Council of the City of Ionia has also reviewed and approved the additional funding requests of \$73,500 from Federal Section 5339 Bus and Bus Facilities Program Funds for necessary updates to the DAR facility garage floors and maintenance equipment, and bus technology; \$862,500 from Federal Section 5339 Bus and Bus Facilities Program Funds for replacement of 5 buses; \$36,928 for State Specialized Services funding for transporting elderly persons and persons with disabilities; \$168,500 in Federal Section 5311 Job Access Reverse Commute in continuation funding; \$124,750 from Service Initiatives Funds for a pilot project to add a section of service to Saranac; and \$72,500 from 5310/New Freedom Funds for a Mobility Manager.

NOW, THEREFORE, BE IT RESOLVED that the City of Ionia does hereby make its

intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51.

BE IT FURTHER RESOLVED that the City Manager is hereby appointed as the Transportation Coordinator for all public transportation matters, and is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2026.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED:

Mary Patrick, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846
Telephone No: (616) 527-4170

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Ionia, Michigan, County of Ionia, at a Regular Meeting held on the 7th day of January, 2025, and that public notice of said meeting was given as required by Public Act 276 of Public Acts of 1976, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Mary Patrick, City Clerk
Ionia City Hall
114 North Kidd Street
Ionia, Michigan 48846
Telephone No: (616) 527-4170

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.3

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: January 7, 2025

RE: Property and Liability Insurance Renewal for IRUA - 2/1/25 - 1/31/26

Background:

The Ionia Regional Utilities Authority (IRUA) has obtained its property and liability insurance from the Michigan Municipal League Liability and Property Pool as a pool member since its inception in 2010. Not unlike our recent process with the City's property and liability insurance, while we have been satisfied with the coverage and service provided through MML, it was time to look at potential other options. Because municipal operations are quite unique when compared to private businesses, proposals were sought from only insurers that specialize in municipal coverage. As a result, two proposals were received and evaluated: one from our existing provider, the MML Liability and Property Pool and the second from the Michigan Municipal Risk Management Authority (MMRMA). Copies of both proposals follow this email. An extensive evaluation was completed regarding both insurance providers and their proposals.

Analysis began with a high-level comparison between the two providers, which noted the following:

	MML	MMRMA
Founding year	1982	1980
Membership	452 members	430 members
Unrestricted Net Position	\$56,720,693	\$394,953,229
Investments	\$74,000,980	\$630,121,249
Net Asset Distribution (2023)	\$2.1 million (\$4,646/member)	\$29.7 million (\$69,070/member)
NAD Start	After 5 years	After 1 year
Resource & Training Materials	Yes	Yes
Risk Avoidance (RAP) &	No	Yes
Certification and Accreditation (CAP) Grant Programs		

Next, we moved on to compare the liability and property insurance coverage offered through each provider. Because of the smaller size of IRUA compared to the City, MMRMA has proposed insurance to IRUA as a member of its State Pool. Thus, the two insurance programs operate similarly as fully insured products with low deductibles. Select comparable coverages per insurer are provided in the next two tables, with the higher (better) coverage level highlighted by major coverage category:

MML:

Coverages	Limit of Liability	Agg Limit	Per Occur Deductible
Muni Gen Liability	\$5,000,000	None	\$2,500
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$2,500
Blanket Employee Fidelity	\$100,000	None	
Flood Sublimit	\$1,000,000*	\$1,000,000	\$5,000
Sewer Backup Sublimit	\$100,000	\$100,000	\$0
Property – Blanket Basis (includes other structures, personal prop.)	\$23,929,330	None	\$500
Cyber liability and data breach response	\$100,000	\$100,000	See declarations

*\$100,000 limit if in floodplain

MMRMA:

Coverages	Limit of Liability	Agg Limit	Per Occur Deductible
Muni Gen Liability	\$5,000,000	None	\$0
Employee Benefit Liability	\$5,000,000	None	\$0
Blanket Employee Fidelity	\$1,000,000	None	\$1,000
Flood Sublimit	\$5,000,000*	\$5,000,000	\$1,000
Sewer Backup Sublimit	\$1,000,000	None	\$1,000
Property – Buildings and Personal Property	\$18,227,314	\$350,000,000 all members	\$1,000
Property – Other Structures than a building	\$15,000,000	None	\$1,000
Newly acquired or constructed property	\$10,000,000	None	\$1,000
Unreported Property	\$5,000,000	None	\$1,000
Cyber liability and data breach response	\$2,000,000	\$2,000,000 per member/\$17.5 million all mmbrs	\$25,000 for most coverages

*No coverage if in floodplain

Annual Premiums are proposed as follows:

MML

\$39,342 (\$42,769 + \$200 assoc. member dues - \$3,627 dividend return at renewal)

MMRMA

\$30,958 (will be eligible for net asset distributions plus RAP & CAP grants after one year of membership)

Note that under both insurance providers, coverage for property located in the floodplain is either very limited (MML = \$100,000) or not offered at all (MMRMA = \$0). If you recall, we recently undertook a detailed survey and successfully petitioned FEMA to reclassify most of the IRUA wastewater treatment plant as above the floodplain. However, two structures were determined to still be within the floodplain – the oxidation towers and Digester #4. Each of these structures is valued at \$6,625,000 and \$539,878 respectively. As a result, we also solicited a flood insurance quote through the National Floodplain Insurance Program (NFIP) for these structures. That proposal is not yet available for review, but we expect it will be expensive. Due to its construction type, flooding is very unlikely to damage the digester. Floodwaters would need to reach approximately 10 feet

above record flood stage at the oxidation towers to damage the electrical controls. Given the limited risk verses insurance premium expense, it is anticipated NFIP insurance will not make financial sense to purchase. However, once the premium quote is available, it will be provided for review and action, if desired.

Requested Action / Motion:

It is requested the Ionia City Council consider approving the property and liability insurance proposal from Michigan Municipal Risk Management Authority (MMRMA) of \$30,958 for February 1, 2025 -January 31, 2026. It is further requested City Council name Joe Lafler, City of Ionia Utilities Director as its Member Representative regarding this proposal. Monies have been budgeted for this expense in the IRUA Fund, 598-558.000-954.000.

Motion By:

Seconded By:

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

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	Ionia Regional Utilities Authority	Proposal No: Q000014865
Date of Original Membership:		
Proposal Effective Dates:	February 01, 2025 To February 01, 2026	
Member Representative:	Joe Lafler	Telephone #: (616) 523-0165
Regional Risk Manager:	Michigan Municipal Risk Management Authority	Telephone #: (734) 513-0300

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **Ionia Regional Utilities Authority** (hereinafter "Member") is eligible to be a Member of MMRMA. **Ionia Regional Utilities Authority** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

Ionia Regional Utilities Authority is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

Ionia Regional Utilities Authority is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **Ionia Regional Utilities Authority's** SIR and deductibles are as follows:

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Liability	5,000,000	N/A	N/A	N/A
2 Judicial Tenure	N/A	N/A	N/A	N/A
3 Sewage System Overflows	0	N/A	0	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8 Michigan No-Fault	Per Statute	N/A	N/A	N/A
9 Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	18,227,314	350,000,000	N/A	N/A
2 Personal Property in Transit	2,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5 Fine Arts	2,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	2,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	2,000 per week	N/A	N/A	N/A
11 Structures Other Than a Building	15,000,000	N/A	N/A	N/A
12 Dam/Dam Structures/Lake Level Controls	0	N/A	N/A	N/A
13 Transformers	2,500,000	N/A	N/A	N/A
14 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
15 Marine Property	1,000,000	N/A	N/A	N/A
16 Other Covered Property	20,000	N/A	N/A	N/A
17 Income and Extra Expense	5,000,000	N/A	N/A	N/A
18 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
19 Faithful Performance	Per Statute	N/A	N/A	N/A
20 Earthquake	5,000,000	N/A	5,000,000	100,000,000
21 Flood	5,000,000	N/A	5,000,000	100,000,000
22 Terrorism	50,000,000	50,000,000	N/A	N/A

Annual Aggregate Limit of Liability

Each Member Aggregate	All Members Aggregate
\$2,000,000	\$17,500,000

The Each Member Aggregate Limit of Liability for the combined total of all coverage payments of MMRMA and MCCRMA shall not exceed \$2,000,000 per Member for all Subjects of Coverage in any Coverage Period, regardless of the number of coverage events.

The All Member Aggregate Limit of Liability for the combined total of all coverage payments of MMRMA and MCCRMA shall not exceed \$17,500,000 for All Members for all Subjects of Coverage in any Coverage Period, regardless of the number of Members or the number of coverage events.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

Member: Ionia Regional Utilities Authority
QUOTE NUMBER Q000014865
QUOTE PROPERTY LIST REPORT
EFFECTIVE DATES 2/1/2025 To 2/1/2026

Location Address		Location Description		
1.	720 Wells Street, Ionia, MI 48846--	Wastewater Treatment Plant		
Building Description		Building Value	Contents Value	Total Value
Administration Building		\$8,583,314	\$110,000	\$8,693,314
Oxidation Complex		\$6,625,000	\$30,000	\$6,655,000
Pump Station		\$1,052,000	\$0	\$1,052,000
Maintenance Building		\$705,000	\$22,000	\$727,000
Garage		\$90,000	\$10,000	\$100,000
Location Totals		\$17,055,314	\$172,000	\$17,227,314

Grand Totals		
Building Value	Contents Value	Total Value
\$17,055,314	\$172,000	\$17,227,314

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

Member: Ionia Regional Utilities Authority

QUOTE NUMBER Q000014865

QUOTE STRUCTURES OTHER THAN A BUILDING (SOTB) LIST REPORT

EFFECTIVE DATES 2/1/2025 To 2/1/2026

Location / Description	Value
Primary Clarifier (South)	\$570,000
Primary Clarifier (North)	\$570,000
Final Clarifier (North)	\$880,000
Final Clarifier (South)	\$880,000
Return Flow Basin	\$305,000
Digester #1	\$475,000
Digester #2	\$275,000
Digester #3	\$275,000
Digester #4 (incl. Sewage Pump Replacements)	\$539,878
201 Miller St. Lift Station (incl. Sewage Pump Replacements)	\$379,739
1495 W Main St. Lift Station	\$125,000
990 Skyview Trl. Lift Station	\$122,800
317 S Dexter St. Lift Station	\$124,600
720 Wells St. Sludge Storage Tank	\$1,180,000

Grand Totals	
	Total Value
	\$6,702,017



michigan municipal league

Liability & Property Pool

Renewal Proposal

for the

Ionia Regional Utilities Authority

Presented By:

Diane Jones
MML Liability & Property Pool
(616) 304-0739

November 15, 2024

Table of Contents

<u>EXECUTIVE OVERVIEW</u>	3
<u>OUR MISSION</u>	4
<u>INTRODUCTION</u>	4
<u>WHAT YOU CAN EXPECT OF US</u>	4
<u>YOUR POOL INSURES MORE THAN . . .</u>	4
<u>COST AND COVERAGE SUMMARY</u>	5
<u>YOUR TEAM OF EXPERTS</u>	7
<u>BENEFITS OF POOLING WITH THE MML</u>	8
<u>IONIA REGIONAL UTILITIES AUTHORITY HAS . . .</u>	9
<u>INCREASED LIABILITY LIMITS</u>	9
<u>HIGHLIGHTS OF COVERAGES PROVIDED</u>	10
<u>WHO IS INSURED?</u>	10
<u>GENERAL LIABILITY</u>	10
<u>GENERAL LIABILITY EXCLUSIONS . . .</u>	10
<u>PUBLIC OFFICIALS LIABILITY COVERAGE</u>	11
<u>PUBLIC OFFICIALS LIABILITY EXCLUSIONS</u>	11
<u>PERSONAL INJURY & ADVERTISING / BROADCASTERS LIABILITY COVERAGE</u>	11
<u>PROPERTY COVERAGE</u>	12
<u>PROPERTY EXCLUSIONS</u>	12
<u>COMPREHENSIVE CRIME COVERAGE</u>	13
<u>AUTOMOBILE COVERAGE HIGHLIGHTS</u>	13
<u>WHAT IS COVERED?</u>	13
<u>AUTO COVERAGES PROVIDED</u>	13
<u>POOL RISK MANAGEMENT SERVICES</u>	14
<u>MEMBER EDUCATION</u>	14
<u>ONLINE SERVICES</u>	14
<u>MEMBERSHIP RESPONSIBILITIES</u>	15

This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **Ionia Regional Utilities Authority** has been a Pool member since **1988**.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **Ionia Regional Utilities Authority**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **Ionia Regional Utilities Authority** for an annual premium of **\$42,769 (plus \$200 MML annual associate membership dues)**. When compared to last year's premium cost of \$43,571, it represents a premium decrease of **\$802**. **The following exposure, rate, and coverage limit changes are reflected in this renewal quote:**

- \$90 Michigan Catastrophic Claims Assessment (MCCA) per vehicle (was \$122/vehicle for 2024)
- A slight increase in property and liability rates
- A slight increase in total payroll for the authority
- \$3,913,580 total property values increase due to the recent property appraisal (\$20,016,350 - 2024 to \$23,929,930 - 2025)
- One less automobile (6 - 2024 to 5 - 2025)
- The experience modifier is under 1.0

In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2025. **The Ionia Regional Utilities Authority's portion of the dividend return is estimated to be \$3,627, since the final calculations are in process.** The Ionia Regional Utilities Authority will receive this dividend in the month following payment of your 2025 renewal premium.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|--------------------------------|------------------------------------|
| ✓ 452 Public Entity Members | ✓ 173 Water Utilities |
| ✓ 145 Fire Departments | ✓ 243 Sewer Utilities |
| ✓ 185 Law Enforcement Agencies | ✓ 16 Municipal Marinas |
| ✓ 2,295 Police Officers | ✓ \$6.7 Billion of Property Values |
| ✓ 7,694 Vehicles | ✓ 21 Dams |
| ✓ 18 Electric Utilities | |



Coverage and Cost Summary Ionia Regional Utilities Authority

Effective 02-01-2025 to 02-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$5,000,000	N/A	\$2,500
Sewer Back-Up Sublimit	\$100,000	\$100,000	\$0
Personal Injury Liability (Coverage B)	\$5,000,000	N/A	\$2,500
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$5,000,000	N/A	\$2,500
Law Enforcement Liability (Coverages A, B, and D)	No Coverage	N/A	N/A
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$2,500
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$5,000,000	N/A	\$0
<u># Vehicles</u>	<u>Comp</u>	<u>Coll</u>	
5	\$250	\$250	

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$5,000,000 regardless of the number of coverages involved in the occurrence.

Property

Property - Blanket Basis	\$23,929,330	N/A	\$500
Boiler and Machinery	Included	N/A	\$500
Building(s)	Included	N/A	\$500
Contents	Included	N/A	\$500
Property in the Open	Included	N/A	\$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
Accounts Receivable	\$100,000	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Contractors Equipment	\$47,475	N/A	\$250
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A



michigan municipal league
Liability & Property Pool

Coverage and Cost Summary Ionia Regional Utilities Authority

Effective 02-01-2025 to 02-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$26,195	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Valuable Papers	\$100,000	N/A	\$250
Comprehensive Crime Coverage			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
Bonds			
Bond #: A Treasurer	\$100,000	N/A	N/A
Bond #: B Manager, City of Ionia	\$100,000	N/A	N/A
Bond #: C Mayor, City of Ionia	\$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$42,769.

Cyber Coverage

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit	\$25,000	each Claim and in the Aggregate

Note: The above Sublimits are part of and not in addition to, the overall Policy Aggregate Limit of Liability

Liability Retention Per Claim:

TOWER 1 Retention	All other coverages Retention:	\$0	each Claim
	Cyber Extortion	\$5,000	each Extortion Threat
	First Party Data Protection	\$5,000	each Data Protection Loss
	First Party Network Business Interruption	\$5,000	each Business Interruption Loss Waiting Period: 12 hours

Limits of Coverage - Privacy Breach Response Services

TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
--------------------------	---	----------	-----------------------------------

	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		

Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addition to the

Privacy Breach Response Services Threshold/Retention (Each Incident):

TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
------------------------------	--	-----	---------------

	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident
--	---	---	---------------

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.4

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: January 7, 2025

RE: City of Ionia General Policy Manual-Section 3 - HR & Safety Policies Update - 3-002:
Employee Referral Program

Background:

The City's Employee Referral Program was first implemented in 2021 and scheduled to continue for three years, expiring on December 31, 2024. During its initial three-year term, three employees were successfully recruited through this collaborative process, with bonuses paid to both the recruited and recruiting employees after all policy requirements were satisfied.

The Employee Referral Program has worked well and encourages City employees to assist in recruiting quality and talented personnel, at a time when labor pools are much tighter than they have been historically. As we start the new year in 2025, it is evident a tight labor pool persists. Therefore, to continue the City's goal of hiring the best, most qualified team members, it is recommended that Policy 3-002 be extended for an additional three years until December 31, 2027. It is further recommended the bonus be increased from \$750 to \$1,000. The proposed, revised policy follows this communication for review.

Requested Action / Motion:

It is requested the Ionia City Council consider approving revised policy 3-002 Employee Referral Program.

Motion By:

Seconded By:

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

Employee Referral Program

I. PURPOSE

To assist the City of Ionia in recruitment and retention of outstanding employees.

II. SCOPE

This policy applies to all City of Ionia employees (excluding the City Manager and Department Heads) who refer a candidate to the City for employment. The referring employee, as well as the successfully hired candidate will receive \$1,000 as a one-time bonus.

III. POLICY

The City of Ionia will pay a \$1,000 bonus each to a new employee and the referring City of Ionia employee, when the new employee is hired as the result of referral by an existing City employee under the following circumstances:

- A. The referred, new employee must successfully complete 6 months of employment in order him/her and the referring City employee to each qualify for the bonus.
- B. The referring City employee must also still be employed with the City to receive the bonus, at the time the referred new employee completes his/her first 6 months of employment.
- C. There is no cap regarding the number of referrals an employee can make during the term of this policy.
- D. This Employee Referral Program Policy shall expire on December 31, 2026, unless action is subsequently taken by the Ionia City Council to abolish the policy at an earlier date, or extend it to a later date.
- E. The City of Ionia is an equal opportunity employer and does not discriminate on the basis of any legally protected class or qualification. All candidates will be given the same consideration.
- F. The City reserves the right to modify, amend, or terminate this policy at any time.

IV. PROCEDURE

In order to qualify under this policy, the following procedure will be followed:

- A. Current City employees must state their referral in writing, addressed to the City Manager.
- B. The referral must be made during the time of an open job posting. Referrals made after the job posting deadline will not be accepted.
- C. The referral shall include the following information:

- Name and department of current City employee making the referral.
 - Name of the referred candidate.
 - A brief statement by the referring employee, listing the qualifications of the referred candidate and why he/she would make a good addition to the City of Ionia.
- D. Following six (6) months of successful employment by the referred candidate, he/she shall receive a \$1,000 bonus. Additionally, the referring City employee shall also receive a \$1,000 bonus at that same time, if he/she is still employed and actively working for the City of Ionia.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.5

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: January 7, 2025

RE: City of Ionia General Policy Manual - Section 6 - Assessor Policies Update - 6-007:
Poverty Exemption 2025

Background:

It is necessary to annually update Policy 6-007 Poverty Exemptions, which is part of Section Six – Assessing of the City of Ionia’s General Policy Manual, Policy 6-007 Poverty Exemption 2025. A draft of this updated policy follows this communication and reflects the most recent income limits allowed when determining a potential property tax poverty exemption.

Requested Action / Motion:

It is requested the Ionia City Council consider approving revised policy 6-007 Poverty Exemption Policy 2025.

Motion By:

Seconded By:

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

Poverty Exemption Policy - 2025

I. PURPOSE

The purpose of this policy is to establish the process for receiving applications for annual property tax poverty exemptions in accordance with MCL 211.7u, as last amended by Public Act 253 of 2020.

This Public Act provides those in poverty with an exemption from paying property taxes on principal residences, subject to certain conditions. To meet the exemption requirements, there are specific steps an applicant must follow, including filing and being approved an application for an exemption by the City of Ionia Board of Review.

The statute requires the City Council to adopt from time to time, the federal poverty and asset guidelines as updated annually in the Federal Register by the United States Department of Health and Human Services.

II. DEADLINE FOR SUBMISSION OF POVERTY EXEMPTION APPLICATIONS

For the March 2025 Board of Review, a complete application must be received by the office of the City Assessor by March 1, 2025.

For the July 2025 Board of Review, a complete application must be received by the office of the City Assessor by July 1, 2025.

For the December 2025 Board of Review, a complete application must be received by the office of the City Assessor by December 1, 2025.

III. APPLICATION AND POVERTY GUIDELINES

To be eligible to receive a 100% property tax exemption based on poverty, an applicant shall do all of the following on an annual basis:

1. Be the owner of and occupy as a principal residence the property for which an exemption is sought.
2. File a claim in the form of a complete application with the City Assessor on forms prescribed by the Michigan State Tax Commission. These forms include:
 - Form 5737 – “Application for MCL 211.7u Poverty Exemption,” including all required documentation (i.e., federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns.)

- Form 5739 – “Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty”
 - Form 4988 – “Poverty Exemption Affidavit” – NOTE: This form is used by applicants who are not required to file federal and state income tax returns.
3. Produce a valid driver’s license or other form of identification, if requested.
 4. Produce a deed, land contract, or other evidence of ownership of the property, if requested.
 5. Meet the federal poverty guidelines for income, as published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services, which are as follows:
 6. Income is defined as, but not limited to; salaries, self-employment, Social Security, pensions, IRAs, unemployment compensation, worker’s compensation, disability, dividends, rental income, claims and judgements from lawsuits, military payments, cash, assistance, child support, alimony, food assistance, friend or family contribution, and all other sources of income.

<u>Persons Residing in Residence</u>	<u>Annual Allowable Income</u>
1 person	\$15,060
2 persons	\$20,440
3 persons	\$25,820
4 persons	\$31,200
5 persons	\$36,580
6 persons	\$41,960
7 persons	\$47,340
8 persons	\$52,720
For Each Additional Person add	\$ 5,380

7. Meet the poverty guidelines for assets, as established by the Ionia City Council to determine the maximum value of all assets allowable to qualify for the poverty exemption. This asset test CANNOT include the value of the principal residence. The asset test can include assets such as, but not limited to, a second home, land, vehicles including recreational vehicles, buildings other than the principal residence, jewelry, antiques, artwork, bank accounts, stocks, withdrawals of bank deposits and borrowed money, gifts, loans, lump-sum inheritances, one-time insurance payments, etc. The maximum asset limits are as follows:

<u>Persons Residing in Residence</u>	<u>Annual Allowable Assets</u>
1 person	\$20,000
2 persons	\$25,000
3 persons	\$30,000
4 persons	\$35,000

5 persons	\$40,000
6 persons	\$45,000
7 persons	\$50,000
8 persons	\$55,000
For Each Additional Person add	\$ 5,000

8. Any poverty tax exemption approved under this policy shall be for one tax year only.

Last affirmed – January 7, 2025, to update guidelines for 2025.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.6

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: January 7, 2025
RE: Program Guidelines for MSHDA CHILL Grant - Housing Improvement Program

Background:

The MSHDA CHILL Grant continues to move slowly forward in the administration and implementation process. Following the selection of our third-party administrator (TPA) – EightCAP and recent completion of the Tier One environmental review, we were recently notified by MSHDA the City must now adopt the following “Program Guidelines” to govern administration of the grant project. Once adopted, the Guidelines will be forwarded to EightCAP for implementation.

Requested Action / Motion:

It is requested the City Council consider making a motion to approve the “Program Guidelines for Homeowner Improvement Project (HIP),” as required by the MSHDA CHILL Grant program.

Motion By:

Seconded By:

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

HOME IMPROVEMENT PROJECT (HIP) PROGRAM GUIDELINES

Program Guidelines are a requirement for Michigan State Housing Development Authority's (MSHDA) Neighborhood Development Division (NDD) programs. They are used by NDD subrecipients as an outline of program offerings, program and compliance requirements, eligibility requirements, selection criteria, complaint procedures, and program processes. They are intended to inform potential participants of the program's rules, expectations, and requirements.

Ultimately, Program Guidelines protect the subrecipient from claims of discrimination, favoritism, or other unfair treatment. Program Guidelines should spell out in plain terms the substantive requirements of the program, so that if an applicant is denied, the reason is clearly supported by written rules of the program. Program Guidelines should also be directed at potential participants of the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) program.

Subrecipients will have individual written program guidelines (approved by MSHDA) to meet their service area need which will establish the following:

1. CHILL Program Goals
2. Selection of Service Area
3. Leveraged Resources
4. Owner Contribution (if applicable)
5. Fair Housing/Equal Employment Opportunity/Non-Discrimination
6. Conflict of Interest Statement & Fraud
7. Complaint Resolution Process
8. Eligible Recipients
9. Eligible Properties
10. Minimum/Maximum Levels of Assistance
11. Historical Property – Local Historic Review (if applicable)
12. Lead-Based Paint/Asbestos Compliance (if applicable)
13. Eligible Activities
14. Household Applicant Intake and Selection Process
15. Contractor Selection Process and Criteria
16. Lien Requirements (for non-MSHDA funds, if applicable)
17. Program Administration/Third Party Administration
18. Developer Agreement
19. Monitoring

Refer to the CHILL Terms Sheet for further details, all Subrecipient Program Guidelines are subject to MSHDA approval. **Place the Program Guidelines on your letterhead, insert appropriate information for all red font, identify any additions or modifications that were made as an attachment, submit to your CDBG Specialist for review and approval prior to moving forward.**

I certify and acknowledge that all items identified above will be carried out in a compliant manner.

Date _____

X _____

City of Ionia – by Precia L. Garland, City Manager

Date _____

X _____

MSHDA APPROVAL, CDBG Manager



PROGRAM GUIDELINES

FOR

HOMEOWNER IMPROVEMENT PROJECT (HIP)

**City of Ionia
Community Development Block Grant Improving Local Livability (CHILL) Program
114 N. Kidd Street, PO Box 496, Ionia MI 48846
616-527-4170**

The UGLG agrees to adopt CDBG CHILL Program Policy Manual as their Program Guidelines to follow, adhere to, with respect to all policy, procedure, compliance, reporting for this CHILL Program.

INTRODUCTION

These policies have been adopted by the City of Ionia (UGLG) to administer MSHDA's CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM including Homeowner Improvement Project (HIP) activities. Amendments to these Program Guidelines must be approved by MSHDA prior to a majority vote of the UGLG Board.

EXPENSE ALLOCATION

CHILL PROGRAM ACTIVITIES	CDBG FUNDS	TOTAL
Homeowner Improvement Project (HIP)	240,000	240,000
Administration (up to 18%)	43,200	43,200
Leverage Funds		
Leverage Funds		
TOTALS	283,200	283,200

Program Funds: Loan repayments/recaptured funds from all CDBG State programs must be treated as program income and must be spent throughout the duration of the program on the same activities as stated in present and prior grant applications. Administration funds up to 18% may be utilized to help defray the cost of administering the CHILL Program.

Program Area: The CHILL Program is offered (mapped area) target area with boundaries identified and will assist eligible homeowners.

Household Income Restrictions:

The following documentation of program benefit is required for all CDBG-funded activities that are carried out under the LMI Housing National Objective. Additional back-up documentation must be kept on file.

1. For each assisted unit, the family size and income ranges (30%, 50%, 80%) of occupant households, and the amount of CDBG funds spent on the project.
2. Documentation that the housing is occupied by LMI households are affordable.
3. Data on the racial, ethnic and gender characteristics of persons who are applicants for, participants in, and/or beneficiaries of CDBG activities. Grantees are required to report income and demographic information for the individuals living in the house.

CDBG Income Limits are determined by HUD each year in a very large excel document for all counties in the United States. For convenience and ease, please refer to CDBG Income Limits (10-N) which will be updated when new limits are provided by HUD.

GENERAL PROVISIONS

Purpose of the CHILL Program: This program is intended to provide funds for the following:

Homeowner Improvement Project (HIP): Rehabilitation and improvement of owner occupied, single family residential units. All HIP repairs must conform to the CHILL Policy Manual Construction Standards, Michigan International Builders Code, Michigan Electrical Code, the UGLG Construction Rehabilitation Standard, and comply with local zoning regulations and ordinances. The HIP Project workbook and proforma will be used for each activity. HIP will enable CDBG funds to assist single-family Housing Rehabilitation Repairs to be brought up to MSHDA's rehabilitation standards and BOCA property maintenance code. The HIP major emphasis is serving the UGLG's residents by upgrading the homes owned by low to moderate income households must be at or below 80% area median income. For further information refer to the HIP QUICKFINDER.

THIRD PARTY ADMINISTRATOR SERVICES

The applicant may indicate on the application a Third-Party administrator (TPA) with whom it will contract for Grant implementation. If a TPA is proposed: 1) the procurement process outlined in the CHILL policy manual must be followed, and 2) Complete Grant Management Plan identifying the individuals to be responsible for various roles and responsibilities of grant implementation, and 3) CHILL must receive a copy of the administrative agreement (Contract) between the applicant and TPA.

Grantee's Authorized Official must execute and submit a completed Grant Management Plan and all required attachments for MSHDA CHILL for review and approval.

All documentation referenced above must be received as pre-disbursement condition to the Grant Agreement.

TIERED ENVIRONMENTAL REVIEW

HIP projects will use the Tiered Environmental when not all project sites have been identified.

The Tier I deals with the projects overall broad target area.

The Tier II is a site-specific review completed on each individual property as it is identified, after publication and prior to commitment of funds, to the project site. Used for HIP activities (Categorically Excluded Subject to 58.6 (CEST)).

For information on the Environmental Review process review Chapter 7 of the Policy Manual.

APPLICANTS

APPLICANT CRITERIA/SINGLE FAMILY HOUSING

Housing Rehabilitation assistance will be made to all eligible homeowners residing within the UGLG's targeted area who meet the eligibility requirements. The HIP improvements are listed in the policy manual but are not limited to the list in the policy manual, please contact CHILL Program staff for guidance for items not listed.

HIP APPLICANT REQUIREMENTS

Applicant must be an individual, or family, who has ownership by warranty deed and occupies a single-family dwelling residential property or is purchasing property under a land contract or mortgage. The warranty deed, land

contract or mortgage must be recorded in the County Register of Deeds office. Properties with a Reverse Mortgage are not eligible for assistance.

The Applicant's home must be at least 5 years old, and Applicant must have occupied the home for 1 year prior to making application. Applicant must reside in the premises for the term of the loan.

Applicant, and all other joint owners of the property, must agree to sign a mortgage and note for the total amount of the loan, including all related costs of the loan. If an applicant is purchasing a home on a land contract, the land contract holder must also sign the mortgage and note.

Applicant will be required to maintain loss payable insurance on the property for the duration of the terms of the loan and provide proof annually. The UGLG will be placed on the insurance policy as lien holder if the project is approved.

It will be the option of the UGLG to require either loss payable insurance or replacement coverage on the applicant's home. The type of insurance will depend on the amount of assistance. Any type of coverage will still require that the UGLG be placed on the insurance policy as lien holder.

Applicant will be required to keep the property tax payments current for the duration of the loan term and provide proof annually.

Upon termination of ownership, whether by death, sale of property or title transfer, the balance of the mortgage must be paid in full.

Note: If the home is deeded to another family member upon applicant's death; that person's income shall be verified and if he/she qualifies, payment will be determined by the UGLG. If income is too high, this person shall be required to pay off the loan in full.

Applicants approved for a Homeowner Improvement Project (HIP) loan may not apply for another HIP loan if their MSHDA grants/loans combined are over \$75,000 for a period of 5 years. This does include Emergency Repair program income projects.

Conflict of Interest:

The Unit of Local Government cannot provide assistance to an employee, an employee's immediate family member, or any individual associated with the CHILL program. Exceptions may be possible, on a case-by-case basis, if a Conflict of Interest Disclosure is submitted outlining why participation is warranted, and MSHDA legal approves the disclosure request. See CHILL Policy Manual, Chapter 1 Program Overview, Conflict of Interest Regulations section. They may apply for other programs through the Michigan State Housing Development Authority.

Applicant Package:

The Program Administrator shall be responsible for establishing a permanent file for all approved applications and ensuring that all necessary documents are included in the applicant's permanent file. The Program Administrator shall provide the necessary forms to all applicants who, after preliminary screening for eligibility, appear to be qualified for rehabilitation assistance. Applicants for rehabilitation assistance shall furnish the required documents in the HIP Project Workbook. They may need provide other documents required by the Administrator. An application shall be considered "received" only after all required applicant documents are received in the Program office. At that time, they shall be "date and time stamped" in order received. Applicants will be served on a first-come, first-served basis. A member of the UGLG staff will interview the applicant to ensure the applicant is aware of the program scope and the requirement of a mortgage being placed on the property to secure the deferred loan. If the applicant decided not to proceed, they will indicate in writing. This will be documented as a closed file.

Benefit to Low- and Moderate-Income Residents:

The Housing and Community Development Act of 1974 requires low- and moderate-income persons be eligible in making a rehabilitation deferred loan or local loan on residential property. Low and moderate is interpreted to mean persons whose income is less than 80% of the median income for UGLG residents as reported by State of Michigan for non-metropolitan areas. The income guidelines adopted by the UGLG are in accordance with the CDBG Income Limit Guidelines as established by the Department of Housing and Urban Development.

The following documentation of program benefit is required for all CDBG-funded activities that are carried out under the LMI Housing National Objective. Additional back-up documentation must be kept on file.

1. For each assisted unit, the family size and income ranges (30%, 50%, 80%) of occupant households, and the amount of CDBG funds spent on the project.
2. Documentation that the housing is occupied by LMI households are affordable. For convenience and ease, please refer to CDBG Income Limits (10-N) which will be updated when new limits are provided by HUD.
3. Data on the racial, ethnic and gender characteristics of persons who are applicants for, participants in, and/or beneficiaries of CDBG activities. Grantees are required to report income and demographic information for the individuals living in the house.
4. To be eligible for our programs, an applicant's income must not exceed current Income Limits as set forth by HUD. The following two income methods are used to calculate the gross income projected over the next 12 months for all adult household members IRS Form 1040 Long Form Method and Part 5 Annual Income. For all CHILL activities, Grantees will calculate annual income as defined in 24 CFR 5.609, also refer to as Part 5 Annual Income, and is used to determine program eligibility and to calculate subsidy. Please refer to Policy Manual Chapter 10 Income Verification for more information.

Eligible Properties:

The Michigan State Historic Preservation Office (SHPO) will be notified of all potential projects in which the property is 50 years of age or older. For properties listed on or eligible for the National Register of Historic Places, activities associated with conforming repair and rehabilitation activities to the standards and/or design comments resulting from the consultation process contained with SHPO.

Necessary repairs to manufactured homes.

- The recipient owns the home and the site on which the home is situated, and has occupied that home on that site for at least one year prior to receiving assistance; and
 - The manufactured home is on a permanent foundation or will be put on a permanent foundation with these funds.
- A. Funds may be used for payment of incidental expenses directly related to accomplishing authorized activities such as fees for connection of utilities (water, sewer, gas, electric), credit reports, surveys, title clearance, loan closing, inspections, and architectural and other technical services. All fees will be in accordance with local prevailing rates and so documented.
 - B. Funds may not be used to:
 1. Refinance any debt or obligation of the homeowner other than obligations incurred for eligible items covered by this section entered into after date of agreement with grantee.
 2. Repair or rehabilitate any property located in the Coastal Barrier Resources System as designated by the Coastal Barrier Resource Act.

3. Expanding structures, or completing unfinished spaces, if not required by code.
4. Materials, fixtures, grading, or filling of a type of quality which exceeds what customarily is used in the locality for properties of the same general type as the property to be rehabilitated.
5. Appliances, such as dishwashers, washing machines and clothes dryers.
6. Penalties or special assessments which are a requirement of the homeowner.
7. Furnishings, such as items of furniture, drapes, and appliances that are not required by housing code.

C. Administration Costs.

1. Payment of reasonable salaries or contract for professional, technical, and clerical staff actively assisting in the delivery of the Home Improvement Program.
2. Payment of necessary and reasonable office expenses such as office rental, supplies, utilities, telephone services and equipment. (Any item of non-expendable personal property having a unit value of \$1,000 or more, acquired with federal funds will be specifically identified to the grantor in writing. An itemized list of all equipment purchased with CDBG will be kept on file and will include date of purchase, serial # and description. This file will be made available upon request. Equipment purchases over 5 years old (date of purchase) will be deleted from this list and will become the property of the UGLG.
3. Payment of necessary and reasonable administrative costs such as worker's compensation, liability insurance, and the employer's share of Social Security and health benefits. Payments to private retirement funds are permitted if the grantee already has such a fund established and ongoing.
4. Payment of reasonable fees for training of grantee personnel.
5. Payment of necessary and reasonable costs for an audit upon expiration of the grant agreement.
6. Other reasonable travel and miscellaneous expenses necessary to accomplish the objectives of the specific grant which were anticipated in the individual grant proposal, and which have been approved as eligible expenses at the time of grant approval.

D. Administration funds may not be used for:

1. Preparing housing development plans and strategies except as necessary to accomplish the specific objectives of the Home Improvement Program.
2. Substitution of any financial support previously provided or currently available from any other source.
3. Buying property of any kind from families receiving assistance from the grantee under the terms of the program.
4. Paying for or reimbursing the grantee for any expense or debts incurred before the grantor executes the grant agreement.
5. Paying any debts, expenses, or costs, which should be the responsibility of the individual families receiving CDBG assistance outside the cost of repairs, rehabilitation, or replacement.
6. Any type of political activities prohibited.

7. Other costs including contributions and donations, entertainment, fines and penalties, interest, and other financial costs unrelated to the assistance to homeowners, legislative expenses, and any excess of costs from other grant agreements.

CONTRACTOR REQUIREMENTS

1. The CHILL Policy Manual contractor requirements must be met. Eligible contractors must be licensed contractors residing in and their principal place of business is in the UGLG's County. If a suitable number of local contractors do not participate, out of county contractors can be utilized. Minority, female, and disadvantaged business contractors are encouraged to bid on projects. See MSHDA MBE WBE Database, listed under EEO at <https://www.michigan.gov/mshda/developers/architects-and-contractors>.
2. Contractor will provide all materials, equipment, and labor necessary to perform the work stated in the Bid Specification. All materials and workmanship must meet minimum standards as set forth in the UGLG's Construction Rehabilitation Standard book, BOCA Basic National Property Maintenance Code, and Michigan Energy Code. All materials used are to be new materials unless otherwise stipulated in the specifications.
3. Contractor will be responsible for obtaining any required work permits and arranging for subsequent permit inspections.
4. Contractor will conform to all applicable local codes and ordinances whether or not specifically stated in the Specifications.
5. Contractor will furnish evidence of Comprehensive Public Liability Insurance (\$300,000) protecting the Homeowner in the event of bodily injury, including death, and (\$100,000) in the event of property damage arising out of the work performed by the contractor or a sub-contractor.
6. Contractor will furnish evidence of Worker's Compensation Insurance when applicable and any other coverage required by Michigan Statutes. Statement of Sole Proprietorship will be required from contractors operating as such.
7. Bids and contracts must contain contractor and sub-contractors performing work on each job. UGLG must confirm the Contractor and sub-contractors working on the project are not listed on the [HUD Limited Denial of Participation List](#) and the Contractor will need to have an [Unique Entity Identifier number](#) (previously SAM and DUNS) with no exclusion.
8. Contractor must sign the contractual agreement with the Homeowner, as prepared and approved by the UGLG.
9. Contractor will be required to begin work within 10 calendar days from receipt of the "Proceed to Work Order" or show just cause for not beginning work.
10. Contractor shall disqualify his bid by specifying material not otherwise specified in bid specifications. Contractor must bid each numbered item and show lump sum of all items.
11. All contractors working on a home built prior to 1978, which has tested positive for lead-based paint, will have attended the Lead Based Paint training which includes OSHA safe work practices and must be supervised by a certified Lead Based Paint Abatement Supervisor, OR workers must have successfully completed one of the following courses:
 - a. A lead-based paint abatement supervisor course, offered by the [Department of Health & Human Services](#).
 - b. A lead-based paint abatement worker course, offered by the [Department of Health & Human Services](#).

- c. The Lead-Based Paint Maintenance Training Program (Work Smart, Work Wet and Work Clean to Work Lead Safe).
- d. The Remodeler's and Renovator's Lead-Based Paint Training Program.
- e. Lead and Asbestos abatement contractors must provide copies of licenses and certificates.

Asbestos: General Asbestos Policy. All construction, demolition, and rehabilitation that is done in whole or in part with CDBG funds must comply with state and federal asbestos removal requirements. Only EPA asbestos certified specialists, or other workers along with a supervisor, can carry out asbestos abatement tasks. Asbestos activities must be associated with an approved rehabilitation activity. It is the responsibility of the grantee, developers, owners, and contractors to know and comply with local, state, and federal construction standards. See Asbestos Applicability Worksheet.

- 12. If the contractor is unable to complete his work due to conditions within his control, the contractor will pay for additional inspection plus twice the amount of the item not completed will be withheld from the balance until final inspection and final payment.
- 13. Each contractor will be responsible for all landscaping that is damaged during work being performed. If landscaping is found damaged on final inspection all remaining monies will be withheld until the damage is repaired to original condition.
- 14. The contractor may be removed from bidding if failing to respond to the invitation to bid for a period of 6 months.
- 15. Once removed from bidding, for poor workmanship, the contractor may request re-instatement from the UGLG.

HIP INSPECTION

- 1. The initial inspection will be conducted by the designated inspector for the UGLG to determine building code issue areas needing to be addressed.
- 2. Any home built prior to 1978 that requires more than \$5,000 in federal funds and will require work to be performed on any surface which may contain Lead Based Paint will be required to have a Lead Based Paint Assessment performed by a certified Lead Based Paint Inspector.
- 3. Radon testing must be completed for rehabilitation and documented for the environmental review.
- 4. The inspector may be requested by the Director to conduct a special inspection either prior to homeowner's acceptance of the prepared specifications or, if conditions warrant such, during actual construction.
- 5. The final inspection made by the inspector is conducted after receipt of the Work Completion Statement to determine contractor's compliance with work specifications.
- 6. Contractors must arrange with local code officials for inspections and final approval on any building, electric, plumbing and/or mechanical permits required.
- 7. Any inspection fee charges and cost incurred from code rehabilitation and emergency repair projects by the Housing Inspector will be charged against the Administration or Project Processing Fee budget category as follows:
- 8. Initial Inspection (includes mileage, walk through inspection report and cost estimate). \$500

9. Bid Specification/Final Cost Estimate (includes preparation of bid specifications, final cost estimates, and mileage). Bid specification shall be itemized per item plus cost breakdown. \$750
10. Other inspections (includes mileage and signed inspection forms for half-way rough-in, special and final inspections). \$250
11. All the inspection fee charges, and cost incurred from code rehabilitation projects by the Home Improvement Inspector will be charged against the Administration or Project Processing Fee budget category.

HIP BID SPECIFICATIONS

The UGLG may use MSHDA's Construction Rehabilitation Standard (in the CHILL Policy Manual), listing items that are to be considered on bids. These UGLG Construction Rehabilitation Standard book will be given to all interested licensed Contractors. This specification book has been prepared by the UGLG Code Enforcement Officials.

The Homeowner must sign the "Approval of Bid Specifications" form. The homeowner is advised to question any items which are unclear and inform the UGLG of any additional work to be done (if eligible) before project is let for bids.

HIP BIDS

1. Bid package will be prepared and mailed, emailed, or solicited via the Michigan SIGMA website to licensed and insured contractors requesting work.
2. The homeowner and the director will go over the bids. The homeowner will voice his/her choice of contractor. The homeowner will be reminded that it is the general practice to accept the lowest responsible bid (within 10% of the inspector's estimate). If the owner chooses the higher bid, he/she must pay the difference between the lowest responsible bid and the chosen, higher bid. This difference must be paid prior to the start of any work. The director will present bids to the UGLG or Housing Bid Committee at the regular board meeting, (the director may choose to call a special bid committee meeting) and they will be informed of the homeowner's preference. The UGLG or Housing Bid Committee will be given the opportunity for the final approval.
3. The homeowner is notified of the bid award. Upon the homeowner's acceptance, the contractor is notified of the bid award. If the low bidder was not selected due to a choice by the homeowner, the low bidder will be notified of this in writing.
4. The UGLG Board of Commissioners or Housing Bid Committee reserves the right to reject all bids in excess of 10% of the Inspector's estimate (when applicable), upon receipt of a single bid, or when the bids appear to be out of line.
5. To prevent unnecessary change orders and cost over-runs on projects, contractors will be asked to bid projects on an item-by-item basis. This will enable the Housing Department to keep project costs under control.
6. If the selected contractor is not currently listed on the UGLG's contractor list, he/she will be required to submit the necessary information prior to signing contract.
7. Typically, 3 or more bids will be required, however if only one bid is received the homeowner and/or UGLG or Housing Bid Committee members have the option to accept that bid if it is within 10% of the housing inspector's estimate or may elect to rebid the project.

8. Contingency Funds providing for contingencies must be related to construction activities. A contingency must be identified in the specific budget line item for which it is intended and must be reasonable in amount (no more than 20%).

Homeowner Improvement Project (HIP) Mortgage: Homeowner Improvement Project assistance of \$10,000 or less will be a grant to the homeowner with no repayment, mortgage or mortgage note required. CDBG assistance of \$10,001 or more shall be a zero interest, zero payment loan, forgivable after 5 years. Loans shall be secured by a second mortgage, forgiven in full at the end of 5 years. Other loan characteristics: Mortgage shall include the full amount of assistance. Mortgage and Mortgage Note are between homeowner and MSHDA. Due on default, sale, refinance, or transfer, if no longer occupied by borrower, or upon default of any other terms set forth in the mortgage and/or note.

HIP WORK PERFORMANCE

1. Contractor will begin work within 10 days of contract signing and issuance of the "Proceed to Work Order".
2. Homeowner will notify the UGLG of the date work is started. This date will be documented in the applicant's file.
3. Contractor will notify the UGLG of any problems occurring during the performance of work.
4. All necessary work change orders more than 10% of the project cost will be approved by a committee consisting of the UGLG. They will be issued by the UGLG and signed by both the contractor and the homeowner. Any work change order in excess of 10% of the project cost will be reviewed by the full UGLG acted upon by the full UGLG board at the next regular meeting.
5. Lien Protection Procedure. Using the proper Lien Procedure protects the homeowners, workers, suppliers, contractors, builders, and grantees. Using the proper Lien Forms and timeline submittals will provide full lien protection.

HIP PAYMENTS TO CONTRACTOR

1. UGLG may disburse up to 40% of the total contract amount, if less than 40% of the approved improvements are complete with proper documentation provided by contractor.
2. UGLG may disburse up to 70% of the total contract amount, if at least 70% of the approved improvements are complete with proper documentation provided by contractor.
3. UGLG may disburse up to 95% of the total contract amount, if at least 100% of the approved improvements are complete. UGLG will notify Housing Inspector to conduct final inspection.
 - a. Inspector will set appointment with homeowner and contractor.
 - b. Inspector will ensure that all items on the work specifications were completed satisfactorily.
 - c. Inspector will give signed reports to the UGLG.
4. Upon receipt of project acceptance by Homeowner and Inspector, and final inspections of permits by local code officials:

- a. Contractor is entitled to a 95% disbursement of the contract amount, provided he has supplied waiver of lien forms signed by all sub-contractors and has signed the Contractor's Final Invoice Release of Claims & Warranty.
 - b. The final 5% of a project's contract amount will be released 7 days following final acceptance of the completed work.
5. The UGLG is authorized to prepare draws to the contractor determined upon work progress inspections.

HIP COMPLAINT POLICY

The complaint policy is in the grant policy manual and the UGLG's policy must contain the following:

- Review Committee
- Procedures
- Filing Complaints
- Response
- Dispute Resolution
- Final Recourse
- Reinstatement

FAIR HOUSING & EQUAL OPPORTUNITY PROCEDURE

UGLG complies with MSHDA's CHILL program's policy manual for Fair Housing and Equal Opportunity requirements. In compliance with Fair Housing requirements, UGLG will maintain a Fair Housing Log which discloses information regarding any and all fair housing concerns and their outcomes, as well as Affirmative Fair Housing actions taken to further fair housing.

Persons wishing to file a housing related complaint or concern will be referred to the Michigan Department of Civil Rights, HUD, and the Fair Housing Center in Michigan. Persons wishing to file a complaint or concern that is employment related will be referred to the Equal Employment Opportunity Commission and the Michigan Department of Civil Rights.

UGLG will notify MSHDA if a complaint or concern is filed.

UGLG PROGRAM ADMINISTRATION

The UGLG is responsible for the HIP Workbook completion and submission of all required program documents including those set forth in the following:

- Step 1 Applicant Eligibility
- Step 2 Property Evaluation
- Step 3 Selection of Contractor
- Step 4 Closing and Lien Documents
- Step 5 Construction Management
- Step 6 Project Closeout

Additionally, UGLG is responsible for the oversight of all MSHDA CHILL program-required activities on its online grant management systems including timely submission of Financial Status Reports (FSRs), Progress Reports and Project Completion Reports.

HIP PAYMENT OF EXPENDITURES

Grant recipients under the CHILL Program are required to comply with the grant administration and financial management guidelines set forth in 2 CFR part 200, Uniform Administrative Requirements for Grants in Aid to State.

UGLG PAYMENT PROCESS

1. Vouchers to institute payment of bills will be prepared by the UGLG staff for approval. Once approved for payment, vouchers will be signed by the UGLG staff.
2. The UGLG staff will issue checks for payment. To ensure a proper register of checks, these checks will be UGLG staff checks and not those of the UGLG's General Fund. The checks will be signed by the Treasurer and a Deputy Treasurer or any other authorized person to sign county disbursement checks.
3. The UGLG staff appointed by the UGLG Board will be responsible for proper maintenance of books of account.
4. The UGLG staff will be responsible for preparing Grant Payment Requests and Status of Funds Reports.
5. Monthly financial reports will be prepared by the UGLG staff on the administration and rehabilitation accounts. These reports will show the following:
 - a. Program Budget
 - b. Actual Expenses for the Month
 - c. Year to Date Expenses
 - d. Current Cash Balance
 - e. Balance of Unexpended Program Budget
6. All other accounting functions will be the responsibility of the UGLG staff.

HIP MARKETING PLAN

The purpose of this plan is to describe how the community will promote the CHILL housing programs and how the program information will reach eligible participants.

Market Identification. UGLG Demographic Information.

Marketing Goal. For purpose of this application, it is the goal of the UGLG to reach a minimum of # households with a variety of information regarding housing assistance.

Marketing Methods

1. UGLG will do a news release when funding announcements are made.
2. Program notices are sent to local service clubs and organizations such as Department of Health and Human Services and United Way.
3. Several times during the program, classified ads are placed in local newspapers.
4. Public Service announcements are placed on radio and TV as necessary in order to reach those hearing and visually impaired individuals who may qualify for the program.
5. Posters and fliers are distributed around UGLG in opportune places such as supermarkets, banks, laundromats, drug stores and distributed at meetings, if applicable.

6. The program director will appear upon request, at local governmental meetings and organizational meetings to discuss the CHILL Program.

Marketing Budget

To be determined and budgeted from 18% fee paid to TPA. Suggested amount = \$500.

GRANT MONITORING

The Neighborhood Development Division (NDD) is responsible for ensuring that funds are committed and expended in accordance with the program requirements of NDD's funding sources -- MSHDA CHILL grants, Monitoring Plan identifies monitoring objectives, ongoing monitoring procedures, and criteria for on-site monitoring of program participants. This annual monitoring plan serves as a strategy for determining compliance as well as guidance for NDD housing staff. More information can be found in the CHILL Policy Manual.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.7

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: January 7, 2025
RE: Sale of Excess City Property - 315 Webber 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. A previous sale of 315 Webber Street was approved by City Council in September 2023, but the prospective purchaser never closed on the deal prior to the required 60-day expiration.

In accordance with the ongoing listing, the City recently received a new offer to purchase 315 Webber Street, as follows:

Excess Property	Estimated TCV & Purchase Parcel Size	Offer	Proposed Purchaser	Proposed Use
315 Webber Street	\$8,000; 0.64 acres	\$8,500	Greg Cook and Andrew Roberts; 241 E. Main Street, Ionia, MI	Pole barn to house construction equipment

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.

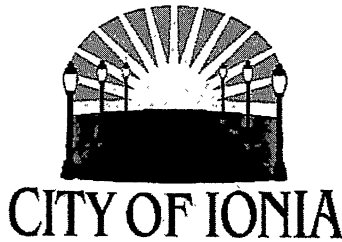
Requested Action / Motion:

It is requested that the Ionia City Council consider a motion to approve the offer from Greg Cook and Andrew Roberts to purchase the excess City property located at 315 Webber Street for \$8,500, 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:	Ketchum	_____	Starr	_____
	Winters	_____	Millard	_____
	Cook	_____	Cowling	_____
	Lee	_____	Waterman	_____
	Milewski	_____		



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: 1/3/25

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, Greg Cook and Andrew Roberts
(Name or Names as Desired on Deed)

Street/Mailing Address: 241 E. Main St. City: Ionia

State, Zip: MI 48846 Phone: 616.527.2626 Email: _____

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

315 Webber St., hereinafter "Property" (Parcel Number) 34-204-090-000-
(Street Address) 080-00

for the sum of \$ 8,500.00 cash.

If approved, I intend to use the property for:

A pole barn to house construction equipment and supplies.

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: Aug Cook Andrew Roberts Date: 1-3-25

OFFICE USE ONLY

City Manager

Recommended: ☒ Yes ☐ No

Comments: Property is correctly zoned for purchaser's intended use.

Signature: Grace H. Garland Date: 1-6-25

City Council

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

Comments: _____



CITY OF IONIA

STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VIII.1

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: January 7, 2025
RE: Board of Review Appointment

Background:

Per Section 2.03 Mayor of the City Charter of the City of Ionia, it is the duty of the mayor to appoint, with the advice and consent of the City Council, the members of citizen advisory boards and commissions. The following individual has been recommended by Mayor John Milewski to begin service on the Board of Review, subject to council approval:

Board of Review – (3-year term)

Michael Golden – Term through 12/31/27

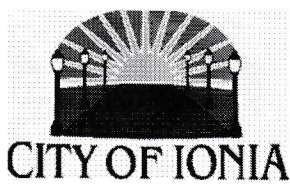
Requested Action / Motion:

It is requested the Ionia City Council consider appointing Michael Golden to serve on the Board of Review for a three-year term ending December 31, 2027.

Motion By:

Seconded By:

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



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

Boards and Commissions Application

Applicant Information

Name: Michael Golden Address: 222 Lafayette St.
City, State, Zip: Ionia, MI 48846 Years of City Residence: 35
Phone: 616-902-1431 Email: michael@goldenpconline.com

Experience

Vocation: IT Technician Employer: Golden PC
Educational Background: MCC: Associate of Applied Science - Computer Repair / Maintenance Tech
Professional and Work Experience: Assisted thousands of community residents with their computer needs for the past 15 years
Community Activity: Movie projectionist for several Commission on Aging events
Theatre soundboard operator for elementary-school Christmas programs

Board and Commission Selection

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

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

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

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

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

Reason(s) You Wish to Serve: Desire to further serve the community

Signature:  Date: 1-3-2025



Minutes of Boards & Commissions

Monthly Department Reports

12/1/2024

IONIA HOUSING COMMISSION

MINUTES OF REGULAR MEETING HELD IN THE OFFICES OF THE COMMISSION

AT 667 N. UNION STREET, IONIA, MICHIGAN

NOVEMBER 12, 2024, AT 10:00 A.M.

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

Greg Cook
Lisa Brown
Valerie Tuttle

Commissioner
Commissioner
Resident Commissioner

and the following were absent:

Brian Talbot

Vice President

President Rockafellow declared a quorum present.

2. APPROVAL OF MINUTES OF REGULAR MEETING: Minutes of the regular meeting of October 8, 2024, were previously distributed. Following discussion Commissioner Brown, supported by Commissioner Cook, accepting the minutes and placed on file as presented. A roll call vote was taken:

AYES

NAYS

All

None

President Rockafellow thereupon declared said motion carried.

3. ACCOUNTS PAYABLE APPROVAL: Accounts payable for the month of October 2024, previously distributed, were reviewed. Following discussion Commissioner Tuttle made a motion, supported by Commissioner Cook, accepting the payables and placed on file as presented. A roll call vote was taken:

AYES

NAYS

All

None

President Rockafellow thereupon declared said motion carried.

4. MONTHLY FINANCIAL REPORTS: The Director distributed the Public Housing and Section 8 Financial Reports for October 2024. Following review and discussion Commissioner Tuttle made a motion, supported by Commissioner Brown, accepting the financial reports and placed on file as presented. A roll call vote was taken:

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

President Rockafellow thereupon declared said motion carried.

5. REPORT – DIRECTOR:

VACANCIES:

SECTION-8 HOUSING CHOICE VOUCHER PROGRAM: Thirteen.

PUBLIC HOUSING PROGRAM: One.

MOVE-OUTS:

10/21/2024	1-bedroom (203) Pine Vista.....	Moved to Pittsburgh
11/08/2024	4-bedroom (510) West Meadows.....	Evicted

MOVE-INS:

10/22/2024	3-bedroom (550) West Meadows.....	Resident, single mom
11/01/2024	1-bedroom (203) Pine Vista.....	Resident, disabled

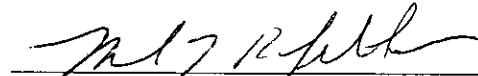
6. UNFINISHED BUSINESS:

- A. 2023 CAPITAL FUND PROGRAM UPDATE: Capital Fund 2023 award amount is \$295,752.00. There have been no expenditures to date.
- B. MAINTENANCE TRUCK BID: Maintenance trucks have been purchased and delivered from Todd Wenzel Chevrolet. Both trucks will be going to Ruehs’ Garage for plow transfer within the next week. The Executive Director will obtain a Bluebook value for the decommissioned maintenance trucks and list them for sale. The Executive Director will not accept less than \$1,500.00 below the asking price of each truck.

7. NEW BUSINESS:

- A. MERS DEFINED BENEFIT ENROLLMENT ERROR: Following an audit completed by MERS, it was discovered that two Ionia Housing Commission employees, Jacob Nelson and Kristina Polidan, were never enrolled in the Defined Benefit portion of the Hybrid Plan. To correct the error by MERS, the Executive Director had to back-date enrollment as well as calculate and report back wages and contributions for both employees. As a result, Ionia Housing Commission will pay \$10,392.11 in contribution liability to MERS. As Jacob Nelson is no longer an employee of Ionia Housing Commission and did not become vested, MERS will distribute his contribution liability accordingly once it has been received and processed.
8. PUBLIC COMMENT: There was no public comment.
9. There being no further business to come before the Board, the meeting was unanimously adjourned at 10:29 a.m.


Katie Bennett, Executive Director/Secretary


Michael Rockafellow, President

CITY OF IONIA
Planning Commission
December 11, 2024
Regular Meeting Minutes

CALL TO ORDER

Vice Chairperson Lee called the Regular Meeting of the City of Ionia Planning Commission for December 11, 2024, to order at 4:30 PM.

ROLL CALL

Present: Commissioners Mike Donaldson, Ryan Gregory, Tim Lee, Jason Perry, and Judy Swartz.

Absent: Commissioners Logan Bailey and Keturah Kelley.

Also Present: City Manager Precia Garland, Assistant City Manager Jonathan Bowman, DDA Director Cassie Rice, Planning Consultant Bradley Kotrba, and Tim McAllister (Daily News).

APPROVAL OF AGENDA

Vice Chairperson Lee introduced the agenda and asked if there were any requested changes. No changes were requested. It was moved by Commissioner Gregory and seconded by Commissioner Swartz to approve the agenda as presented. MOTION CARRIED.

APPROVAL OF MINUTES

Minutes from the regular meeting of November 13 were reviewed. It was moved by Donaldson, seconded by Perry to approve the minutes from November 13. MOTION CARRIED.

PUBLIC COMMENTS

None.

PUBLIC HEARINGS

None.

OLD BUSINESS

None.

NEW BUSINESS

2025 Meeting Schedule

The City Council approved 2025 Planning Commission meeting schedule was presented to the Commission by Assistant City Manager Bowman.

Master Plan – Complete Streets and Parks Planning Workshop

Consultant Kotrba presented to the Commission on complete streets and parks and recreation. Kotrba highlighted street design best practices and the interconnectivity between parks, recreation, and natural features. The Commission discussed these items and

completed worksheets listing community observations and recommendations for the topic areas.

COMMISSIONER COMMENTS

None.

ADJOURNMENT

It was moved by Commissioner Perry and seconded by Commissioner Donaldson to adjourn the meeting at 6:09 PM. MOTION CARRIED

Respectfully Submitted,

Jonathan Bowman, Recording Secretary,
for Judy Swartz, Secretary

CALL TO ORDER: The Ionia Downtown Development Authority Board of Directors meeting was called to order at 8:03 AM by Chairperson Kirgis.

ROLL CALL OF MEMBERS: Roll call revealed the following DDA Board of Directors present: City Manager Precia Garland, Mike Kirgis, John Krueger, Dustin Sommer, Ben Weller, and Ryan Wilson. Also in attendance: Theatre Director Gary Ferguson, DDA Director C. Rice, Assistant City Manager J. Bowman, and DDA outgoing Director L. Curtis. Guests included Ionia Area Chamber of Commerce Director L. Wilson

PUBLIC COMMENTS: Chamber Director L. Wilson noted appreciation to the DDA for assistance with the Christmas festivities. The Chamber is hosting the Annual Dinner on January 31, 2025 and welcomes all to attend.

CONSENT AGENDA: Motion to approve the Agenda as presented by Member Wilson seconded by Member Sommer.
MOTION CARRIED.

MEETING MINUTES: Motion to approve the November 2024 meeting minutes by Member Weller; seconded by Member Garland.
MOTION CARRIED.

FINANCIAL REPORT: Motion to approve the Financial Report by Member Wilson; seconded by Member Weller.
MOTION CARRIED.

DDA DIRECTOR REPORT: PFCU will be providing a panel discussion on 8 Strategies to Improve Your Business Social Media on Tuesday, January 21st at 9am. Open to all – no registration or cost to attend. An additional workshop will be presented in February on Bank Fraud. DDA Board will undergo a Strategic Planning Workshop in February to determine a blueprint of goals and objectives of the upcoming year. Full report included in DDA Board meeting document package.

THEATRE REPORT: Director G. Ferguson provided monthly update on movies and admissions. A total of 6 school holiday programs were managed, inclusive of day time rehearsals and evening performances. Manual loads are being required in the theatre management system, until issues are resolved. Music on Main St. system receiving interference and working towards a solution to restart playing holiday music during daytime hours.

BOARD DECISIONS AND ACTION ITEMS:

1. Priority Site Listing at State level: Site options provided to Board. Member Wilson motioned to approve 431 W Lincoln Ave and 428 W Lincoln Ave as listed Priority Sites; seconded by Member Garland.
MOTION CARRIED.

DISCUSSION ITEMS:

- 1. Marketing Committee Update: Committee met with A. Warner to discuss marketing opportunities for the Shopping District and place based suggestions.
 - a. Member Wilson requested proposal for cost of services
- 2. Member Krueger noted 313. W. Main building vacancy was filled by The Paisley Fig and will have a soft opening from 6-9pm on Thursday, December 19, 2024.

GENERAL ADJOURNMENT: Motion to adjourn at 8:46 AM by Member Wilson; seconded by Member Krueger. MOTION CARRIED.

DDA Board Secretary

Date

DDA Recording Secretary

Date

EXPENDITURES

PERIOD: November 26th through December 25th

DATE: 12/26/2024

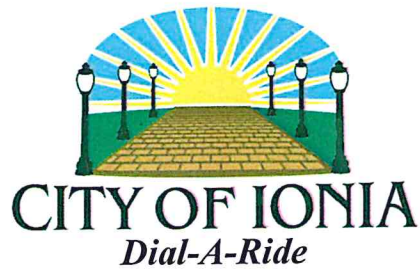
ACCOUNT	Description	12/4/2024	12/5/2024	12/18/2024	HANDCHECKS	Total
	PAYROLL	\$ 154,618.10	\$ 141,688.29	\$ 179,049.98		\$ 475,356.37
	CITY'S SHARE OF FICA	\$ 11,395.49	\$ 10,839.15	\$ 13,229.23		\$ 35,463.87
	PAYROLL TOTAL	\$ 166,013.59	\$ 152,527.44	\$ 192,279.21		\$ 510,820.24
ACCOUNT	Description	11/26/2024	12/4/2024	12/17/2024	HANDCHECKS	Total
101	GENERAL FUND	\$ 135,606.15		\$ 70,711.01		\$ 206,317.16
202	MAJOR STREET			\$ 415.14		\$ 415.14
203	LOCAL STREET			\$ 5,926.95		\$ 5,926.95
228	SOLID WASTE			\$ 26,634.88		\$ 26,634.88
239	PARKS-FACILITIES IMPROVEMENT			\$ 37,070.50		\$ 37,070.50
247	BROWNFIELD DEVELOPMENT			\$ 820.00		\$ 820.00
249	RECREATION	\$ 1,394.85		\$ 3,116.51		\$ 4,511.36
265	DRUG FORFEITURE					\$ -
266	PUBLIC SAFETY DONATIONS					\$ -
406	SIDEWALK					\$ -
412	ENVIRONMENTAL RESPONSE			\$ 25,442.49		\$ 25,442.49
420	CAPITAL PROJECTS			\$ 2,524.00		\$ 2,524.00
588	DIAL-A-RIDE	\$ 5,351.48		\$ 27,647.06		\$ 32,998.54
590	SEWER	\$ 8,439.62		\$ 481.04		\$ 8,920.66
591	WATER	\$ 9,740.16		\$ 10,064.57		\$ 19,804.73
598	IRUA	\$ 22,204.78		\$ 33,359.28		\$ 55,564.06
661	CENTRAL GARAGE (DPW)	\$ 4,497.99		\$ 6,509.24		\$ 11,007.23
701	CURRENT TAXES		\$ 9,345.38	\$ 93,406.59		\$ 102,751.97
703	PAYROLL CLEARING					\$ -
TOTAL CITY OF IONIA:		\$ 187,235.03	\$ 9,345.38	\$ 344,129.26	\$	\$ 540,709.67

248	DDA	\$ 225.44		\$ 2,237.68		\$ 2,463.12
250	THEATRE	\$ 3,404.14		\$ 30,484.86		\$ 33,889.00
TOTAL DDA & THEATRE:		\$ 3,629.58	\$	\$ 32,722.54	\$	\$ 36,352.12

TOTAL OF CHECKS \$ 190,864.61 \$ 9,345.38 \$ 376,851.80 \$ \$ 577,061.79

CHECKS OVER \$25,000

DATE	NAME	DESCRIPTION	TYPE	AMOUNT
11/26/2024	PRIORITY HEALTH	DEC 2024 PREMIUMS	AP	\$50,744.84
12/17/2024	FISHBECK	KING/HALL/LANDFILL/WWTP	AP	\$40,875.69
12/17/2024	GRANGER	CONTAINERS/BAG TAGS - NOV	AP	\$26,353.50
12/17/2024	KATERBERG VERHAGE INC	DOG PARK	AP	\$36,778.50
12/19/2024	IONIA COUNTY TREASURER	TAX DISBURSEMENT	TAX	\$78,744.95



Monthly Update
December 2024

Operations

- Ionia Dial-A-Ride provided 454 lift equipped services for individuals with disabilities from November 1-30, 2024.
- Ionia Dial-A-Ride provided 3,521 passenger trips and our vehicles logged 11,293 miles from November 1-30, 2024.
- We are currently providing around 61 one- or two-way trips for students for school purposes on a daily basis.
- IDART received 8 proposals for new Computer Aided Dispatch and Scheduling Software. The selection committee (Director, Full-Time Driver, Full-Time Dispatcher) are currently reviewing the proposals and will meet to make a final selection to present to MDOT and City Council for final approval.
- The RFP to hire a consultant to complete the Coordination of Service Plan and Transit Development Plan was sent out on December 20, 2024. Proposals are due January 23, 2025.
- With the approval of the SaaS contract with Liftango for the Equitable Mobility Project, we are currently scheduled to begin the build of the app mid-January. IDART will also begin planning community and stakeholder engagement to set the starting parameters for the service time and area.
- As part of the FY26 Annual Application process, the proposed budget has been submitted for Council approval. Included in the budget is a request for Service Initiatives funding to pilot expanding our service area a few miles into Saranac. Also included is a request for 5310/New Freedom funding to hire a Mobility Manager.
- Current FY26 Local Bus Operating reimbursement is set at 30.5895% and Federal 5311 will remain at 18%.

Respectfully Submitted,

Heidi Wenzel



Ionia Downtown Development Authority Director's Report December 2024

Economic Development:

- Upcoming DDA Strategic Plan workshop: awaiting availability
- Upcoming Educational Panel Discussion with PFCU: Strategies to Improve your Business Social Media, scheduled for January 21, 2025.
- Attended zoom meeting with MEDC on priority site listings and reviewed practice for uploading information for priority site listings.
- DDA Marketing Committee meetings: Meeting held in December to discuss ideas and opportunities for promoting the shopping district.
- Reviewed information on upcoming Match on Main opportunity through MEDC, will be providing information to eligible businesses.

Special Event and District Activity Updates:

- Twinkle Town Christmas events: Assisted with parade line up, tree lighting itinerary and tree lighting execution.
- Garland wrap sponsor program has closed.

Business Updates

- Attended Ribbon Cutting for PSIC located at 217 W. Main.
- Upcoming introductions with businesses in DDA district.

Meetings / Seminars / Educational Programming:

- Attending City Council, Planning Commission and DDA Board of Directors meetings.
- Attending weekly meetings with City Manager.
- Reviewing Charter, Ordinances and General City Policy Manual.
- Community Cash training with Ionia Chamber.

Theatre:

- Attended Theatre Ad Hoc meeting.
- Theatre was host to 6 school holiday programs, MSDA Winter Dance Showcase and Free Movie.
- Assisted with a variety of stage set ups and tear downs.
- Obtained and posted required employment posters.
- Developing volunteer outreach program and orientation.
- Developing policies and procedures for operations.
- Upcoming Theatre Operations meeting scheduled.

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



Corland J McDiarmid
Director

IONIA DEPARTMENT OF PUBLIC SAFETY

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



Kevin C. Heinlein
Deputy Director

December 23, 2024

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

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

- Sexual Assault - 1
- Assault – 7
- Larceny or Fraud – 3
- Destruction of Property - 2
- Indecent Exposure – 1
- Child Abuse – 4
- Alcohol Violation – 1
- Warrant Arrest / Injunctive Order Violation – 8
- License / Registration / Insurance Violation – 4
- Trespass - 1
- Juvenile Complaint / Curfew – 6
- School Threat – 1
- K-9 Track - 1
- Animal Complaint / Other – 3
- Minor in Possession Alcohol / Vape / Marijuana - 2
- Mental Health Complaints – 4
- Motor Vehicle Accidents – 8
- Parking / Abandoned Vehicle – 5
- Civil Complaints – 16
- Lost / Found Property – 3
- Death Investigation - 1
- General Assistance – 57

Code Enforcement / Rental Inspections:

- Blight Complaint – 4
- Vehicle/Parking Complaint - 3
- Public Nuisance – 1
- Rental Inspection - 10

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

- Structure Fire – 0
- Vehicle Fire – 1
- Vehicle Crash No Injury – 4
- Vehicle Crash With Injury - 3

- False Alarm – 4
- CO Alarms / Tests - 1
- Gas Leak – 1
- Other Fires or Related Fire Calls – 1
- Medical Emergencies – 62

December is often a busy month for our Public Safety Department. On the 4th we got together to decorate Truck 53, our aerial fire truck for the Tree Lighting and Christmas Parade. Some of our PSOs brought their children down to the office to play and help with the truck. On parade night, December 6th, we changed things up a bit. We put Santa and Mrs. Claus in Truck 53's basket and brought up the tail of the parade. It seemed to go over very well. Ionia DPS participated in two additional Christmas parades this month, one was in Lyons/Muir, the other parade was in Portland.

I received a delightful email at approximately 8pm on 12/6. I omitted the sender's information and introduction, but here's the gist:

I am permanently handicapped with a T.B.I. after a near fatal car accident in 1983. The residual affect from my T.B.I. is severe memory loss. I went to see the parade downtown this evening, someone directed me into a parking lot near Mission Life Church. After the festivities were over, I walked & walked but could not remember where I had parked. A city worker called the Police Department requesting assistance for me. The city worker stayed with me until Swanson came to pick me up. Swanson patiently drove me around and as I told him the direction I walked towards the church, he said he knew exactly where my car would be, and took me to it. I realize this type of service is not exciting or very gratifying for a Police Officer, but let me tell you that this 60 year old with an extreme memory deficit is VERY thankful for Swanson's help this evening & he was polite & kind on top of it. I appreciate you all.

Meijer scheduled their annual "Shop with a Hero" event on December 12th. Mother Nature had other ideas that day, school was cancelled. We scrambled to reschedule the event for Monday the 16th, since we rely on area schools for transportation to the store. For those who don't know, Meijer donates \$100 gift cards to students who come from homes lacking the resources to make Christmas special. Our local first responders help the students with their shopping (and maybe some math). It's a wonderful event that provides many great memories and smiling faces. SRO Skorka and I certainly enjoyed being a part.

Later in the day on the 16th, John Wing stopped in at IDPS. John is a community representative from our local motorcycle riders club, Bikes and Trikes. John wanted to know how his organization could help IDPS spread some holiday cheer. The group was looking for a deserving family in need of some Christmas joy. Ionia School Resource Officer Jennifer Skorka reached out to our Public Schools counseling office. They knew of just the family, going through a particularly hard time. Bikes and Trikes came up with a significant cash donation. PSO Flanders and PSO DeSmyter delivered the gift to the family with Bikes and Trikes, and made the day even more memorable.

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

December 2024

Individual Assignments

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



Hours

Criminal Complaint Hours	186
Traffic Related Hours	41.5
Patrol Time	578.5
Court & Prosecutor Office	21
M.F.R. Hours	58.5
Non-Criminal	372
Report Writing	314
Fleet Manager	104
Fire Fighter/ MFR duty	31.5
Fire Service Hours	
Training Hours	56.5
School Liaison Officer	102.5
D.A.R.E. Hours	0
<u>Total Hours:</u>	1866
<u>Overtime Hours:</u>	106.5
<u>Total Arrests:</u>	32

Complaints

Criminal Investigation	299
Patrol Originated	25
Follow-up Complaints	97

Other Activity

Property Inspections	236
Liquor Inspections	12
Fire Inspections	0

Moving Violations

Parking Violations	6
Traffic Stops	79
O.W.I. Tickets	3
Hazardous Citations	3
Radar Citations	1
License Violations	7
Equipment Violations	1
Seatbelt Violations	0
Registration Violations	8
Insurance Violations	8
Verbal Warnings	54

Fire Runs

City of Ionia	13
Ionia Township	3
Easton Township	3
Mutual Aid	1
M.F.R. Runs	76

Total Fire/Medical Service Runs:

96

Ionia Public Safety- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
281	11/2/24	7:56 PM	N Dexter St	F	CO Alarms/Tests
282	11/3/24	8:35 AM	W Lincoln Ave	F	Haz-Mat Product Condition
283	11/4/24	4:09 AM	Beardsley Rd	F	False Alarms
285	11/5/24	5:50 PM	S Dexter St / W Main St	F	Accidents PI
287	11/8/24	3:23 PM	E Lincoln Ave	F	Gas Leak
288	11/11/24	12:06 PM	Harter St	F	Wires Down / Arching
290	11/16/24	8:50 AM	Center St	F	Wires Down/Arcing
291	11/18/24	7:51 PM	W Meadows Dr	F	Smoke Investigation
294	11/22/24	9:43 AM	E Lincoln Ave	F	CO Alarms/Test
295	11/27/24	10:22 AM	Lafayette St	F	Wires Down/Arcing
296	11/27/24	12:05 PM	Valley View Dr Apt 211	F	Smoke Investigation
297	11/29/24	8:20 PM	W Washington St	F	CO Alarms/Tests
299	11/30/24	8:21 AM	E Main St	F	Other Non-Fire Related Calls
810	11/1/24	5:43 AM	Whitetail Ct	M	Falls
812	11/1/24	8:56 PM	W Washington St	M	Chest Pain
814	11/3/24	8:56 AM	Valley View Dr Apt 214	M	Other Medical
815	11/3/24	10:44 PM	Bellevue Dr Apt 9	M	Diabetic
817	11/4/24	8:42 PM	Valley View Dr Apt 214	M	Difficulty Breathing
819	11/5/24	1:08 PM	Valley View Dr Apt 103	M	Other Medical
820	11/5/24	11:00 AM	Rich St	M	Falls
821	11/5/24	3:53 PM	Pearl St	M	Seizure
822	11/5/24	3:56 PM	Heartland Blvd	M	Difficulty Breathing
823	11/5/24	5:50 PM	S Dexter St / W Main St	M	Vehicle Accident w/Injury
825	11/6/24	10:16 AM	Valley View Dr Apt 124	M	Chest Pain
831	11/7/24	10:53 AM	N Steele St	M	Falls
832	11/8/24	2:28 AM	Valley View Dr Apt B3	M	Difficulty Breathing
833	11/8/24	9:49 AM	Division St	M	Other Medical
834	11/8/24	8:14 PM	Pleasant St	M	Abdominal Pain
837	11/9/24	12:21 PM	E Lincoln Ave	M	General Sickness
839	11/11/24	5:23 PM	Forest St	M	Other Medical
840	11/11/24	11:01 AM	W Lincoln Ave	M	Difficulty Breathing
841	11/11/24	10:22 PM	Pleasant St	M	Chest Pain
842	11/13/24	10:08 AM	W Lincoln Ave / N State St	M	Other Medical
844	11/14/24	7:27 PM	E Adams St	M	Unconscious/Unresponsive
846	11/16/24	12:11 PM	Bellevue Dr Apt 5	M	Falls
847	11/16/24	4:28 PM	W Washington St Apt 4	M	Other Medical
848	11/17/24	1:11 PM	Crawford St Room 8	M	Diabetic
851	11/18/24	8:22 PM	E Lincoln Ave	M	Seizure
852	11/19/24	1:45 AM	E Adams St	M	Laceration
854	11/19/24	12:05 PM	Valley View Dr Apt C4	M	Difficulty Breathing
857	11/20/24	4:41 AM	Valley View Dr Apt C4	M	Other Medical
858	11/20/24	3:12 PM	W Meadows Dr	M	Allergic Reaction
859	11/20/24	6:59 PM	E Washington St	M	
860	11/20/24	10:53 PM	Melody Ln	M	Possible Stroke
861	11/21/24	4:50 AM	Valley View Apt C4	M	Difficulty Breathing
862	11/21/24	3:56 PM	W Meadows Dr	M	Falls
863	11/22/24	9:28 AM	Union St Apt 106	M	Falls
864	11/22/24	7:50 AM	W Main St	M	Difficulty Breathing
869	11/24/24	11:32 AM	W Main St	M	Other Medical
870	11/24/24	12:01 AM	Bellevue Dr Apt 16	M	Seizure
871	11/24/24	9:47 PM	W Main St Apt B	M	Other Medical
872	11/25/24	2:29 AM	Valley View Dr Apt 103	M	Other Medical
873	11/25/24	2:44 AM	S Dexter St	M	Head or Neck Pain/Injury
875	11/24/24	10:38 PM	Jones St	M	Difficulty Breathing

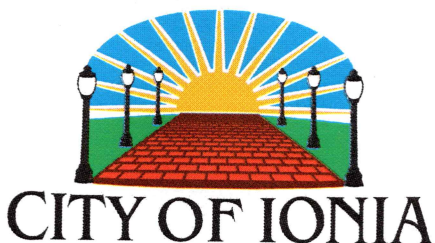
876	11/26/24	12:19 PM	Hudson St	M	Falls
877	11/27/24	1:17 PM	Appletree Dr	M	Seizure
878	11/27/24	5:53 PM	W Washington St	M	Abdominal Pain
883	11/30/24	11:44 AM	E Lincoln Ave	M	Abdominal Pain
885	11/30/24	10:52 PM	W Main St Apt B	M	Chest Pain

Ionia Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
289	11/14/24	3:09 PM	N State Rd	F	Accidents PI
292	11/20/24	7:33 PM	Kellogg Rd	F	CO Alarms/Tests
298	11/29/24	10:06 PM	E Stage Rd Lot 13	F	Gas Leak
811	11/1/24	8:30 AM	Arnold St	M	Falls
813	11/2/24	7:00 PM	Bates Rd	M	Unconscious/Unresponsive
824	11/5/24	7:41 PM	E Main St	M	Other Medical
826	11/6/24	8:50 PM	E Riverside Dr	M	Chest Pain
827	11/6/24	11:17 PM	S Stage Rd	M	Other Medical
829	11/7/24	1:36 AM	E Tuttle Rd Lot 99	M	Possible Drug Overdose
830	11/7/24	8:53 AM	E Tuttle Rd Lot 115	M	Difficulty Breathing
835	11/8/24	7:38 PM	Bellevue Dr	M	Possible Stroke
838	11/10/24	12:14 AM	N State Rd Lot 40	M	Other Medical
843	11/14/24	3:09 PM	N State Rd	M	Vehicle Accident w/Injury
845	11/15/24	12:05 AM	Coventry Rd	M	Falls
849	11/18/24	6:54 AM	Arnold St	M	Falls
850	11/18/24	11:35 AM	E Riverside Dr	M	Falls
853	11/19/24	7:31 AM	Arnold St	M	Falls
855	11/19/24	4:02 PM	N State Rd Lot 33	M	Other Medical
856	11/19/24	4:59 PM	Bellevue Dr	M	General Sickness
874	11/25/24	6:11 PM	N State Rd Lot 49	M	Difficulty Breathing
879	11/28/24	2:26 PM	Wilson Ln	M	Seizure
880	11/28/24	4:00 PM	E Tuttle Rd Lot 315	M	Falls
881	11/30/24	8:53 AM	Prairie Creek Rd	M	Difficulty Breathing
882	11/30/24	11:14 AM	Kellogg Rd	M	Abdominal Pain
884	11/30/24	4:39 PM	Parmeter Rd	M	Lift Assist to Life

Easton Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
280	11/1/24	10:36 AM	W Lincoln Ave	F	Wires Down/Arcing
286	11/5/24	9:05 PM	W Bluewater Hwy / Turkey Trail	F	Other Non-Fire Related Calls
293	11/22/24	5:56 AM	Rector Rd	F	Structure Fires
816	11/4/24	9:40 AM	W Parmeter Rd	M	Other Medical
818	11/5/24	12:01 PM	Meadowlark Dr	M	General Sickness
828	11/7/24	1:04 AM	Yeomans St Lot 51	M	Other Medical
836	11/9/24	7:49 AM	Lyle Rd	M	Difficulty Breathing
865	11/22/24	5:33 PM	Haynor Rd	M	Possible Stroke
866	11/22/24	9:05 PM	Yeomans St Lot 257	M	Lift Assist to Life
867	11/22/24	9:20 PM	W Main St	M	Other Medical
868	11/23/24	2:59 PM	W Main St	M	Seizure



Department of Public Utilities

Joe Lafler, Director

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

December 2024

Produced 39.3 million gallons of water in November 2024

Treated 44.6 million gallons of wastewater in November 2024

DPU

- Responded to 78 work orders.
- Performed 127 MISS DIGS.
- Changed, repaired, or installed 17 water meters.
- Performed 10 interior waterline inspections
- Weekly Generator Inspections at all sites throughout the City.
- DPU Staff have continued to work through the CDSMI with Prein and Newhof
- DPU Staff have continued to inspect sanitary sewer manholes throughout the system as part of our NPDES Permit asset management plan.

WWTP

- Monthly PFAS, Sulfate, and Chloride sampling were completed as required by the NPDES Permit.
- DPU Staff began prepping areas for Winter 2024 indoor painting projects.
- DPU Staff have completed all proficiency testing for the 2024 calendar year.
- DPU Staff repaired 2 air diaphragm pumps.
- SA Morman has continued to work through the installation of our door security system.

Well Field

- Analyzed several bacteriological samples for surrounding communities and private water systems.
- Monthly maintenance. (Clean chemical injectors and well pre-lube lines)
- Peerless Midwest continued to prepare Well 14A for repair pending EGLE approval.
- All Wellhouses are being prepped for floor painting.



Department of Public Works

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

Monthly Report

December 2024

- Repaired two street lights on M-66 (accident)
- Trimming trees in the DDA
- Plowed streets from snow
- Cut down two trees
- Replace Christmas lights on tree on Main St.
- Sweeping City streets
- Patching pot holes
- Plowed sidewalk for snow
- Hauled snow from DDA
- Finished up fall leaf pick up
- Assisted with DDA Christmas parade
- Completed two code enforcement cleanups
- Repaired two fire hydrants
- Changed banners on highway
- Repaired a light on pedestrian bridge

Respectfully submitted,

Gary Cunningham, DPW Director



Staff: Gary Ferguson, Deb Dzik, Audra Searfoss, Whitney Crooks,
John Jacobsen, Amy Reisbig, Tony Zander, Kelly Reed

Monthly Report

December 2024

- Movies showing 7 days with matinees on Tuesday, Friday, Saturday and Sunday
- Movie research and booking weekly
- Scheduling all movies, showtimes and Employees
- Weekly programming projectors for on screen advertising, movies and scheduling for automatic playing of shows
- Reporting all movie and events to radio and Stoney Creek Social Media
- November 30th at 2:00 pm we hosted a Free Movie: The Polar Express on its 20th Anniversary
- For the last month I have been having issues with the GDC Theatre Management software and after alerting Sonic a bug fix was created and seems to have solved the Issue
- December 6th was MSDA Dance Preview, Parade and Free Movie The Grinch Stole Christmas, sponsored by Live Local
- All IPS Elementary programs took place at the Theatre as planned, with only 1 affected by weather
- On January 7th Saints Peter and Paul's School will see a Free Movie Sponsored by Cathy and Todd Hoppough, the movie will be The Best Christmas Pageant Ever
- The DDA will be hosting an educational event by PFCU in January on January 21st
- In November we had 2162 movie admissions and so far in December we have had 1557 admissions to date and our top movie of 2024 was Inside Out 2
- On Monday December 30th we will hold our Employee meeting before I begin working remote and to bring Cassie in, so we are all working together with the same goals
- See a Movie the way it was intended to be seen, at Your Ionia Theatre

See You at Your Theatre,
Gary L. Ferguson