

CITY OF IONIA
CITY COUNCIL
REGULAR MEETING AGENDA
6:30 PM, Wednesday, February 5, 2025
CITY HALL – COUNCIL CHAMBERS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. Approval of Agenda

II. Approval of Minutes

1. January 7, 2025 – Regular Meeting

III. Proclamations

1. Proclamation in honor of Mary Patrick, City Clerk

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

1. *Informational* – Ionia Community Library 2024 Annual Report
2. *Informational* – Granger Waste Services - 2024 Annual Refuse & Recycling Report
3. *Informational* – Ionia Housing Commission 2024 Annual Report
4. *Informational* – Planning Commission 2024 Annual Report
5. *Action Required* – Vertical Pole Banner Application - Ionia High School Class of 2025

VII. City Manager's Report

1. *Action Required* – Introduction and First Reading - Ordinance No. 592 - Codification
2. *Action Required* – Resolution 2025-01 Schedule Public Hearing for IFT Application from Enwork
3. *Action Required* – Ionia County Election Coordinating Committee Agreements

4. *Action Required* – Schedule Capital Improvement Plan Worksession
5. *Action Required* – Update Rules of Order and Conduct for City Council Meetings
6. *Action Required* – 2025 Independence Holiday Fireworks Permit
7. *Action Required* – Dial-A-Ride Computer-Aided Dispatch and Scheduling Software (CADS) Project
8. *Action Required* – Fishbeck Engineering - Design Engineering Services for 2025 Street Projects
9. *Action Required* – MCSA Group, Inc. - Design & Construction Supervision Services for Phase I Steele Park Project
10. *Action Required* – MCSA Group, Inc. - McConnell Park Grant Application Assistance
11. *Informational* – Emergency Purchase Report

VIII. Appointments

1. DDA Board Appointment

IX. City Department Reports and Minutes from Boards and Commissions

1. Accounts Payable
February 6 - Councilmember Starr and/or Councilmember Lee
February 20 - Councilmember Winters and/or Councilmember Cook
2. January Reports & Minutes

X. Good of the Order/ City Councilmember Comments

XI. Closed Session – None

XII. Adjournment



**IONIA CITY COUNCIL
REGULAR MEETING MINUTES
6:30 PM, January 7, 2025
CITY HALL COUNCIL CHAMBERS**

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor John Milewski called the meeting of the Ionia City Council to order at 6:33 PM, and led with the Pledge of Allegiance.

ROLL CALL

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

I. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES – December 4, 2024, Regular Meeting

Councilmember Cowling made a motion, seconded by Councilmember Lee, to approve the December 4, 2024, Regular Meeting minutes as presented. **MOTION CARRIED BY VOICE VOTE**

III. PROCLAMATIONS

None.

IV. PUBLIC COMMENTS

None.

V. PUBLIC HEARINGS & ASSOCIATED ACTIONS

None.

VI. COMMUNICATIONS

None

VII. CITY MANAGER'S REPORT

(VII-1) Fiscal Year 2024-25 Budget Amendment #2

It has been customary for Council to review the City's annual budget after half of the fiscal year is completed and to make necessary amendments to adjust for actual experience and updates in budget assumptions. This month is the halfway point through the Fiscal Year 2024-25. Council reviewed the spreadsheets outlining the proposed amendments based on a fund basis.

Councilmember Winters made a motion, seconded by Councilmember Ketchum, to approve Budget Amendment #2 to the FY24-25 City of Ionia budget, which includes the General Fund and multiple special funds as detailed.

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

NAYS: None

MOTION CARRIED

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				
	LOCAL COMMUNITY STABILIZATION SHARE			
101-000.000-573.000	APPR	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: Revenues				
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
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Expenditures	369,500.00	18,600.00	388,100.00
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Fund 248 - DOWNTOWN DEVELOPMENT OPERATING:

TOTAL REVENUES	360,050.00		360,050.00
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TOTAL EXPENDITURES	369,500.00		388,100.00
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NET OF REVENUES & EXPENDITURES:	(9,450.00)		(28,050.00)
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BEG. FUND BALANCE	190,625.97		190,625.97
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END FUND BALANCE	181,175.97		162,575.97
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Fund: 250 THEATRE FUND

Account Category: Revenues

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

Department: 442.000 OPERATIONS

250-442.000-861.000	MEMBERSHIP AND DUES	-	500.00	500.00
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250-442.000-931.000	BUILDING REPAIR & MAINTENANCE	10,000.00	15,000.00	25,000.00
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Expenditures	343,250.00	15,500.00	358,750.00
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Fund 250 - THEATRE FUND:

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

(VII-2) Intent to Provide Public Transportation Services via IDART (10-1-25 to 9-30-26)

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, including a budget that identifies funding sources.

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

Councilmember Millard made a motion, seconded by Councilmember Starr, to approve 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.

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

NAYS: None

MOTION CARRIED

**CITY OF IONIA
CITY COUNCIL
RESOLUTION**

**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 Millard, seconded by Councilmember Starr:

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: Ketchum, Winters, Cook, Lee, Starr, Millard, Cowling, Waterman & Milewski

NAYS: None

RESOLUTION 2025-01 DECLARED ADOPTED

(VII-3) Property and Liability Insurance Renewal for IRUA – 2/1/2025 - 1/31/26

The Ionia Regional Utilities Authority (IRUA) has obtained its property and liability insurance from the Michigan Municipal League Liability and Property Pool since 2010. While satisfied with the coverage and service provided through MML, other options were reviewed. Two proposals were received and evaluated: one from the existing provider, the MML Liability and Property Pool and the second from the Michigan Municipal Risk Management Authority (MMRMA). Copies of both proposals, including extensive evaluations regarding both insurance providers and their proposals, were reviewed by Council. Representing MMRMA, Matt Coulson was on hand to answer questions.

Following discussion, Councilmember Ketchum made a motion, seconded by Councilmember Winters, to approve the property and liability insurance proposal from Michigan Municipal Risk Management Authority (MMRMA) of \$30,958 for February 1, 2025 -January 31, 2026, and to name Joe Lafler, City of Ionia Utilities Director, as its Member Representative regarding the proposal.

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

NAYS: None

MOTION CARRIED

Councilmember Winters, seconded by Councilmember Ketchum, made a motion to also purchase \$500,000 in coverage for flood insurance at a cost of \$2,786 per year through the National Floodplain Insurance Program for the oxidation towers and Digester #4 that remain in the floodplain.

Roll Call Vote: AYES: Winters, Cook, Lee, Millard & Cowling

NAYS: Ketchum, Starr, Waterman & Milewski

MOTION CARRIED

(VII-4) City of Ionia General Policy Manual-Section 3-HR & Safety Policies Update-3-002: Employee Referral Program

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. The 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, and it is evident a tight labor pool persists. To continue the City's goal of hiring the best, most qualified team members, Policy 3-002 was recommended to be extended for an additional three years until December 31, 2027, and to increase the bonus from \$750 to \$1,000.

Councilmember Cook made a motion, seconded by Councilmember Cowling, to approved revised policy 3-002 Employee Referral Program, that includes the increased bonuses to both the recruited and recruiting employees.

Roll Call Vote: AYES: Cook

NAYS: Ketchum, Winters, Lee, Starr, Millard, Cowling, Waterman & Milewski

MOTION FAILED

Following discussion, Councilmember Millard made a motion, seconded by Councilmember Starr, to separate the two awards, keeping the Employee Referral Program for the recruiting employee only and to raise that award amount to \$1,000. He further moved that additional research be done about the merits of a bonus to the new recruit, and that it be brought back to Council for future consideration.

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

NAYS: Milewski

MOTION CARRIED

(VII-5) City of Ionia General Policy Manual-Section 6-Assessor Policies Update-6-007: Poverty Exemption 2025

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, which was updated to reflect the most recent income limits allowed when determining a potential property tax poverty exemption.

Councilmember Winters made a motion, seconded by Councilmember Ketchum, to approve revised policy 6-007 Poverty Exemption Policy 2025.

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

NAYS: None

MOTION CARRIED

(VII-6) Program Guidelines for MSHDA CHILL Grant – Housing Improvement Program

The MSHDA CHILL Grant continues to move slowly forward in the administration and implementation process. Following the selection of the third-party administrator (TPA) – EightCAP, and recent completion of the Tier One environmental review, notification was received from MSHDA that the City must now adopt "Program Guidelines" to govern administration of the grant. Once adopted, the Guidelines will be forwarded to EightCAP for implementation.

Councilmember Winters made a motion, seconded by Councilmember Starr, to approve the "Program Guidelines for Homeowner Improvement Project (HIP)," as required by the MSHDA CHILL Grant program.

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

NAYS: None

MOTION CARRIED

(VII-7) Sale of Excess City Property – 315 Webber Street

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.

The City recently received a new offer to purchase 315 Webber Street:

Excess Property	Estimated TCV & Parcel Size	Purchase 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.

Councilmember Millard made a motion, seconded by Councilmember Cowling, 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.

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

NAYS: None

ABSTAIN: Cook—due to relationship to purchaser

MOTION CARRIED

Councilmember Starr made a motion, seconded by Councilmember Winters, to approve the abstention by Cook for the reason stated.

MOTION CARRIED BY VOICE VOTE

VIII. APPOINTMENTS

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

Councilmember Millard made a motion, seconded by Councilmember Waterman, to appoint Michael Golden to serve on the Board of Review for a three-year term ending December 31, 2027.

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

Mayor John Milewski: (1) Thanks to all Councilmembers for adjusting their schedules to attend tonight's meeting that was moved to a Tuesday, and began at 6:30 PM; (2) Thanks to the Joe Lafler family for their donation of the Christmas tree; (3) Reminder to RSVP for the holiday gathering at the home of Councilmember Starr.

Margot Cook: Happy New Year.

Tom Millard: Happy New Year.

Rich Starr: (1) Happy New Year; (2) Reminder to RSVP for the holiday gathering he and his wife are hosting.

XI. CLOSED SESSION

None.

XII. ADJOURNMENT

Councilmember Waterman made a motion, seconded by Councilmember Cook, to adjourn. Without objection, the meeting was adjourned at 7:43 PM.

Submitted by:

Mary Patrick
Ionia City Clerk



***Proclamation Honoring Mary Patrick
February 5, 2025***

WHEREAS, Mary Patrick was elected as City Clerk on November 2, 2021, and has since served the residents of the City of Ionia with, integrity, professionalism, and tireless dedication to public service; and

WHEREAS, Mary answered the call to serve as City Clerk at a time when no one else was willing to take on the responsibility, demonstrating her selflessness and commitment to the community; and

WHEREAS, during her tenure, Mary Patrick demonstrated exceptional leadership by recruiting and training over 40 election inspectors, ensuring elections were conducted with accuracy, transparency, and fairness; and

WHEREAS, Mary Patrick meticulously maintained voter rolls for over 5,000 registered voters, safeguarding the democratic process and upholding the highest standards of voter accessibility and security; and

WHEREAS, her innovative approach to organization and systems for elections established a framework that will benefit the City for years to come, creating a lasting legacy of efficiency and excellence; and

WHEREAS, Mary adeptly navigated changes in Michigan election laws, including the implementation of early in-person voting and expanded absentee ballot options, ensuring that the City of Ionia complied with new requirements and that voters were well-informed of their rights and options; and

WHEREAS, during her term, Mary Patrick successfully oversaw the administration of eight elections including candidates and issues at the local, state, and federal levels, each executed with remarkable precision and professionalism; and

NOW, THEREFORE, BE IT PROCLAIMED that I, John R. Milewski II, Mayor of the City of Ionia do hereby recognize, honor, and express deep gratitude to Mary Patrick for her exceptional service as City Clerk. The City extends its best wishes to Mary as she enjoys more time using her pool and traveling with her husband Mike.

John R. Milewski II, Mayor
City of Ionia

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VI.1

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Ionia Community Library 2024 Annual Report

Background:

The City of Ionia entered into an agreement with participating municipalities on July 1, 2004 to create the Ionia Community Library, a district library pursuant to Act No. 24 of the Public Acts of 1989, as amended. As such, the Ionia Community Library is a separate municipal entity with a separate District Library Board, fully empowered to establish, maintain and operate a public library for the district.

The City of Ionia appoints two members to the District Library Board, leases the Hall-Fowler House at 126 E. Main Street to the library for \$1 per year, and otherwise by custom, receives an annual report from the library regarding its overall operations. Following this cover memo is the 2024 annual library report, which will be presented by Library Director Dale Parus.

Requested Action / Motion:

It is requested the Ionia City Council accept the 2024 Ionia Community Library Report provided by Library Director Dale Parus.

Motion By:

Seconded By:

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



Update to Ionia City Council
February 5, 2025

Circulation Information		2024	2023	2022
# of Materials Circulated		6972	6815	7296
# of Days/Hours Open	25 212	26 226	26 228	
Avg. Daily Circulation		279	262	281
# of Visitors to Library		4345	4400	6455
Avg. Daily Visitors		174	169	248

By Card Category			
Berlin	490	349	503
Easton	932	932	918
Ionia Twp.	739	967	1083
N. Plains	74	97	34
Orange	83	98	110
Orleans	164	179	236
Ronald	360	390	473
Ionia City	2178	2410	2577
Temporary	1	2	14
Institutions	33	32	6
Student	5	6	1
Nonresidents	326	279	252
OverDrive (eBooks & eAudiobooks)	1331	875	886
Creativebug	3		
Other	263	199	203
Totals	6972	6815	7296

Inter-Library Loan			
Loaned	632	486	486
Borrowed	228	288	286

Reference Questions	3851	3641	4311
---------------------	------	------	------

Computer Usage	317	319	204
Wifi Usage	1398	1655	1686
Total	1715	2014	1890

Events	# of Events	Attendance	# of Events	Attendance	# of Events	Attendance
Adult	2	4	1	4	5	27
Teen	3	6	2	7	6	78
Kid's	13	839	14	1421	24	2239
Combined SRC Events	4	398	6	544	0	0
Other community out reach, tours, and visits	9	96	4	42	8	18
Totals	31	1343	27	2018	43	2362

Circulation by format and/or category					
	Adult	Teen	Kid's		
Fiction	1557	402	2339	15 & under	815
Nonfiction	327	7	270	15-34	1252
Audiobooks	24	0	10	35-64	2253
DVDs	356	147	118	65 & over	1281
Periodicals	36	0	4	Totals	6601
OverDrive & Creativebug	1091	127	116	OverDrive & Creativebug	1334
MeL	25	0	0	Institution & Other	37
Video Games	0	0	0		
STEM Kits	0	0	16		
Music CDs	0	0	0		
Totals	3416	683	2873	6972	Total Circulation 6972

Collection Additions			
Books Purchased/Donated	197	179	269
Audiobooks Purchased/Donated	0	5	10
DVDs Purchased/Donated	4	22	14
Totals	201	206	293

...by format/category	Adult	Teen	Tween & Kid's	
Fiction	102	7	25	Total Collection Additions
Nonfiction	9	0	54	
Audiobooks	0	0	0	
DVDs	3	1	0	
Totals	114	8	79	201

SOURCE:
ICL 2024
June
Monthly
Statistical
Report

SOURCE:
Library of
Michigan,
State
Statistics,
2024

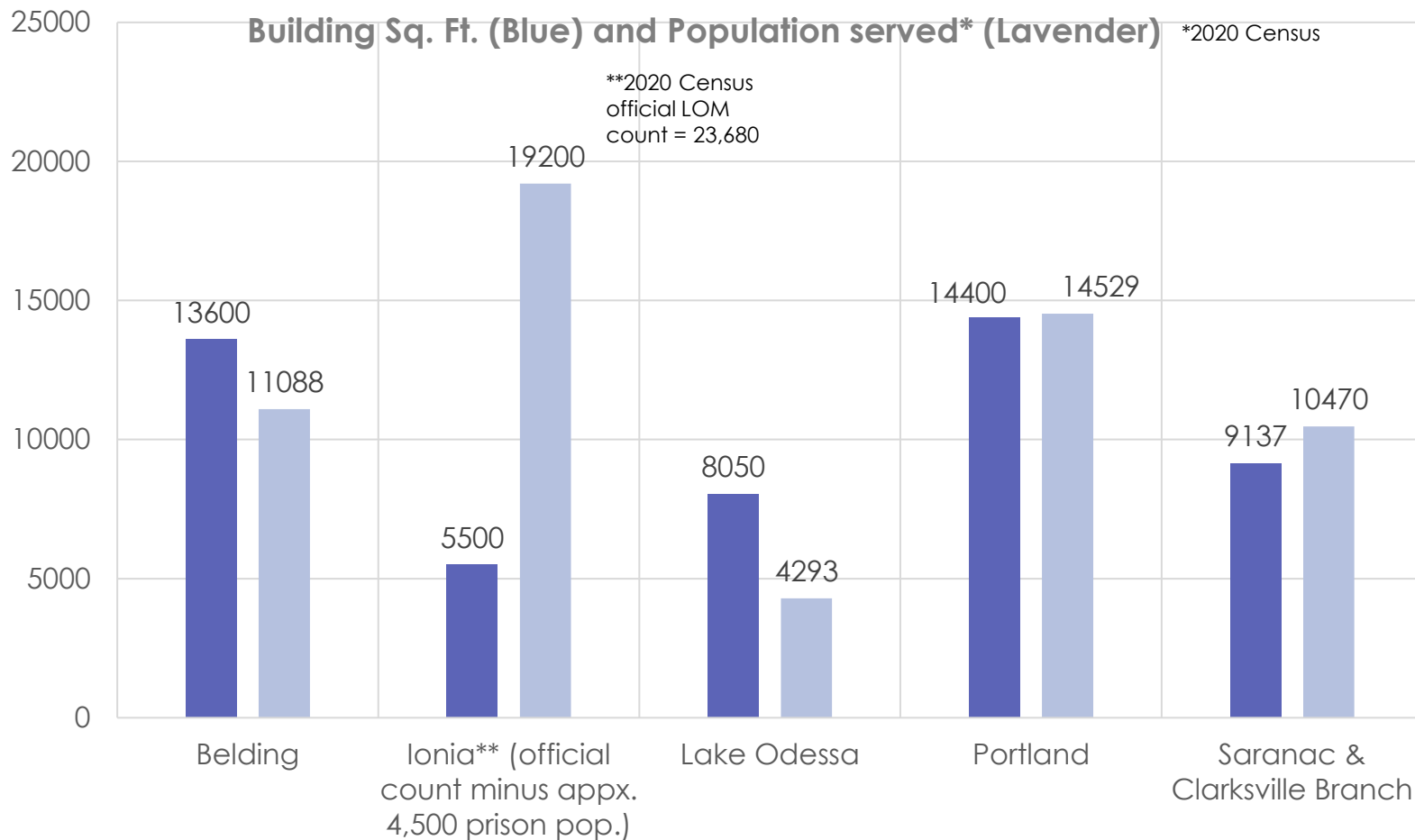
State Aid Library Programming & Visits Chart Oct. 1, 2024	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Other Statistics	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Cardholders													5357
													3215
													360
Overall Circulation*	6705	6362	6086	5921	5365	5521	5727	5656	6888	6519	6209	6972	73931
Library Visits	3768	3822	3307	3593	2765	2481	2491	3335	3352	3509	3146	4345	40014
ILL - LENDING	508	293	238	480	432	413	499	456	527	424	412	532	5220
ILL - BORROWING	283	235	258	312	261	310	310	408	287	344	297	228	3533
Reference	3532	3885	3544	3322	2960	2791	2749	3060	3084	3526	3387	3851	40231
Computer use - ours	278	425	398	293	217	231	296	417	364	287	281	317	3804
Wireless Logins	1957	1339	1178	1315	1196	873	743	1071	1520	1300	1345	1398	15235
Website Visits	1137	1315	1479	1313	1759	1179	1287	1369	1511	1356	1383	1699	16787
MeL - LLC patron requests rec'd(borrowed from)	21	75	30	36	31	50	33	42	36	41	37	23	455
MeL - LLC paged items sent (Lent out))	43	45	45	44	40	34	36	61	28	36	27	26	465
PROGRAMS													
ADULT events	2	2	2	2	2	2	3	2	4	2	2	2	27
Adult Attendance	7	6	4	6	5	5	29	7	25	5	6	4	109
TEENS' events	1	1	2	6	3	1	0	3	1	4	2	3	27
TEENS' Attendance	1	5	5	60	20	3	0	18	26	98	15	6	257
Children's events	12	0	3	3	6	4	15	9	22	17	16	13	120
Children's Attendance	420	0	38	56	66	110	453	123	667	417	1091	839	4280
OTHER Teens and Visits (General, outside, community outreach)	3	6	11	14	9	6	3	10	7	11	12	9	101
Other Attendance	22	36	59	261	40	30	11	63	61	49	39	96	767
	* check on stats for Bank tours												
Circulation Statistics	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Adult Circulation	3030	3152	3060	3163	2882	3021	3164	3104	3386	3276	3385	3416	38039
TEEN Circulation	653	553	616	522	374	561	498	465	540	598	538	683	6601
Children's Circulation	3022	2657	2410	2236	2109	1939	2065	2087	2962	2645	2286	2873	29291
(Assigned Circulation from figures compiled below)	1007	991	1033	1205	1229	1289	1334	1414	1389	1249	1405	1334	14879
Adjusted NON-CHILDREN'S Physical Circulation (Adult + Teen - all digital)	2676	2714	2643	2480	2027	2293	2328	2155	2537	2625	2518	2765	29761
Digital Circulation Sub-group													
Libby/Creativebug - adult	835	874	866	1058	1048	1008	1113	1138	1082	977	1140	1091	12230
OverDrive/Libby - teen	69	51	70	93	67	100	125	118	114	123	134	127	1191
OverDrive/Libby - children	103	66	97	54	114	181	96	158	193	149	131	116	1458

SOURCE:
Library of
Michigan,
State
Statistics,
2023

State Aid Library Programming & Visits Chart Oct. 1, 2023	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Statistics	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Cardholders						* DP ran cardholder report 7/10/2023							5492
						* DP ran an (ACTIVE PATRONS, 3 years) report 7/10							3060
						* DP ran a report (CIRC ACTIVE PATRONS), 7/10							866
Overall Circulation*	8049	6551	6178	6438	6164	5586	6701	5822	6924	6083	6207	6815	77518
Library Visits	5250	4745	4218	4737	3503	2718	2829	2428	3479	2948	3175	4400	44430
ILL - LENDING	485	484	477	437	359	392	466	466	596	416	359	486	5403
ILL - BORROWING	289	326	429	338	278	229	366	350	470	264	338	288	3965
Reference	3989	4349	3581	3812	2976	2682	3270	3006	3690	3180	3837	3641	42013
Computer use - ours	227	269	208	247	192	184	361	226	319	280	266	319	3098
Wireless Logins	1641	1605	1513	1620	1362	1323	1486	1396	1464	1448	1566	1695	18119
Website Visits	1463	1444	1168	1351	1285	1066	1480	1123	1377	1295	1384	1468	15904
MeL - LLC patron requests rec'd(borrowed from	30	75	40	59	69	56	70	52	53	66	59	21	650
MeL - LLC paged items sent (Lent out.)	33	47	30	32	40	22	37	35	28	40	34	51	429
PROGRAMS													
ADULT events	2	2	1	2	2	2	2	2	2	1	3	1	22
Adult Attendance	8	7	5	7	5	5	8	7	7	5	9	4	77
TEENS' events	6	0	0	0	7	3	2	3	4	2	1	2	30
TEENS' Attendance	95	0	0	0	26	36	23	36	24	18	12	7	277
Children's events	21	0	23	24	21	15	20	17	29	23	21		214
Children's Attendance	1182	0	384	430	705	337	351	408	1687	413	68	1421	7386
OTHER Tours and Visits (General, curbside, community outreach	8	8	1	8	6	6	8	8	5	5	6	4	73
Other Attendance	44	32	6	21	28	23	33	35	45	45	68	42	422
Circulation Statistics	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Adult Circulation	3480	3296	3163	3044	2978	2967	3353	2846	2951	2758	2853	2944	36633
TEEN Circulation	710	653	468	415	516	360	441	373	539	498	493	700	6166
Children's Circulation	3859	2602	2547	2979	2670	2259	2907	2603	3434	2827	2861	3171	34719
All digital Circulation (from figures compiled below)	951	984	910	858	860	994	1124	963	1020	1022	953	875	11514
Adjusted Adult Circulation (Adult minus digital)	2529	2312	2253	2186	2118	1973	2229	1883	1931	1736	1900	2069	25119
Digital Circulation Subgroup													
OverDrive/Libby	951	984	910	858	860	994	1124	963	1020	1022	953	875	11514
Other													0

SOURCE:
Library of
Michigan,
State
Statistics

Quality
Services
Audit
Checklist
(QSAC)
1 sq. ft.
per
capita =
Best
Practice





What's Next?



Ionia Community Library Foundation

- Toni Ann Buys
- Gale Yeomans
- Beth Milewski
- Logan Bailey
- Kassidy Tubergen



Est. Jan. 2024
Raising Matching Funds
(\$2 million minimum by
August 2026)



Finding meaningful ways to use the 'Future ICL' to serve the Community until the Library moves downtown

Early County Election Center

5,275 voters in 2024
General Election





Santa Program



2024 Summer Children's Program



2024 Summer Art Program

CRIME AUTHOR ROD SADLER VISITS ICL!

January 29, 2025 @ 6pm
FICL 302 W. Main St., Ionia
RSVP to 616.527.3680

Rod Sadler, a seasoned law enforcement veteran with a three decade career, retired in Mid-Michigan in 2012. His insatiable curiosity and relentless pursuit of justice led him to embark on an award-winning writing career.

His 2020 true crime *Killing Women* has received two Deadle Awards, and his most recent book, *Grim Paradise: The Cold Case of the Mackinac Island Killer*, has won the P. Notable Book Award from the Publishers and Authors



Out-of-Town Author Program



Questions?

DALEPARUS.ICL@GMAIL.COM

IONIACOMMUNITYLIBRARY.ORG

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VI.2

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Granger Waste Services - 2024 Annual Refuse & Recycling Report

Background:

The City of Ionia and Granger Waste Services have a current Domestic Refuse and Recycling Collection Agreement that was executed in 2023, following a competitive bidding process. It is customary for Granger to annually provide the City with a report of its performance, sharing statistical and other data that informs the Council of Granger's activities for the past year, plus any projections that will assist the Council in its future planning. Jami Anderson, Municipal Manager for Granger Waste Services plans to attend this evening's meeting and present an annual report on behalf of Granger.

Requested Action / Motion:

It is requested the Ionia City Council accept the 2024 Annual Solid Waste Report provided by Granger Waste Services.

Motion By:

Seconded By:

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



16980 Wood Road
Lansing, Michigan 48906-1044
1-888-9GRANGER (1-888-947-2643)
P 517-372-2800
F 517-372-9220
www.grangernet.com

CITY OF IONIA ANNUAL REVIEW 2024

FEBRUARY 5, 2025

Good evening from Granger Waste Services! We are in the second year of a five-year agreement. This agreement allows for two additional five-year extensions.

Granger collects trash weekly from occupied residential households within the city limits. With the new contract in 2023, the 65-gallon cart option was eliminated. Bag tags are used for when a resident has additional trash that will not fit in the Granger cart, a tag is to be put on each bag outside of the cart. The current breakdown of service choices for the households is as follows:

TRASH CUSTOMERS IN THE CITY OF IONIA

TRASH SERVICE TYPE	2021	2022	2023	2024
96-Gallon Cart Service	88%	89%	100%	100%
65-Gallon Cart Service	12%	11%	0%	0%
Bag Tags Sold (monthly average)	61 Tags	48 Tags	29 Tags	13 Tags*

* As reported by the city. There were 150 bag tag sales in 2024.

RECYCLING CUSTOMERS IN THE CITY OF IONIA

Granger provides comingled ("single-stream") street-side recycling with a 96-gallon Curby Recycler cart for the city households with trash service. Recycling is collected every other week. Ninety-one (91%) percent of households are signed up for recycling.

CLEANUPS FOR THE CITY OF IONIA

The City and Granger continue with a spring and fall cleanup at the DPW location. For both spring and fall 2024 cleanups, Granger supplied one 40-yard roll-off and three REL trucks. The total yardage and containers hauled as part of the cleanup events follows.



16980 Wood Road
 Lansing, Michigan 48906-1044
 1-888-9GRANGER (1-888-947-2643)
 P 517-372-2800
 F 517-372-9220
www.grangernet.com

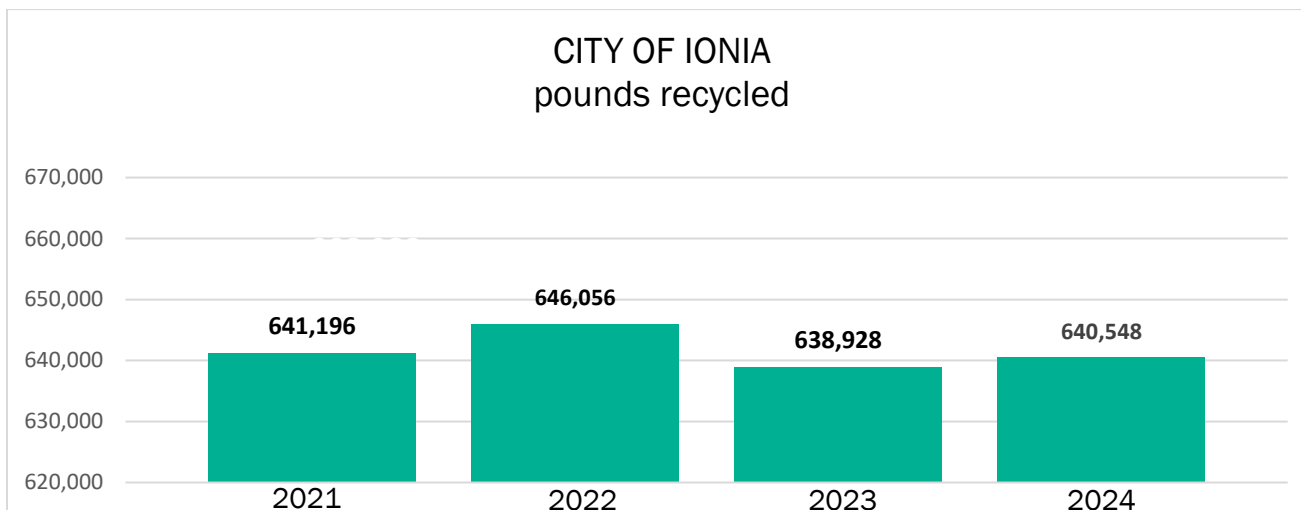
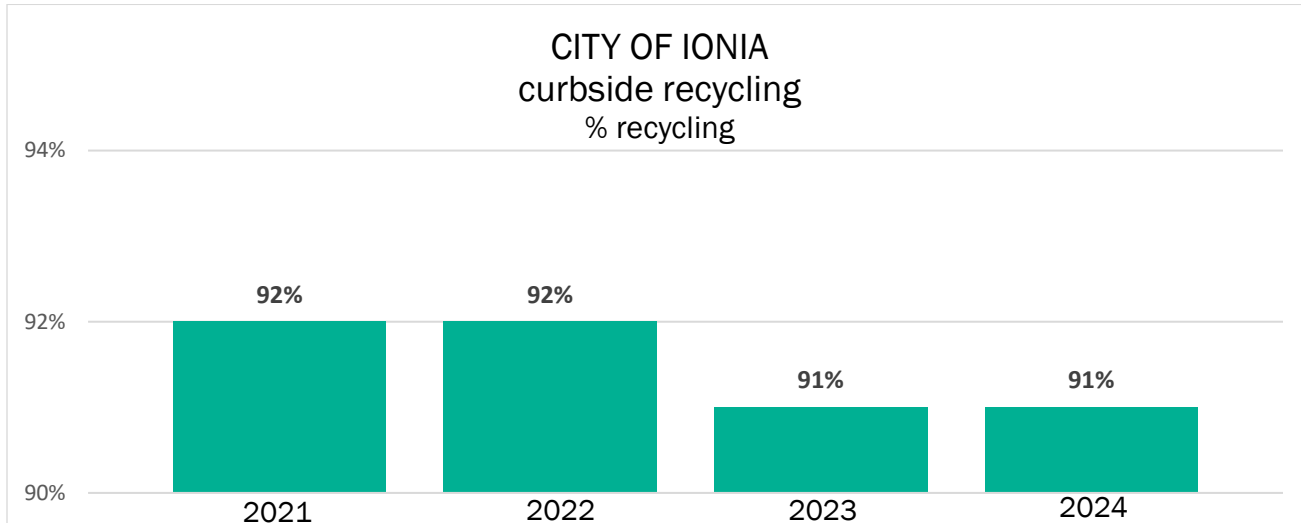
CITY OF IONIA CLEANUP PROGRAM

Cleanup Program	2021		2022		2023		2024	
	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
Cleanup Yardage	101	47	82	56	84	92	64	28
40-yard roll-off	1	1	1	1	1	1	1	1

CITY OF IONIA RESIDENTIAL RATES

The table below has the monthly residential rates from 2021 to 2024. Granger's standard trash rate in this area is \$30.68/month and the recycling rate is \$16.29/month, for a total of \$46.97/month.

Service Type	July 2021	July 2022	July 2023	July 2024
96-Gallon Cart Service	\$7.75	\$8.00	\$9.40	\$10.10
65-Gallon Cart Service	\$7.25	\$7.50	N/A	N/A
Recycling	\$3.55	\$3.70	\$4.10	\$4.30
Bag Tags (each)	\$1.75	\$1.85	\$4.00	\$4.14



Your recycling efforts have resulted in any one of the following.

Number of Trees Saved (17 trees per ton recycled)	5,445
kWh of Electricity Saved (4,100 kWh per ton recycled)	1,313,123
Pounds of Air Pollution Effluent Reduced (60 lbs. per ton) recycled)	19,216
Gallons of Water Conserved (7,000 gallons per ton) recycled)	2,241,918
Cubic Yards of Landfill Space Saved (3.33 yards per ton) recycled)	1,067

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VI.3

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Ionia Housing Commission 2024 Annual Report

Background:

In March, 1994, the City of Ionia established the Ionia Housing Commission in accordance with PA 18 of 1933, as amended, by adopting Ordinance No. 362, which is now Chapter 278 – “City Housing Commission,” of the Codified Ordinances of the City of Ionia. The Ionia Housing Commission is charged with providing proper sanitary housing facilities for families of low income and for the elimination of housing conditions that are detrimental to the public peace, health, safety, morals and/or welfare.

In accordance with Section 278.06 Annual Report, “The City Housing Commission shall make an annual report of its activities to the City Council and shall make such other reports as the City Manager may from time to time require.” Katie Bennett, Executive Director of the Ionia Housing Commission has prepared and submitted the following annual report for council review.

Requested Action / Motion:

It is requested the Ionia City Council consider a motion to accept the 2024 Ionia Housing Commission Annual Report.

Motion By:

Seconded By:

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

**Ionia Housing Commission
667 Union Street
Ionia, MI 48846
616-527-9060**

**Annual Report
110 units-Public Housing**

**Pine Vista Apartments - 50 units, West Meadows - 40 units, Robertson
Court - 16 units, Johnson Street – 2 units, Cyrus Street – 1 unit,
Lawton Street – 1 unit
20 Housing Choice Vouchers**

- 1. Fiscal year 9/30, Audit has not yet been completed. Maintained
our High Performer status to date.**
- 2. FY 9-30-2024 Net Profit of \$409,233.00**

FY 10-1-2024 to 9-30-2025 Budget	\$847,904.00
2024 Subsidy received	\$330,917.00
2025 Subsidy projection	\$279,072.00

**Projected decrease in Federal funding of \$51,845.00 from 2024 to
2025.**

3. Capital Fund Program

2022 - \$289,718.00 – Drew grant into Operations to help offset
decrease in Operating Subsidy funding.
Purchased two new one-ton maintenance
trucks.

2023 - \$295,752.00 – Grant will be drawn into Operations to help
offset decrease in Operating Subsidy funding,
funds will be expended toward the drastic
insurance premium increase and continuing the
family unit and Pine Vista window replacement
project.

2024 - \$305,426.00 – Grant will be drawn down into Operations to

help offset decrease in Operating Subsidy funding, funds will be expended toward family unit bathroom rehabilitation, flooring replacement as needed, and roof replacement as needed.

- 4. Payment in lieu of taxes 9/30/2024 - \$27,543.00**
- 5. Public Housing Occupancy rate is 99% average; Current – one vacancy.**
- 6. Section 8 Housing Choice Voucher Program – 5 Leased, 13 Vacant, 2 in shop-mode.** Much like the rest of the country, Ionia County is experiencing a housing crisis. Families that have been issued vouchers are unable to find available housing to rent. Families that have contacted Ionia Housing Commission wanting to port their vouchers to Ionia are unable to do so as they cannot find available housing. Ionia Housing Commission will continue outreach to local landlords and place voucher holders in available housing if we are able to find it.
- 7. Planning on revising the ACOP to adopt HOTMA changes when the final rule is released – the projection date is January 2027, implement NSPIRE Inspection Standards, and advocate for small agency reform.**
- 8. Continue to focus on cutting expenses.** Ionia Housing Commission is amending Capital Fund Grant procedures to draw 100% of funds into Operations to help offset the decrease in funding. Capital Fund improvements can and will still be made through the new procedures. Operations and procedures will continue to be amended and modified as necessary to accommodate for changes in funding. Ionia Housing Commission will continue to meet the mission of providing safe, sanitary, and decent housing our residents.
- 9. FYE 9/30/2020 Reserves - \$753,087.76**

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VI.4

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Planning Commission 2024 Annual Report

Background:

Every year the Planning Commission provides a report to City Council summarizing all activities that have taken place throughout the previous year. The following report was reviewed and approved by the Ionia Planning Commission at its January 8th meeting for transmittal to City Council.

The report includes many items accomplished during the twelve regular meetings and one special residential zoning workshop held by the Planning Commission in 2024. Also included in this report are activities of the Zoning Board of Appeals (ZBA) and other community development activities, such as code enforcement, zoning permits, and rental certificates. Overall, this draft report shows the the continued dedication and hard work of the Planning Commission, ZBA, and City staff throughout 2024 and sets the stage for continued progress in 2025.

Requested Action / Motion:

It is requested that the Ionia City Council review and accept the 2024 Planning Commission Annual Report.

Motion By:

Seconded By:

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



COMMUNITY DEVELOPMENT & PLANNING COMMISSION 2024 Annual Report

TO: Mayor Milewski and Councilmembers
FROM: Chairman Bailey and Planning Commissioners
DATE: February 5, 2025
RE: 2024 Community Development and Planning Commission Annual Report

This report is submitted to fulfill Article II, Section 19 of Public Act 33 of 2008 (Michigan Planning Enabling Act) and pursuant to Section 1202.05 of the Ionia Code of Ordinances.

The Municipal Planning Enabling Act states that, “a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body relating to planning and development.” This report summarizes 2024 operations of the Planning Commission, Zoning Board of Appeals, and community development activities.

PLANNING COMMISSION

Membership

Commissioner	Expiration of Term
Logan Bailey, Chair	12/31/2027
Michael Donaldson	12/31/2027
Ryan Gregory	12/31/2026
Keturah Kelley	12/31/2025
Tim Lee, Vice-Chair	City Council Representative
Jason Perry	12/31/2026
Judy Swartz, Secretary	12/31/2025

Schedule and Attendance

The Planning Commission met 14 times including a special workshop session focused on residential zoning changes on March 13 and a joint work session with the Brownfield Redevelopment Authority on October 21. The following table shows attendance throughout the year.

Meeting Dates														
Commissioner	1/10	2/14	3/13	3/13*	4/10	5/8	6/12	7/10	8/14	9/11	10/9	10/21	11/13	12/11
Logan Bailey	P	P	P	P	A	P	P	P	A	P	P	P	P	A
Michael Donaldson	A	P	P	P	P	P	A	A	P	A	P	A	A	P
Ryan Gregory	P	P	P	P	P	P	P	A	P	A	A	A	P	P
Keturah Kelley	P	P	P	P	P	P	P	P	A	P	P	P	P	A
Tim Lee	P	A	P	P	P	P	A	P	P	P	P	P	P	P
Judy Swartz	A	P	P	P	P	A	A	P	P	A	P	P	P	P
New Member														
Jason Perry	N/A	P	P	P	P	P	P	P	P	P	A	P	P	P

*A special workshop session was held on 3/13 in addition to the normal meeting to discuss proposed residential zoning changes.

During these meetings, action was completed on a variety of matters, including the following:

Site Condominium/Site Plan/Special Land Use Permits

During 2024, the Planning Commission reviewed the following site plans and special land use requests:

- Approval was recommended to City Council for the final site condominium plan submitted by AC Development for 12 condominiums at 533 E. Washington Street.
- Approval was granted for a site plan submitted by Central Michigan Building Services for an expansion at 985 E. Main Street.
- Approval was granted for a site plan submitted by Enwork for an expansion at 510 Apple Tree Drive.
- Approval was granted for a site plan submitted by Mark Purkey, LLC. for an expansion to the existing gas station at 703 W. Lincoln Avenue.

Zoning Ordinance Amendments

During 2024, the Planning Commission drafted and recommended approval to City Council the following ordinances:

- Ordinance No. 584 – Amendment to Chapter 1285: AC Development Planned Unit Development (PUD) District for 533 E. Washington Street.
- Ordinance No. 585 – Rezoning of 310 Cleveland Street from the B-1, Neighborhood Business District to the I-1, Light Industrial District.
- Ordinance No. 588 – Amendment to the City’s residential zoning requirements and renaming of the residential zoning districts into Low, Medium, and High-Density Residential Districts with greater flexibility.
- Ordinance No. 589 – Rezoning of 165 parcels to various residential zoning districts in order to align with the newly created Low, Medium, and High-Density Residential Districts and reduce the number of nonconforming parcels.
- Ordinance No. 591 – Amendment and renaming of Chapter 1262 from the I-1, Light Industrial District to the T, Technology Innovation Business District.

Miscellaneous Matters

- Hosted a community workshop session with finance and real estate professionals, downtown property owners, and the general public to discuss residential zoning updates.
- Reviewed a variety of nonconforming parcel issues in the City and evaluated the reasons for their existence along with strategies for bringing parcels into compliance with City ordinances.
- Completed a variety of community engagement activities for the Master Plan update resulting in the involvement of more than 1,000 participants in the following ways: two neighborhood gatherings, a pop-up planning event at the Ionia Fireworks Display, a community workshop focused on Deerfield-Riverside, and an online survey.
- Held a special joint work session with the Brownfield Redevelopment Authority to discuss long-term planning and future development opportunities for the former Deerfield-Riverside correctional facility property.
- Conducted work sessions for the Master Plan focusing on Housing, Downtown Development, Complete Streets, and Parks.

Future Priorities

As the Planning Commission looks ahead to 2025, priority items on its list include:

- Adopting the updated Master Plan
- Continuing review of zoning nonconformities
- Updating outdated sections of the Planning and Zoning Code
- Following through with Master Plan goals

ZONING BOARD OF APPEALS

Membership

Board Member	Expiration of Term
Logan Bailey, Vice-Chair	Planning Commission Representative
Jim Denny	12/31/2024
Mike Kirgis, Chair	12/31/2027
Amanda Ondersma	12/31/2026
Troy Waterman, Secretary	City Council Representative

Schedule and Attendance

The Zoning Board of Appeals met once in 2024. The following table shows the meeting's attendance.

Board Member	Meeting Date
	1/8
Logan Bailey	P
Jim Denny	P
Mike Kirgis	P

Amanda Ondersma	P
Troy Waterman	P

Approvals

- Approval was granted to Sozo Coffee for a requested change in nonconforming use of equal or less nonconformity at 310 Cleveland Street in accordance with section 1278.03 (d) to allow the storage and roasting of coffee on the property through a use variance.

COMMUNITY DEVELOPMENT ACTIVITIES

Code Enforcement

The following chart tracks all closed code enforcement cases by month in 2024. A total of 374 cases were opened throughout the year, but ongoing cases have not been included in this report.

2024 Enforcements Closed by Month														
Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 Total	2023 Total
Abandoned Vehicles	1	1	0	2	0	0	2	1	1	6	1	1	16	11
Animals	1	0	0	0	0	1	0	0	0	1	0	0	3	1
Blight	5	3	7	12	2	3	11	11	5	11	4	5	79	84
Dead Trees	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Front Yard Parking	0	0	1	0	0	0	0	0	0	1	2	0	4	1
Garbage	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Leaves	0	0	0	0	0	0	0	0	0	0	3	0	3	0
Paint Conditions	0	0	0	0	0	1	0	0	0	0	0	0	1	0
Property Maintenance	1	0	0	1	1	1	0	1	0	1	1	2	9	11
Public Nuisance	0	0	1	1	0	0	0	0	0	0	1	0	3	1
Sidewalk Hazardous	41	0	0	0	0	0	0	0	0	0	0	0	41	2
Sidewalk Overgrowth	1	0	0	0	0	0	0	0	3	1	0	0	5	6
Trash Container	3	15	2	45	0	0	0	0	0	4	0	0	69	2
Vegetation	1	0	0	0	42	10	8	7	5	2	0	0	75	140
Zoning	0	0	0	5	0	0	2	0	0	0	1	2	10	2
Total	55	19	11	66	45	16	23	20	14	28	13	10	320	263

The City's part-time Code Enforcement Officer Warren Conley started in March 2023. In addition to his other code enforcement activities throughout 2024, Warren evaluated one-quarter of the City's sidewalks in accordance with the City's sidewalk maintenance and replacement program. His evaluation revealed 29 sidewalks in need of replacement. Each property was notified and given a period of time to fix their sidewalk, or the option to wait for the City to hire a contractor to complete the work. City Council approved a 25% City cost share for each replacement as part of the program. Another section of the City will be evaluated in 2025.

Individuals seeking to submit a code enforcement complaint can email CodeEnforcement@ci.ionia.mi.us, call (616) 523-0157, or submit one online using the "Report a Concern" form on the City's website at cityofionia.org.

Permits

The chart below summarizes all community development permit activity by month in 2024.

2024 Permits Issued by Month														
Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 Total	2023 Total
Accessory Structure	0	0	0	1	1	3	2	0	2	2	0	1	12	14
Alcohol – Special Event	0	0	0	1	0	0	0	0	0	2	0	0	3	4
Curb Cut	0	1	0	0	0	1	0	0	0	0	0	0	2	0
Demolition	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Home Addition	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Fence	0	1	2	1	3	1	1	2	2	2	1	0	16	15
Land Division	1	0	0	0	2	0	1	0	0	0	0	0	4	8
Mobile Food Vending Unit	0	0	1	0	4	1	1	0	0	0	0	0	7	7
New Home Construction	0	0	0	1	0	2	2	1	0	1	0	2	9	8
Public Infrastructure (Tap-In)	4	0	1	1	0	2	5	2	0	2	1	5	23	13
Right-of-Way	4	3	1	0	3	7	3	5	3	3	2	3	37	21
Sidewalk (Construction)	0	0	0	0	5	3	0	0	0	0	0	0	8	1
Sign	0	0	0	0	1	0	0	3	1	0	1	0	6	10
Street Closure	0	0	0	0	5	0	3	0	4	0	1	0	13	11
Peddler License	0	0	0	0	0	1	0	0	0	0	0	0	1	1

Vertical Pole Banners	1	0	0	1	0	0	0	0	0	0	0	0	2	3
Total	10	5	5	6	24	21	18	13	12	13	6	11	144	118

Rental Registration

The following chart tracks all issued certificates for fire inspections and the rental registration program by month in 2024.

2024 Certificates Issued by Month														
Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024 Total	2023 Total
Fire Inspections	0	1	0	0	0	0	0	0	0	0	0	2	3	2
Rental Units	9	2	7	3	19	1	1	10	5	4	1	3	65	74
Total	9	3	7	3	19	1	1	10	5	4	1	5	68	76

Royal Shilton is the City's rental and fire inspector. Royal joined the City in late 2022 serving as Public Safety's first full-time firefighter and paramedic. Chapter 858 of the City of Ionia Codified Ordinances was amended in 2014 to establish the rental registration program. All residential property being rented in the City must be registered and receive a certificate of compliance in accordance with the ordinance. Property owners interested in renting their residential property should contact Royal at (616) 527-4431 to schedule an inspection or visit the City's Code Enforcement & Rentals page of the website at cityofionia.org for more information.

As approved by the Planning Commission at its January 8, 2025, regular meeting.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VI.5

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Vertical Pole Banner Application - Ionia High School Class of 2025

Background:

Attached please find an application from the Ionia High School Senior Lock-In Committee. It is requesting the placement of banners featuring Class of 2025 graduating seniors on all 96 available banner poles. The banners are single sided, so two can be placed back-to-back per pole for a total possible of 192 banners. The final number of banners requested will be determined based on the actual number of participating seniors. If there are more participants than available banner locations, we will work with the Senior Lock-In Committee on alternatives to publicly display any remaining banners.

The requested display period is from April 7 – May 23, 2025 (7 weeks), which is within the total allowable 12 weeks, per the Vertical Pole Banner Display Policy. All other conditions as required by the policy appear to be satisfied.

The cost per banner for installation/removal is \$5 and will be collected prior to a final banner count and installation, assuming the application is approved.

Requested Action / Motion:

It is requested the Ionia City Council make a motion to approve the vertical pole banner application submitted by the Ionia High School Senior Lock-In Committee to display up to 192 banners as specified, from April 7 – May 23, 2025.

Motion By:

Seconded By:

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



Vertical Pole Banner Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

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

Ph: (616) 527-4170 Website: www.ci.ionia.mi.us

Date of Application: 1/15/25

Permit Fee: \$5.00 per banner

- Applicants are required to supply all needed materials including but not limited to the banners and any needed fastening devices.
- Banners shall be installed and removed only by approved staff of the City of Ionia. Anyone who attempts to install or remove a banner outside of these parameters will be charged with a misdemeanor and may jeopardize approval of future associated banner projects.
- Applicants are required to be a non-profit organization or governmental unit, and the purpose of the banners must be for a general public interest. The use of banners for commercial or political advertising is prohibited.
- Applications are to be submitted no later than four (4) weeks prior to the proposed installation date.

Applicant Information

Name of Applicant: Troy Waterman

Name of Organization: Class of 2025 seniorlock-in Role within Organization: Member

Address: 327 Pearl Street City, State, Zip: Ionia, Mi. 48846

Phone: 616-527-9918 Email: ktwaterman@hotmail.com

Banner Details

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

1. Brief description of the reason for banners being displayed?
Banners will be displayed in honor and to reconize the Ionia High School seniors of 2025.
2. Total number of banners: ¹⁰⁰⁻¹⁹⁰

3. Vertical Pole Banner Locations (Indicate the number of banners requested to be placed at each of the available locations):

12 Adams St. (12)

11 M-21 from Baldie to North M-66 (11)

21 M-66 from M-21 to North St. (21)

43 M-66 from Steele St. to M-21 (43)

9 Steele St. (9)

4. Dates Requested (Banners are only to be displayed for a maximum of six (6) weeks. One additional consecutive six (6) week period can be requested.):

April 7, 2025 through May23, 2025

5. Company Fabricating Banners: S & K Printing

Signature

On behalf of the organization listed above, I, as the applicant, hereby acknowledge receipt of the Vertical Pole Banner Policy of the City of Ionia. I covenant and agree to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses that may arise out of, result from or be caused by my organization's banner installation. I covenant and agree to strictly comply with all terms and conditions of the Vertical Pole Banner Policy, and further understand and agree that the City Council, in its sole and absolute discretion, may approve, deny or set any conditions or limitations on any banner(s) that may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant's Signature: Troy Waterman

Date: 1/15/25

OFFICE USE ONLY

Approved or Denied (Circle One)

Comments: _____

Copies To: _____

Signature: _____ Date: _____



CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.1

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Introduction and First Reading - Ordinance No. 592 - Codification

Background:

Annually, staff has the City's code book publisher codify the ordinances enacted by City Council covering approximately the previous year's period. Ordinances and select resolutions enacted by Council since March 6, 2024 need to be codified. Ordinances are codified through a codification ordinance, which follows for Council review.

Requested Action / Motion:

It is requested that the Ionia City Council make a motion to introduce and set a first reading of Ordinance No. 592, an ordinance to codify the ordinances adopted by the City Council since March 6, 2024 and to schedule a Public Hearing regarding the proposed ordinance for 7:00 PM, Wednesday, March 5, 2025 at Ionia City Hall.

Motion By:

Seconded By:

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

CITY OF IONIA
Ordinance No. 592 – Codification
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Ionia City Hall, 114 N. Kidd Street, Ionia, Michigan on Wednesday, March 5, 2025, at 6:30 PM at a Meeting of the City Council, to receive comments on Ordinance No. 592. If approved, this ordinance codifies ordinances and certain resolutions adopted since March 6, 2024, into the City Code. Following the Public Hearing the City Council will be asked to approve the ordinance on Second Reading. The ordinance will become effective upon publication.

AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AND RESOLUTIONS AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH

The following list of ordinances and resolutions are included in the codification.

<u>Ord. or Res. No.</u>	<u>Date</u>	<u>C.O. Section</u>
584	5-1-24	Amend Ch. 1285: AC Development Planned Unit Development District
585	5-1-24	Amend Ch. 1246: Zoning Map to reflect rezoning of 310 Cleveland Street from B-1 to I-1
586	5-1-24	Repeal Ch. 288: Parks and Recreation Commission
587	5-1-24	Amend Sections 214.05, 1040.10, 1042.02, 1042.42, 1042.48 – Fee Schedule 2024
Res. 24-11	5-1-24	Amend Sections 214.05 and 1040.10 – Water and Sewer Fees
588	7-2-24	Amend and rename Ch. 1248: R-1, R-2, and R-3 One-Family Residential Districts, Ch. 1250: RT Two-Family Residential District, Ch. 1252: RM Multiple-Family Residential District, Ch. 1254: RM-1 Multiple-Family Residential District, and Ch. 1269 East Main Preservation District. Amend Ch. 1240, Ch. 1246, Ch. 1256, Ch. 1258, Ch. 1260, Ch. 1262, Ch. 1270, Ch. 1274, Ch. 1282, Ch. 1284, Ch. 1286, Ch. 1289, Ch. 1290, Ch. 1291, Ch. 1293, and Appendix I
589	9-4-24	Amend Ch. 1246: Zoning Map to reflect rezoning of 165 parcels into new residential zoning districts
590	10-2-24	Amend Ch. 1062: Parks and City Cemeteries
591	12-4-24	Amend and rename Ch. 1262: I-1 Light Industrial District. Amend Ch. 1240, Ch. 1246, Ch. 1284, Ch. 1289, Ch. 1290, Ch. 1291, Ch. 1293, and Appendix I

A complete version of Ordinance No. 592 may be reviewed online at www.cityofionia.org or at City Hall during regular business hours. Comments or questions regarding the request may be offered at

the Public Hearing or provided to City Manager, Precia Garland, at the City Hall address above, by phone at (616) 527-5776, or via e-mail at pgarland@ci.ionia.mi.us prior to the Public Hearing.

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

By: Mary Patrick, City Clerk
Ionia City Hall
114 N. Kidd Street, PO Box 496
Ionia MI 48846
(616) 527-4170

CITY OF IONIA
Ordinance No. 592

**AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF
CERTAIN ORDINANCES AND RESOLUTIONS AS PARTS OF THE
VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES
AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT
THEREWITH**

WHEREAS, American Legal Publishing Corporation will soon complete its most recent updating and revision of the Codified Ordinances of the City;

WHEREAS, various ordinances and resolutions of a general and permanent nature that have been passed by Council since the date of the last updating and revision of the Codified Ordinances (March 6, 2024) have been included in the Codified Ordinances of the City;

THE CITY OF IONIA ORDAINS:

Section 1. That the editing, arrangement and numbering or renumbering of the following ordinances and resolutions are hereby approved as parts of the various component codes of the Codified Ordinances of the City, so as to conform to the classification and numbering system of the Codified Ordinances:

<u>Ord. or Res. No.</u>	<u>Date</u>	<u>C.O. Section</u>
584	5-1-24	Amend Ch. 1285: AC Development Planned Unit Development District
585	5-1-24	Amend Ch. 1246: Zoning Map to reflect rezoning of 310 Cleveland Street from B-1 to I-1
586	5-1-24	Repeal Ch. 288: Parks and Recreation Commission
587	5-1-24	Amend Sections 214.05, 1040.10, 1042.02, 1042.42, 1042.48 – Fee Schedule 2024
Res. 24-11	5-1-24	Amend Sections 214.05 and 1040.10 – Water and Sewer Fees
588	7-2-24	Amend and rename Ch. 1248: R-1, R-2, and R-3 One-Family Residential Districts, Ch. 1250: RT Two-Family Residential District, Ch. 1252: RM Multiple-Family Residential District, Ch. 1254: RM-1 Multiple-Family Residential District, and Ch. 1269 East Main Preservation District. Amend Ch. 1240, Ch. 1246, Ch. 1256, Ch. 1258, Ch. 1260, Ch. 1262, Ch. 1270, Ch. 1274, Ch. 1282, Ch. 1284, Ch. 1286, Ch. 1289, Ch. 1290, Ch. 1291, Ch. 1293, and Appendix I
589	9-4-24	Amend Ch. 1246: Zoning Map to reflect rezoning of

590	10-2-24	165 parcels into new residential zoning districts Amend Ch. 1062: Parks and City Cemeteries
591	12-4-24	Amend and rename Ch. 1262: I-1 Light Industrial District. Amend Ch. 1240, Ch. 1246, Ch. 1284, Ch. 1289, Ch. 1290, Ch. 1291, Ch. 1293, and Appendix I

Section 2. If any section, clause or phrase of this ordinance is declared to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 3. This ordinance shall be published and recorded as provided in the City Charter and shall take effect upon publication.

CITY OF IONIA

Dated: _____

BY: Jonathan T. Bowman, City Clerk

Introduction and First Reading:
Notice of Public Hearing:
Second Reading and Adoption:
Effective Upon Publication:

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.2

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Resolution 2025-01 Schedule Public Hearing for IFT Application from Enwork

Background:

ASSA Group Inc., dba Enwork is in the process of constructing a 54,896 square feet addition to its building at 510 Apple Tree Drive to expand its furniture manufacturing facility. As part of this process, it is creating \$3,327,370 in land and building improvements and \$191,955 in machinery, equipment, furniture and fixture improvements, as detailed on the attached IFT application. Enwork also indicates that at least ten new jobs will be created as a result of this expansion.

An Industrial Facilities Tax (IFT) Exemption encourages eligible businesses to make new investments in Michigan. If approved, an IFT would exempt the new building and equipment from normal ad valorem taxes and instead, impose a specific tax, equivalent to 50% of the local property tax millage rate.

In order to consider an IFT application, City Council must first schedule a public hearing to receive comments, as required by Michigan Public Act 198 and the City's policy, 4-006: Industrial Facility Exemption Certificates. Notice must also be provided to the ad valorem taxing jurisdictions that would be impacted by the application's approval. Resolution 2025-01 has been prepared to schedule the public hearing to be conducted on March 5, 2025 and to direct the mailing of the required notice letters to affected taxing jurisdictions.

Requested Action / Motion:

It is requested the Ionia City Council consider approving Resolution 2025-01, which schedules a public hearing to consider the IFT application from Enwork on March 5, 2025 at 6:30 PM and directs the mailing of notice letters to the affected taxing jurisdictions prior to the public hearing.

Motion By:

Seconded By:

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



RESOLUTION TO SET PUBLIC HEARING REGARDING APPLICATION FOR INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE FILED BY ASSA GROUP INC., dba ENWORK, INC., FOR PROPERTY LOCATED AT 510 APPLE TREE DRIVE, IONIA, MICHIGAN.

At a regular meeting of the City Council of the City of Ionia, Ionia County, Michigan, held in the Council Chambers, Ionia City Hall, 114 North Kidd Street, Ionia, Michigan, on the 5th day of February, 2025, at 6:30 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Council Member _____ and seconded by Council Member _____.

WHEREAS, pursuant to the Plant Rehabilitation and Industrial Development Districts Act, Public Act 198 of 1974, MCL 207.551 *et seq.*, as amended (the "Act"), the City Council established the City of Ionia Industrial Development District No. 2021-1 (the "District") by resolution on May 4, 2021; and

WHEREAS, ASSA Group Inc., dba Enwork, (the "Applicant"), a Michigan corporation whose registered office address is 12900 Christopher Drive, Lowell, MI 49331, operates an industrial facility located at 510 Street, Ionia, Michigan (the "Facility"), which is located within the District; and

WHEREAS, the Applicant filed with the City Clerk an application for an Industrial Facilities Tax Exemption Certificate ("Application") on or about January 30, 2025, which is attached as Exhibit A; and

WHEREAS, the Application provides that the Applicant intends to make certain real and personal property improvements at the Facility; and

WHEREAS, Section 5 of the Act requires the City to afford the Applicant, the City Assessor, and the legislative body of each taxing unit that levies ad valorem property taxes in the City an opportunity for a hearing regarding the Application;

NOW, THEREFORE, the City Council of the City of Ionia, Ionia County, Michigan, resolves as follows:

1. A public hearing regarding the Application shall be held on March 5, 2025 at 6:30 p.m. in the Council Chambers, Ionia City Hall, 114 N. Kidd Street, Ionia, Michigan.

2. The City Manager is directed to publish notice of the hearing once in a newspaper of general circulation in the City of Ionia. The notice of the hearing shall be substantially in the form of Exhibit B.

3. The City Manager is further directed to provide notice of the hearing by sending letters to the Applicant, the City's Assessor, and a representative of each taxing unit that levies ad valorem property taxes in the City. The letters shall be substantially in the form of Exhibit C.

4. The Application shall remain on file in the office of the City Clerk.

5. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: COUNCIL MEMBERS: _____

NAYS: _____

I, Mary Patrick, City Clerk of the City of Ionia, hereby certify this to be a true and complete copy of Resolution No. 2025-01, duly adopted at a regular meeting of the City Council held on the 5th day of February, 2025.

Mary Patrick
Ionia City Clerk

RECEIVED

JAN 30 2025

CITY OF IONIA

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) ASSA Group Inc. dba Enwork		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 2521	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 510 Apple Tree Dr., Ionia, MI 48846		1d. City/Township/Village (indicate which) Ionia (city)	1e. County Ionia
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		3a. School District where facility is located Ionia	3b. School Code 34010
		4. Amount of years requested for exemption (1-12 Years) 12	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Enwork designs, manufactures, and distributes furniture across North America. Our new addition will add 54,896 square feet of manufacturing, assembly, and warehousing to our existing building bringing our total square footage at this location to 77,711 square feet.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	3,327,370 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	191,955 Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	3,519,325 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	10/10/2024	04/10/2025	☒ Owned ☐ Leased
Personal Property Improvements	04/10/2025	06/10/2025	☒ Owned ☐ Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

9. No. of existing jobs at this facility that will be retained as a result of this project. 0	10. No. of new jobs at this facility expected to create within 2 years of completion. 10+
--	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

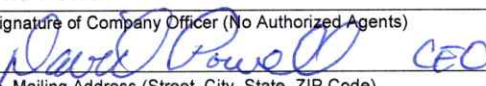
a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District	
12b. Date district was established by local government unit (contact local unit) 05/04/2021	12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name David Powell	13b. Telephone Number (616) 987-9445	13c. Fax Number (616) 987-9446	13d. E-mail Address dpowell@enwork.com
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) David Powell			
15b. Signature of Company Officer (No Authorized Agents)  CEO		15c. Fax Number (616) 987-9446	15d. Date 1/27/2025
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 12900 Christopher Dr., Lowell, MI 49331		15f. Telephone Number (616) 987-9445	15g. E-mail Address dpowell@enwork.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
 State Tax Commission
 PO Box 30471
 Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

List of Improvements and Associated Costs – Enwork Ionia 2024 Expansion

Real Property Costs

Construction: \$3,270,692

Architectural/Environmental: \$56,678

Grand Total: \$3,327,370

List of Machinery, Equipment, Furniture, and Fixtures – Enwork Ionia 2024 Expansion

Item	Cost	Installation Date
Global Finishing Solutions Air-Makeup Unit	\$42,000	4/10/2025
2005 Heesemann MFA6 Impression Wide Belt Sander	\$28,000	4/10/2025
Global Finishing Spray Booths	\$37,586	4/10/2025
Sames Kremlin Spray Equipment	\$9,369	4/10/2025
Donaldson Torit Dust Collector	\$75,000	4/10/2025
Total	\$191,955	

Property Legal Description- 510 Apple Tree Dr. - 204-600-000-050-50

DESCRIPTION

Part of the Northwest 1/4 of Section 18, T7N, R6W, City of Ionia, Ionia County, Michigan, described as: Commencing at the West 1/4 corner of said Section; thence N00°07'00"E 796.53 feet along the West line of said Section to a point on the North line of Apple Tree Drive; thence S89°53'00"E 683.00 feet along said North line to the Point of Beginning; thence N00°01'44"E 537.26 feet; thence S89°56'31"E 525.00 feet; thence S00°01'44"W 537.80 feet; thence N89°53'00"W 525.00 feet along said North line to the Point of Beginning. Contains 6.48 acres. Subject to easements, restrictions and rights-of-way of record.

IONIA COUNTY

175 E. ADAMS ST. IONIA MI 48846

Phone: (616) 527-5374

Fax: (616) 527-0863

INSPECTION REQUEST LINE: (616) 527-5367

3:30 PM DEADLINE FOR NEXT BUSINESS DAY INSPECTION

Permit Number

Building

PB24-0783

Issued: 10/10/24

Expires: 04/08/25

USE GROUP: B, F-1, S-2

TYPE OF CONSTRUCTION: 2B

APPLICANT

WOLVERINE BUILDING GROUP
4045 SE BARDEN

GRAND RAPIDS MI 49512

Ph.: (616) 281 6162

Fx.:

LOCATION

510 APPLE TREE DR

204-600-000-050-06

IONIA CITY

OWNER

VOLCOR FINISHING
510 APPLE TREE DRIVE
IONIA MI 48846

Work Description:

COMMERCIAL NEW CONSTRUCTION
230 X 270 BASIC DIMENSIONS
54,896 SQFT

Ph.:

Permit Fee: 14,570.00

Fx.:

**THIS PERMIT IS BEING ISSUED PURSUANT TO THE PROVISION OF THE IONIA
COUNTY BUILDING ORDINANCE 97-01, AND THE STATE OF MICHIGAN
CONSTRUCTION CODE, P.A. 230 OF 1972 AS AMENDED**

This permit shall be posted in a conspicuous location on the premises and shall remain in place during the entire period of construction, any person willfully destroying this permit before the completion of this building will be punished to the full extent of the law.



**Bert Gale,
BUILDING OFFICIAL IONIA COUNTY**

The information outlined above shall be provided to all subcontractors responsible for scheduling inspection. To schedule an inspection please call (616) 527-5367. All requests for inspections made prior to 3:30 p.m. will be scheduled for the following business day.



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Ionia City Hall, 114 N. Kidd Street, Ionia, Michigan, on March 5, 2025, at 6:30 p.m., at a regular meeting of the City Council, to consider an application for an Industrial Facilities Tax Exemption Certificate filed by ASSA Group, Inc., dba Enwork for real and personal property located at 510 Apple Tree Drive, Ionia, Michigan.

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

CITY COUNCIL OF THE
CITY OF IONIA, MICHIGAN

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

February 10, 2025

Ionian County Taxing Authority
Street Address
Ionian MI 48846

Dear Taxing Authority:

The City of Ionian has received an application from ASSA Group, Inc., dba Enwork, for an Industrial Facilities Tax Exemption Certificate. With regard to this application, please be advised of the following:

- a. That the City of Ionian established the City of Ionian Industrial Development District 2021-1 (the "District") by resolution on May 4, 2021, and has now received and will consider an application of Enwork, Inc. for an Industrial Facilities Tax Exemption Certificate for real and personal property located at 510 Apple Tree Drive, Ionian, Michigan, which is located within the District.
- b. That the City Council shall meet on Wednesday, March 5, 2025, at 6:30 p.m. at the Ionian City Hall, 114 N. Kidd Street, Ionian, Michigan, to afford the Applicant, the City Assessor, and a representative of each taxing unit that levies ad valorem property taxes in the City an opportunity to be heard with regard to the application.
- c. That the total cost of the real and personal property improvements as stated in the application is \$3,519,325.

Sincerely,

Precia L. Garland
City Manager

cc: ASSA Group, Inc. dba Enwork
City Assessor
Ionian County Intermediate School District
North LeValley School District
County Commission of Ionian County

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.3

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Ionia County Election Coordinating Committee Agreements

Background:

The City of Ionia is a member of the Ionia County Election Coordinating Committee along with other municipalities located within the Ionia Intermediate School District and Ionia Public Schools District. Michigan election law, MCL 168.305(1), required all school district “election coordinating committees” to file a report with the Secretary of State in early 2005 which set forth the arrangements made by the members of the committee for the conduct of the school district’s elections. Further, MCL 168.305(2), requires all school district “election coordinating committees” to meet at 4-year intervals to review and, if necessary, alter the election arrangements set forth in the committee’s most recent report.

In order to remain in compliance with state law, the Election Coordinating Committee must submit new reports for each district to the Secretary of State by February 28, 2025. Two reports are provided in the form of agreements to outline the election arrangements conducted on behalf of the Ionia Intermediate School District and Ionia Public Schools District, either in coordination with other local, state, and/or federal elections, or as stand-alone elections. Agreements have been prepared via the Ionia County Clerk's office, which serves as the "election coordinator" for the Ionia County Election Coordinating Committee due to the district including multiple cities and townships within the county. The agreements identify the City's duties and responsibilities for conducting the Ionia Intermediate School District and Ionia Public Schools elections, during the four-year period of January 1, 2025 through December 31, 2028. These agreements are preceded by similar agreements for the previous four-year period.

Both agreements follow the same form. Each of the proposed agreements detail the responsibilities of township and city clerks when conducting an election on behalf of the Ionia Intermediate School District or Ionia Public Schools District. These duties are consistent with past practice as well as most current election law. The agreements also detail reimbursable elections expenses by the Ionia Intermediate School District or Ionia Public Schools District to cities and townships. The agreements have been reviewed and approved by the City Attorney as to form.

Requested Action / Motion:

It is requested the Ionia City Council consider approving the proposed Ionia County Election

Coordinating Committee agreements for the Ionia Intermediate School District and Ionia Public Schools District elections for the period January 1, 2025 through December 31, 2028 and authorize City Clerk Mary Patrick to sign it on behalf of the City.

Motion By:

Seconded By:

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

IONIA COUNTY ELECTION COORDINATING COMMITTEE AGREEMENT

Ionias Intermediate School District Elections

This agreement reflects an understanding between the Ionia County Clerk, the Clerks from the Townships of Berlin, Boston, Campbell, Danby, Easton, Ionia, Keene, Lyons, North Plains, Odessa Orange, Orleans, Otisco, Portland, Ronald, Sebewa and the City of Belding, the City of Ionia and the City of Portland in Ionia County, the Clerks from the Townships Fairplain, Eureka in Montcalm County, the Clerks of the Townships of Eagle, Westphalia in the County of Clinton, the Clerks from the Townships of Carlton, Castleton, Woodland in Barry County, the Clerks from the Townships of Chester, Oneida, Roxand, Sunfield, Vermontville in Eaton County, the Clerks of the Township of Bowne, Grattan, Oakfield in Kent County, and the Ionia Intermediate School District Board Secretary, and their respective jurisdictions as lawfully authorized.

The agreement will outline the duties and responsibilities of conducting special elections in the Ionia Intermediate School District for a four-year period of time expiring December 31, 2028. The Ionia Intermediate School District's normal practice will be to primarily hold elections in even years with the understanding that elections in odd years are not prohibited. Elections in odd years or other instances where the school district is the only item on that ballot, that school district will bear the cost associated for that election.

Date of Election Coordinating Committee Meeting: TBD in February 2025

Election Coordinator: Ionia County Clerk

The Election Coordinator will perform the following duties and responsibilities:

- Setup/code Ballots (either the county or the vendor will perform this responsibility).
- Provide Qualified Voter File (QVF) precinct list for the Ionia Intermediate School District (MCL 168.301).
- Coordinate QVF related responsibilities with local clerks in setting up school district elections
- Present election results to the Board of Canvassers for the official canvas of the school election (MCL 168.307).
- Present a verified account of actual costs of setup/coding ballots, canvas expenses and any other costs associated with conducting the School District's regular or special election to the school district no later than 84 days after the date of the regular or special election (MCL 168.315).
- Notify elected candidates within five business days after certification of election (MCL 168.309).
- Receive filing fees, nominating petitions and affidavit of identity from school board candidates (MCL 168.301)

Ionias Intermediate School District Election

Agreement 2025-2028

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- Receive petitions for special elections called pursuant to MCL 168.641(4)
- Schedule any special election called pursuant to MCL 168.641(4)
- Provide election day “support” / “troubleshooting” for all jurisdictions within Ionia County.
- Receive notice of withdrawal of candidates (MCL 168.303).
- Certify candidates (MCL 168.301).
- Receive ballot proposal language (MCL 168.301, 168.646(a)).
- Receive request from the Ionia Intermediate School District Board for special elections/initiative petitions pursuant to Section 168.641(4), 168.646(a), MCL 168.301, 302(a) & 312, and MCL 168.641.
- Proof ballots, order ballots.
- Publish close of registration, election notice, positions to be elected and proposals.
- All other duties required of an Election Coordinator in conducting the school’s election as prescribed by law.

County Election Commission: Probate Judge, County Treasurer, County Clerk

The County Election Commission and shall perform the following duties:

- Ballot proofing, unless delegated to the Office of the County Clerk.

City/Township Election Commission:

The City/Township Election Commission with agreement by another clerk within the school boundary may by resolution of the City/Township Election Commission and pursuant to MCL 168.659, consolidate precincts during special elections and notify voters by first class mail of changes in polling locations, when necessary. It will be the responsibility of the clerk where those voters reside to mail the absentee ballot applications with returns for those ballots being sent to the clerk accepting the responsibilities for said election.

Clerk’s desiring to consolidate precincts for special elections, shall notify the election coordinator of their intent no later than 69 days before the election and a resolution shall be adopted no later than 60 days before the election.

Precinct consolidation is governed as follows:

In an instance where a local school district, intermediate school district or community college district is divided into two or more precincts, the precincts may be combined to conduct any election scheduled in the school district. A *consolidated* precinct cannot contain more than 5,000 registered voters.

- Precincts cannot be consolidated if the school district’s election is held on the same date as an even-numbered year November election, an even-numbered year August primary, a special statewide election or a special federal election.

- In order to consolidate precincts, a resolution must be adopted by the appropriate election commission at least 60 days prior to the election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.
- If a decision is made to consolidate precincts, **whole precincts** must be combined; the precincts involved in the consolidation cannot be divided.
- If a consolidated precinct will make it necessary for voters to attend a different polling place location, the election commission must notify the voters of the new polling place location by mail “or other method designed to provide actual notice to the registered electors.” On the day of the election, the election commission must post a notice at each polling place location eliminated for the election. The notice must include directions to the polling place location the voters must attend.

Precinct Boundaries:

Precinct Boundaries: Ionia Intermediate School District elections will be administered with the precincts and polling places established on the city/township level for the conduct of state and federal elections except as noted above.

Township/City Clerks:

The Township/City Clerks in the Ionia Intermediate School District Elections will perform the following duties and responsibilities:

- If a city or township is holding an election for elective offices or a ballot question at the same time that a school district located in the city or township is holding an election, the city or township clerk shall also conduct the school district election with his or her jurisdiction (MCL 168.305).
- The Township/City Election Commission will adopt a resolution to consolidate precincts 60 days prior to the election, if applicable (MCL 168.659).
- Distribute, receive and process absent voter applications for city/township residents in the Ionia Intermediate School District (MCL 168.301).
- Mail Absentee Voter (AV) application to the permanent list of AV voters maintained by each township/city if such a list exists.
- Notify voters by posting at the township/city hall that on the Saturday before the election AV ballots can be obtained at the township/city hall.
- Handle QVF responsibilities as coordinated with the County Clerk
- Purchase required Election Day supplies.
- Conduct each regular and special election of the school district (MCL 168.301).
- Be available on the Saturday or Sunday before the election to issue absentee ballots MCL (168.761b)
- Provide voting equipment for election, test voting equipment (MCL 168.301).

Ionia Intermediate School District Election

Agreement 2025-2028

Page 3

- Appoint Election Inspectors through your local election commission.
- Provide list of election inspectors for the Election Coordinator (MCL 168.301).
- Set up precincts on Election Day.
- Handle Election Day issues and trouble shooting.
- Store voted ballots after the election.
- Present the County Clerk and Board of Canvassers envelopes and applicable contents to the Election Coordinator by 11:00 a.m. the day after the election.
- Present a verified account of actual costs for conducting the school district's regular or special election to the school district not later than 84 days after the date of the regular or special election (MCL 168.315).
- All other duties required of a township/city clerk in conducting the school election as prescribed by law.

Local jurisdictions may no longer “opt-out” of issuing and receiving absent voter ballots regardless of duties established by coordinating committee plans. Clerks for each jurisdiction with voters in the special school election must now:

- Issue all absent voter ballots, including military and overseas voters, beginning 45 days prior to the election
- Post and notify the BOE of the eight hours the clerk will be open the Saturday and/or Sunday prior to an election
- Be open from 7 a.m. to 8 p.m. on Election Day to process same day voter registration and issue absent voter ballots to those voters if they choose not to go to the polls.

School Board Secretary:

The Ionia Intermediate School District Board Secretary will perform the following duties and responsibilities:

- Forward ballot language to the County Clerk to submit a ballot question to the school electors on a regular election date, on a date when a City or Township within the School District is holding an election by adopting a resolution to the effect not less than 70 days before the election date, or on a special election date as provided in Section 641(4). If the ballot question is submitted on the same date as an election for a state or county office, the school district election coordinator shall send a copy of the ballot question language to the County Clerk of each county not less than 70 days before the election. (MCL 168.312)
- The Secretary, or designee, shall certify to the County Clerk the wording of the ballot question to be submitted to the voters at a regular or special election not later than 4 p.m. on the twelfth Tuesday before the election. (MCL 168.646a(2))
- Proofread each ballot example and provide approval to each sending county.

- Within 3 days after the appointment to fill a vacancy, the Secretary, or designee, shall provide written notice of appointment to the Election Coordinator. Notice shall include name, address and office of person who vacated the office and of the person filling such vacancy. (MCL 168.311)
- Receive from each elected or appointed school board member an “Acceptance of Office” within 10 days after notification by the Election Coordinator of election or appointment to the school board (MCL 168.309).
- Forward a copy of the “Acceptance of Office” to the Election Coordinator (MCL 168.309).
- Provide written notice of appointment to the Election Coordinator within three (3) days after the appointment to fill a vacancy. Notice to include the name, address and office of the person who vacated the office and the same information on the person filing the vacancy (MCL 168.311).
- All other duties required by a school board secretary in conducting the school election as prescribed by law.

School Board:

- The school board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs for conducting the election (MCL 168.315).

Early Voting:

Early Voting is not typically associated with School Elections. However, if such an instance occurs the terms of this Agreement and the separate Early Voting Agreement will be followed as outlined in those Agreements.

Authorized Representatives:

- The signatories to this agreement represent that they are authorized to execute this agreement on behalf of their designated governmental entities and that all associated actions required by law have been taken by any necessary governing body.

IT IS HEREBY AGREED:

1. This Initial Report/Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
2. If any clause, provision or section of this Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction or changed by legislative action and enactment the invalidity or unenforceability of such a clause, provision or section shall not affect any of the remaining clauses, provisions or sections
3. This Initial Report is effective January 1, 2025, and is binding on the undersigned jurisdictions until December 31, 2028, or until such time as an Altered Report is filed with the State of Michigan, Department of State, Bureau of Elections.
4. The County Clerk shall file a copy of this Initial Report or subsequent Altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. (MCL 168.305(1))

IN WITNESS WHEREOF, the undersigned jurisdictions have executed this Initial Report by and through their respectively duly authorized representatives as of the date so indicated.

Berlin Township Clerk

Date

Boston Township Clerk

Date

Campbell Township Clerk

Date

Danby Township Clerk

Date

Easton Township Clerk

Date

Ionia Township Clerk

Date

Keene Township Clerk

Date

Lyons Township Clerk

Date

North Plains Township Clerk

Date

Odessa Township Clerk

Date

Orange Township Clerk

Date

Orleans Township Clerk

Date

Otisco Township Clerk

Date

Portland Township Clerk

Date

Ronald Township Clerk

Date

Sebewa Township Clerk

Date

Belding City Clerk

Date

Ionia City Clerk

Date

Portland City Clerk

Date

Fairplain Township Clerk

Date

Eureka Township Clerk

Date

Eagle Township Clerk

Date

Westphalia Township Clerk

Date

Chester Township Clerk

Date

Oneida Township Clerk

Date

Roxand Township Clerk

Date

Sunfield Township Clerk

Date

Vermontville Township Clerk

Date

Carlton Township Clerk

Date

Castleton Township Clerk

Date

Woodland Township Clerk

Date

Grattan Township Clerk

Date

Oakfield Township Clerk

Date

Bowne Township Clerk

Date

Ionia Intermediate School District Board Secretary

Date

Ionia County Clerk

Date

Ionia County Deputy Clerk

Date

Expenses Chargeable to School Districts:

1. Ballot setup and printing costs
2. Ballot Programmer wages
3. Election Supplies (Precinct Kits) The cost of reusable supplies is not reimbursable (e.g., A.V. applications and envelopes, tabulator tapes, marking pens, etc.).
4. Postage for A.V. ballots
5. Temporary Employees (Actual cost; must document)
6. Overtime or extra compensation paid to regular employees or officials
7. Computer program for tabulator
8. Canvassing costs (Per diem, mileage, reports)
9. Publishing costs (close of registration, notice of election and public accuracy testing notice)
10. Election Inspector wages

MCL 168.315 (3) The county, city, or township shall present to a school district a verified account of actual costs of conducting the school district's regular or special election not later than 84 days after the date of the election. The school board shall pay or disapprove all or a portion of the verified account within 84 days after the school district receives a verified account of actual costs under this subsection.

(4) If the school board disapproves all or a portion of a verified account of actual costs under subsection (3), the school board shall send a notice of disapproval along with the reasons for the disapproval to the county, city, or township.

IONIA COUNTY ELECTION COORDINATING COMMITTEE AGREEMENT

Ionian Public Schools Elections

This agreement reflects an understanding between the Ionia County Clerk, the Clerks from the Townships of Berlin, Easton, Ionia, Lyons, North Plains, Orange, Orleans, Portland, Ronald, and City of Ionia in Ionia County and the Ionia Public Schools District Board Secretary, and their respective jurisdictions as lawfully authorized.

The agreement will outline the duties and responsibilities of conducting special elections in the Ionia Public Schools District for a four-year period of time expiring December 31, 2028. The Ionia Public School District's normal practice will be to primarily hold elections in even years with the understanding that elections in odd years are not prohibited. Elections in odd years or other instances where the school district is the only item on that ballot, that school district will bear the cost associated for that election.

Date of Election Coordinating Committee Meeting: TBD in February 2025

Election Coordinator: Ionia County Clerk

The Election Coordinator will perform the following duties and responsibilities:

- Setup/code Ballots (either the county or the vendor will perform this responsibility).
- Provide Qualified Voter File (QVF) precinct list for the Ionia Intermediate School District (MCL 168.301).
- Coordinate QVF related responsibilities with local clerks in setting up school district elections
- Present election results to the Board of Canvassers for the official canvas of the school election (MCL 168.307).
- Present a verified account of actual costs of setup/coding ballots, canvas expenses and any other costs associated with conducting the School District's regular or special election to the school district no later than 84 days after the date of the regular or special election (MCL 168.315).
- Notify elected candidates within five business days after certification of election (MCL 168.309).
- Receive filing fees, nominating petitions and affidavit of identity from school board candidates (MCL 168.301)
- Receive petitions for special elections called pursuant to MCL 168.641(4)
- Schedule any special election called pursuant to MCL 168.641(4)
- Provide election day "support" / "troubleshooting" for all jurisdictions within Ionia County.
- Receive notice of withdrawal of candidates (MCL 168.303).
- Certify candidates (MCL 168.301).

- Receive ballot proposal language (MCL 168.301, 168.646(a)).
- Receive request from the Ionia Intermediate School District Board for special elections/initiative petitions pursuant to Section 168.641(4), 168.646(a), MCL 168.301, 302(a) & 312, and MCL 168.641.
- Proof ballots, order ballots.
- Publish close of registration, election notice, positions to be elected and proposals.
- All other duties required of an Election Coordinator in conducting the school's election as prescribed by law.

County Election Commission: Probate Judge, County Treasurer, County Clerk

The County Election Commission and shall perform the following duties:

- Ballot proofing, unless delegated to the Office of the County Clerk.

City/Township Election Commission:

The City/Township Election Commission with agreement by another clerk within the school boundary may by resolution of the City/Township Election Commission and pursuant to MCL 168.659, consolidate precincts during special elections and notify voters by first class mail of changes in polling locations, when necessary. It will be the responsibility of the clerk where those voters reside to mail the absentee ballot applications with returns for those ballots being sent to the clerk accepting the responsibilities for said election.

Clerk's desiring to consolidate precincts for special elections, shall notify the election coordinator of their intent not later than 69 days before the election and a resolution shall be adopted not later than 60 days before the election.

Precinct consolidation is governed as follows:

In an instance where a local school district, intermediate school district or community college district is divided into two or more precincts, the precincts may be combined to conduct any election scheduled in the school district. A *consolidated* precinct cannot contain more than 5,000 registered voters.

- Precincts cannot be consolidated if the school district's election is held on the same date as an even-numbered year November election, an even-numbered year August primary, a special statewide election or a special federal election.
- In order to consolidate precincts, a resolution must be adopted by the appropriate election commission at least 60 days prior to the election. When determining whether to consolidate precincts for an upcoming election, the election commission must consider the complexity of the ballot and the anticipated turnout for the election.

- If a decision is made to consolidate precincts, **whole precincts** must be combined; the precincts involved in the consolidation cannot be divided.
- If a consolidated precinct will make it necessary for voters to attend a different polling place location, the election commission must notify the voters of the new polling place location by mail “or other method designed to provide actual notice to the registered electors.” On the day of the election, the election commission must post a notice at each polling place location eliminated for the election. The notice must include directions to the polling place location the voters must attend.

Precinct Boundaries:

Precinct Boundaries: Ionia Public Schools District elections will be administered with the precincts and polling places established on the city/township level for the conduct of state and federal elections except as noted above.

Township/City Clerks:

The Township/City Clerks in the Ionia Public Schools District Elections will perform the following duties and responsibilities:

- If a city or township is holding an election for elective offices or a ballot question at the same time that a school district located in the city or township is holding an election, the city or township clerk shall also conduct the school district election with his or her jurisdiction (MCL 168.305).
- The Township/City Election Commission will adopt a resolution to consolidate precincts 60 days prior to the election, if applicable (MCL 168.659).
- Distribute, receive and process absent voter applications for city/township residents in the Ionia Intermediate School District (MCL 168.301).
- Mail Absentee Voter (AV) application to the permanent list of AV voters maintained by each township/city if such a list exists.
- Notify voters by posting at the township/city hall that on the Saturday before the election AV ballots can be obtained at the township/city hall.
- Handle QVF responsibilities as coordinated with the County Clerk
- Purchase required Election Day supplies.
- Conduct each regular and special election of the school district (MCL 168.301).
- Be available on the Saturday or Sunday before the election to issue absentee ballots MCL (168.761b)
- Provide voting equipment for election, test voting equipment (MCL 168.301).
- Appoint Election Inspectors through your local election commission.
- Provide list of election inspectors for the Election Coordinator (MCL 168.301).
- Set up precincts on Election Day.
- Handle Election Day issues and trouble shooting.
- Store voted ballots after the election.

- Present the County Clerk and Board of Canvassers envelopes and applicable contents to the Election Coordinator by 11:00 a.m. the day after the election.
- Present a verified account of actual costs for conducting the school district's regular or special election to the school district not later than 84 days after the date of the regular or special election (MCL 168.315).
- All other duties required of a township/city clerk in conducting the school election as prescribed by law.

Local jurisdictions may no longer “opt-out” of issuing and receiving absent voter ballots regardless of duties established by coordinating committee plans. Clerks for each jurisdiction with voters in the special school election must now:

- Issue all absent voter ballots, including military and overseas voters, beginning 45 days prior to the election
- Post and notify the BOE of the eight hours the clerk will be open the Saturday and/or Sunday prior to an election
- Be open from 7 a.m. to 8 p.m. on Election Day to process same day voter registration and issue absent voter ballots to those voters if they choose not to go to the polls.

School Board Secretary:

The Ionia Public Schools Board Secretary will perform the following duties and responsibilities:

- Forward ballot language to the County Clerk to submit a ballot question to the school electors on a regular election date, on a date when a City or Township within the School District is holding an election by adopting a resolution to the effect not less than 70 days before the election date, or on a special election date as provided in Section 641(4). If the ballot question is submitted on the same date as an election for a state or county office, the school district election coordinator shall send a copy of the ballot question language to the County Clerk of each county not less than 70 days before the election. (MCL 168.312)
- The Secretary, or designee, shall certify to the County Clerk the wording of the ballot question to be submitted to the voters at a regular or special election not later than 4 p.m. on the twelfth Tuesday before the election. (MCL 168.646a(2))
- Proofread each ballot example and provide approval to each sending county.
- Within 3 days after the appointment to fill a vacancy, the Secretary, or designee, shall provide written notice of appointment to the Election Coordinator. Notice shall include name, address and office of person who vacated the office and of the person filling such vacancy. (MCL 168.311)
- Receive from each elected or appointed school board member an “Acceptance of Office” within 10 days after notification by the Election Coordinator of election or appointment to the school board (MCL 168.309).

- Forward a copy of the “Acceptance of Office” to the Election Coordinator (MCL 168.309).
- Provide written notice of appointment to the Election Coordinator within three (3) days after the appointment to fill a vacancy. Notice to include the name, address and office of the person who vacated the office and the same information on the person filing the vacancy (MCL 168.311).
- All other duties required by a school board secretary in conducting the school election as prescribed by law.

School Board:

- The school board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs for conducting the election (MCL 168.315).

Early Voting:

Early Voting is not typically associated with School Elections. However, if such an instance occurs the terms of this Agreement and the separate Early Voting Agreement will be followed as outlined in those Agreements.

Authorized Representatives:

- The signatories to this agreement represent that they are authorized to execute this agreement on behalf of their designated governmental entities and that all associated actions required by law have been taken by any necessary governing body.

IT IS HEREBY AGREED:

1. This Initial Report/Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
2. If any clause, provision or section of this Agreement shall be ruled invalid or unenforceable by any court of competent jurisdiction or changed by legislative action and enactment the invalidity or unenforceability of such a clause, provision or section shall not affect any of the remaining clauses, provisions or sections
3. This Initial Report is effective January 1, 2025, and is binding on the undersigned jurisdictions until December 31, 2028, or until such time as an Altered Report is filed with the State of Michigan, Department of State, Bureau of Elections.
4. The County Clerk shall file a copy of this Initial Report or subsequent Altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. (MCL 168.305(1))

IN WITNESS WHEREOF, the undersigned jurisdictions have executed this Initial Report by and through their respectively duly authorized representatives as of the date so indicated.

Berlin Township Clerk

Date

Easton Township Clerk

Date

Ionia Township Clerk

Date

Lyons Township Clerk

Date

North Plains Township Clerk

Date

Orange Township Clerk

Date

Orleans Township Clerk

Date

Portland Township Clerk

Date

Ronald Township Clerk

Date

Ionia City Clerk

Date

Ionian Public Schools Board Secretary

Date

Ionian County Clerk

Date

Ionian County Deputy Clerk

Date

Expenses Chargeable to School Districts:

1. Ballot setup and printing costs
2. Ballot Programmer wages
3. Election Supplies (Precinct Kits) The cost of reusable supplies is not reimbursable (e.g., A.V. applications and envelopes, tabulator tapes, marking pens, etc.).
4. Postage for A.V. ballots
5. Temporary Employees (Actual cost; must document)
6. Overtime or extra compensation paid to regular employees or officials
7. Computer program for tabulator
8. Canvassing costs (Per diem, mileage, reports)
9. Publishing costs (close of registration, notice of election and public accuracy testing notice)
10. Election Inspector wages

MCL 168.315 (3) The county, city, or township shall present to a school district a verified account of actual costs of conducting the school district's regular or special election not later than 84 days after the date of the election. The school board shall pay or disapprove all or a portion of the verified account within 84 days after the school district receives a verified account of actual costs under this subsection.

(4) If the school board disapproves all or a portion of a verified account of actual costs under subsection (3), the school board shall send a notice of disapproval along with the reasons for the disapproval to the county, city, or township.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.4

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Schedule Capital Improvement Plan Worksession

Background:

In accordance with Sections 5.04(2), 5.10 – 5.11 of the Ionia City Charter, a Capital Improvement Program (CIP) is prepared and submitted annually for City Council consideration and adoption. The CIP is to include:

1. A clear general summary of its contents;
2. A list of all capital improvements and other capital expenditures that are proposed to be undertaken during the six (6) fiscal years next ensuing, with appropriate supporting information as to the necessity for each;
3. Cost estimates and recommended time schedules for each improvement or other capital expenditure;
4. The method of financing, upon which each capital expenditure is to be reliant; and
5. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

City Council is also required to conduct a public hearing regarding the CIP prior to its adoption. The approved CIP is then utilized to assist in programming capital projects for the next fiscal year (July 1, 2025 – June 30, 2026).

To sufficiently examine the CIP prior to adoption, it is requested a public hearing and council work session be scheduled for 5:30 PM on March 5, prior to the next regularly scheduled council meeting. Food will be served during this meeting.

Requested Action / Motion:

It is requested that the Ionia City Council consider a motion to schedule a work session and public hearing for 5:30 PM on Wednesday, March 5, 2025 for the purpose of receiving public comments on the proposed Capital Improvement Program.

Motion By:

Seconded By:

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

**CITY OF IONIA
NOTICE OF PUBLIC HEARING FOR
SIX YEAR CAPITAL IMPROVEMENT PROGRAM**

The City of Ionia will conduct a public hearing on March 5, 2025 at 5:30 PM, in the Council Chambers located at 114 North Kidd Street, Ionia, Michigan for the purpose of affording citizens an opportunity to examine and provide comments on the proposed Six-Year Capital Improvement Program.

Further information, including a copy of the City of Ionia's Capital Improvement Program is available for review. To inspect the documents, please contact Precia Garland, City Manager at 616-527-5776, pgarland@ci.ionia.mi.us or review at Ionia City Hall, 114 N. Kidd Street, Ionia. Comments may be submitted in writing through March 6 or made in person at the public hearing.

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

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.5

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Update Rules of Order and Conduct for City Council Meetings

Background:

In accordance with Section 2.11 Procedure of the Charter of the City of Ionia, the City Council shall determine the times of its meetings as prescribed by rule. It also is charged with determining its own rules and order of business. To that end, the Ionia City Council has established "Rules of Order and Conduct for City Council Meetings." These rules were last revised in 2023.

With the recent change in regular City Council meeting times from 7:00 PM to 6:30 PM, it is necessary to revise the City Council Rules, as shown in Section 1.04 - Regular Meeting Date and Time. This is the only change suggested to the Rules, which may be amended by a majority vote of all the members of City Council.

Requested Action / Motion:

It is requested the Ionia City Council consider taking action to amend its, "Rules of Order and Conduct for City Council Meetings," and restate them with an effective date of January 1, 2025.

Motion By:

Seconded By:

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



Rules of Order and Conduct for City Council Meetings

January 1, 202~~5~~³

GENERAL

1.01 Voting. The City Council shall consist of two (2) council members from each of the four wards and the Mayor. Five (5) members of the City Council shall constitute a quorum for the transaction of business. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting to a later date.

1.02 Meeting Agenda. The City Manager shall prepare the agenda for any regular or special meeting or work session of the City Council. The agenda and supporting material shall be available for the City Council no later than 5:00 p.m. the Friday prior to the meeting.

1.03 Order Of Business. The Order of Business shall be as follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

- I. Approval of Agenda
- II. Approval of Minutes
- III. Proclamations
- IV. Public Comments
- V. Public Hearings and Associated Action
- VI. Communications
- VII. City Manager's Report
- VIII. Appointments
- IX. Minutes and Reports of Boards and Commissions/City Departments
- X. Councilmember Comments/Good of the Order

XI. Closed Session

XII. Adjournment

1.04 Regular Meeting Date and Time. Meeting dates for regular City Council Meetings are hereby established as the first Wednesday of each month. All regular meetings shall begin at ~~7:00~~6:30 p.m. No later than the December meeting of each year, City Council shall adopt and publish a meeting schedule for the following year. The regular meetings shall not be moved unless a majority of City Council approves the change and public notice is given with at least 15 days notice.

1.05 Attendance Acknowledgment. The City Clerk or other designated city employee shall make available at the meeting, a sign in sheet for all visitors, guests, and employees in attendance at the meeting. The sheet shall be placed with that meeting's minute and become part of the minutes.

1.06 Audio Recording of Meetings. The City Clerk shall electronically record all proceedings of City Council at regular and special meetings. These recordings are to be used by the City Clerk in preparing the minutes of the regular and special meetings. Tape recordings of the meetings shall be disposed of, destroyed or reused at the discretion of the City Clerk. No tape recordings of closed sessions shall be made. The City Clerk shall prepare and preserve the minutes of any closed session if and as required by law.

1.07 Committees. There shall be no standing committees of City Council. Special or ad hoc committees may be created by the City Council. The special or ad hoc members shall be appointed by the Mayor, subject to the approval of the City Council.

1.08 City Manager Participation. The City Manager shall attend all meetings of the City Council unless excused. The City Manager may make recommendations to the City Council and shall have the right to take part in all discussions of the City Council, but shall have no vote.

1.09 City Attorney Participation. The City Attorney shall attend any meeting of the City Council upon request by City Council, Mayor, or City Manager.

1.10 City Clerk Participation: The City Clerk shall attend all meetings of the City Council unless excused and shall keep the official journal (minutes) and perform such other duties as may

be requested by City Council. If the City Clerk is excused from attendance at a meeting, the City Clerk shall assure that a qualified person is present to carry out the duties of the City Clerk during the meeting.

MEETINGS

2.01 Public Notice Of Meetings. The City Clerk shall be responsible for providing the proper notice of all meetings of the City Council as specified by the Open Meetings Act or its replacement.

2.02 Regular Meetings: The City Council shall meet in the City Council Chambers for Regular Meetings.

2.03 Special Meetings. Special meetings may be called by the Mayor or by a quorum or more members of the City Council. The notice to each City Council member shall be no less than 18 hours prior to the special meeting. The notice of a special meeting shall specify the day, the hour, and the location of the special meeting. The City Clerk shall give public notice as specified by the Open Meetings Act.

2.04 Adjourned Meetings. Any meeting of the City Council may be adjourned to a later date and time, provided that no adjournment shall be for a longer period than the next scheduled Regular Meeting.

2.05 Work Sessions. The City Council may meet informally in Work Sessions (open to the public) at the call of the Mayor or majority of the City Council, to review proposed or forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager, provided that all discussions and conclusions thereon shall be informal. Informal shall be defined as no voting to occur nor any decisions made by a quorum of the City Council. All official business consisting of votes and decisions made by a quorum of the City Council shall be reserved for special and regular meetings. Work Sessions shall be called as Special Meetings as allowable by the City Charter.

2.06 Closed Sessions. Any closed sessions of the City Council shall be conducted in accordance with the applicable laws allowing such meetings, specifically, but not limited to the Open Meetings Act.

2.07 Council Attendance Requirement. No City Council Member shall miss three (3) consecutive, unexcused regular meetings in a twelve (12) month period. Any violation of this provision shall result in the matter being reviewed by the Board of Ethics for appropriate action, including but not limited to removal from the City Council. This provision recognizes the duty of City Council Members to be in attendance to represent the citizens in matters concerning the City. An absence shall be excused only upon a quorum vote by the present City Council.

CONDUCT AND ORDER

3.01 Recognition to Speak. No City Council member or other person shall speak until duly recognized by the Mayor. Any such recognized person shall immediately cease speaking if ruled out of order by the Mayor. Any person found to have excessively disobeyed or ignored the call to order by the Mayor shall be requested to leave or otherwise be removed from the meeting upon direction of the Mayor. In order to keep civility and professionalism, the City Council shall refrain from objection, motion or vote regarding removal of any person during the meeting. Any discussion or action on inappropriate removal shall be discussed and resolved at a special meeting or at the next scheduled meeting of the City Council.

3.02 Public and Guest Opportunity to Address City Council. All persons may address the City Council at any meeting that is open to the public during Public Comment in accordance with these provisions. The Mayor may recognize citizens during the Public Comment period. Citizens shall speak only at the times indicated on the agenda and only after being recognized by the Mayor. Citizens shall give their name and address prior to speaking, as requested or reminded by the City Clerk. Comments shall be limited to five (5) minutes for each citizen, unless the time is extended by the Mayor or by majority vote of the City Council. The extension shall not be for more than 10 minutes. A person who is speaking on behalf of a number of citizens may have his or her time extended by the Mayor or by majority vote of the City Council. Citizens shall address their comments to the City Council, not to other citizens in the audience. A citizen shall immediately cease speaking if ruled out of order by the Mayor. Two or more violations of this rule or any other actions that disturb or disrupt the meeting shall constitute a breach of the peace of the meeting and shall subject the person or persons involved to removal and/or exclusion from

the meeting. Citizens or other interested persons who believe the public comment time is insufficient are encouraged to meet with the City Manager, Mayor and/or City Council Members prior to the meeting to fully advise of the citizen's or interested persons' opinions or positions.

3.03 Manner of Vote. The vote on all ordinances and resolutions shall be by a "Yes" or "No" vote, and entered in the minutes of the meeting. The City Clerk shall call the vote by Roll Call and enter each City Council Member's vote. Except in cases where a larger majority is required by law, no ordinance or resolution shall be adopted, nor shall any appointment be made, or any person removed from office, except by the affirmative vote of a quorum of the members of the City Council. No member shall abstain or vote "present" without full explanation as to the reason for the abstention. If a member does abstain or vote "present," the City Clerk shall request the reason and call a vote from the Council to allow the abstention or "present" vote. The Member shall vote "yes" or "no" if the abstention or "present" vote is denied by a majority vote of the City Council. It is the duty and privilege of each City Council member to vote affirmatively or against each motion and unless good cause is proven for an abstention, none shall be accepted. The City Council shall listen to the member's statement of need to abstain, shall have opportunity to question the member, and shall vote on the appropriateness of the abstention in accordance with the interest of the citizens of Ionia and as guided by Robert's Rules of Order, most recent Edition. No "pass" vote shall be allowed during the voting of the City Council.

3.04 Special Meeting Business. No business shall be transacted at any special meeting unless the same has been stated in the notice of the special meeting.

3.05 Motion, Support and Discussion. Once a motion is presented for consideration by a member of City Council, the motion shall not be discussed until it is seconded by another City Council Member or the Mayor. The motion shall be restated by the Mayor, or the Mayor shall designate the City Clerk to restate the supported motion. The Mayor shall then ask for comments, discussion and inquiries from the City Council prior to vote. The Mayor shall call for final discussion opportunity prior to vote. Any City Council Member may call the vote subject to a majority vote to continue discussion.

3.06 Robert's Rules of Order. Robert's Rules of Order shall apply to meetings of the City Council except to the extent they are in conflict with these Rules of Order and Conduct. The

Deputy Mayor shall be familiar with Robert's Rules of Order and shall be the adviser to the Mayor during meetings on questions of order not contained in this Ordinance and contained in Roberts Rules of Order. The most recent edition of Robert's Rules of Order shall be present for review and enforcement during City Council meetings.

3.07 Intent of Rules of Conduct and Order. These Rules of Order and Conduct are intended to be controlling for the City Council meetings unless any portion is found to be contrary to the Michigan or Federal laws in the area of Order and Conduct. In that case, any provision violating Michigan or Federal laws shall be stricken or amended to comply with Michigan or Federal laws while the remaining provisions shall remain in effect.

3.08 Conflict. If any member of the City Council presents concerns of conflict involving another member or that member, the issue shall be made part of the minutes and presented to the Board of Ethics for consideration and ruling. If the potential conflict reduces the voting members below a quorum on an issue directly related to the potential conflict, any votes on that issue shall be tabled until the Board of Ethics has ruled. If the potential conflict may result in dissolution of that member's position as council member, said member shall refrain from all voting until the potential conflict can be ruled upon by the Board of Ethics. Examples of potential conflict include, but are not limited to, positions on boards, agencies or businesses controlled, overseen, or financially influenced by the City, family relationships, close personal relationships, or receipt of assets or favors associated with the City Council position. Also, potential conflict may be residence within the city or elected ward, holding another elected position, etc.

3.09 Specific Conflict: No member of City Council shall be a member of any committee or organization overseen by the City Council unless otherwise required by State Statute, City Charter, City Council Resolution, City Ordinances, or these Rules.

3.10 Conduct of City Council Members: Any City Council Member violating six (6) or more City ordinances or codes, or found guilty of violating a criminal City, State or Federal law, shall be reviewed by the City Council. Members are encouraged to self-report violations to the Board of Ethics for review, consideration and decision. The City Manager shall review violations of City ordinances and codes each January to determine if any Council Member is in violation of

this provision. Any violation of this provision shall be reported to the City Council for review, consideration and decision. This conduct provision is consistent with City Charter Sections 2.07.

3.11 Amendment Of These Rules: These rules may be amended, or new rules adopted, by a majority vote of all members of the City Council.

CERTIFICATE

I hereby certify that these Rules of Order and Conduct for City Council Meetings was duly adopted by the Ionia City Council at a regular meeting held on ~~Tuesday, November 1, 2022~~Wednesday, February 5, 2025, said meeting being properly noticed and held in accordance with the Open Meetings Act, being Public Act 267 of 1976, as amended.

Mary Patrick, City Clerk

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.6

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: 2025 Independence Holiday Fireworks Permit

Background:

The DDA will sponsor the annual Independence Holiday fireworks display on Thursday, June 26, 2025 (with Friday, June 27 as the rain date). Through the City, the DDA has retained the services of Pyrotecnico Fireworks, Inc., of New Castle PA, to provide and launch the display. As in the past the fireworks will be launched from the in-field area at the fairgrounds. Pyrotecnico Fireworks has handled the annual display for many years through an acquired company (Melrose Pyrotechnics) and we have not had any problems with the practices utilized by the firm in launching the fireworks or the quality of the display. Pyrotecnico has provided us with the necessary insurance endorsements with the City, DDA and Free Fair Association all named as additional insured. We also have \$5,000,000 in secondary fireworks liability coverage through our insurance provider, Michigan Municipal Risk Management Authority (MMRMA). This coverage is in addition to the \$10,000,000 liability limit possessed by Pyrotecnico.

Public Act 256 of 2011, as amended, and Chapter 692 – Fireworks, of the City of Ionia Codified Ordinances requires a local governmental unit to grant a permit so that the fireworks may be launched. Pyrotecnico has submitted the required permit application and proof of liability insurance, which follows this application.

Requested Action / Motion:

It is requested the Ionia City Council consider approving the Permit for Fireworks Display to Pyrotecnico Fireworks, Inc., of New Castle PA for the launching of fireworks on Thursday, June 26, 2025 in the in-field of the Ionia Free Fair Grounds. It is further requested Council waive the \$25 application fee from the DDA, given the DDA is primarily funded by the City's General Fund, which would receive the application fee.

Motion By:

Seconded By:

Roll Call Vote:	Ketchum	_____	Starr	_____
	Winters	_____	Millard	_____
	Cook	_____	Cowling	_____

Lee _____ Waterman _____
Milewski _____

2025 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks
- ☒ Public Display ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Pyrotecnico Fireworks, Inc.		ADDRESS OF APPLICANT 299 Wilson Rd, New Castle, PA 16101	AGE OF APPLICANT 18 YEARS OR OLDER X YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Stephen Vitale		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 299 Wilson Rd, New Castle, PA 16101	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) Michael Falk		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) 4369 E Summit Woods Dr NE, Rockford, MI 49341	TELEPHONE NUMBER 616.427.0377
NAME OF PYROTECHNIC OPERATOR Michael Falk		ADDRESS OF PYROTECHNIC OPERATOR 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER X YES ☐ NO
NO. YEARS EXPERIENCE 35 years	NO. DISPLAYS 450+ displays	WHERE Michigan, Illinois, Indiana, Missouri, Texas, Florida, California, Nevada	
NAME OF ASSISTANT Matthew Falk		ADDRESS OF ASSISTANT 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF ASSISTANT 18 YEARS OR OLDER X YES ☐ NO
NAME OF OTHER ASSISTANT Chris Kutzli		ADDRESS OF OTHER ASSISTANT 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER X YES ☐ NO
EXACT LOCATION OF PROPOSED DISPLAY Ionia Fairgrounds infield, 317 S Dexter St., Ionia MI 48846			
DATE OF PROPOSED DISPLAY June 26, 2025 w/ rain date of June 27, 2025		TIME OF PROPOSED DISPLAY Approx 10:20 pm	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT No storage necessary, delivered on date of display			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$10,000,000.00		NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton-Gallagher & Associates	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY One Cleveland Center, Floor 30; 1375 East 9 th Street, Cleveland, OH 44114			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)		
Approximately 2750	Aerial display shells ranging in size from 1 ¼ inches to 4 inches in diameter		
SIGNATURE OF APPLICANT 		DATE December 12, 2024	

Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

Authority: 1988 PA 358 Compliance: Voluntary Penalty: Permit will not be issued	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
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This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.

Issued To Pyrotecnico Fireworks, Inc.		Age (18 or over) Yes
Address 4369 E Summit Woods Dr NE, Rockford, MI 49341		
Name of Organization, Group, Firm, or Corporation City of Ionia		
Address PO Box 496, Ionia MI 48846		
Number and Types of Fireworks Approximately 2750 aerial display shells ranging in size from 1 ¼ inches to 4 inches in diameter.		
Exact Location of Display Ionia Fairgrounds infield, 317 S Dexter St., Ionia MI 48846		
City, Village, Township City of Ionia, MI	Date June 26, 2025 w/ rain date of June 27, 2025	Time Approx 10:20 pm
Bond or Insurance Filed? ☒ Yes ☐ No		Amount \$10,000,000.00

Issued by action of the Legislative Body of the

☐ City ☐ Village ☐ Township of _____ on the _____ day of _____, 2025
(Name of City, Village, Township)

(Signature and Title of Legislative Body Representative)

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
 - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
 - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
 - Display Fireworks – 1.3G fireworks for professional use only
 - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
 - Public Display – a fireworks display that is open to all persons for viewing.
 - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the [Michigan Fireworks Safety Act, PA 256 of 2011](#), [MCL 28.466, Section 16](#).
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

Ionian Fairgrounds
317 S Dexter St, Ionia, MI 48846

Pyrotechnico Fireworks Inc.
9/2/2021 Michael Falk

All Spectators outside retaining wall. No spectators allowed inside track area.

No Spectators
In Grandstand



Launch Location

Setup area: 40' X 40'

Radius from setup area: 280'



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/9/2024

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

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

PRODUCER Acrisure, LLC dba Britton Gallagher & Associates 3737 Park East Dr. STE 204 Beachwood OH 44122	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 E-MAIL ADDRESS: info@brittongallagher.com FAX (A/C, No): 216-658-7101
INSURED Pyrotecnico Fireworks Inc. P.O. Box 149 299 Wilson Road New Castle PA 16103	INSURER(S) AFFORDING COVERAGE INSURER A: Everest Indemnity Insurance Company INSURER B: Everest Denali Insurance Company INSURER C: Arch Specialty Insurance Company INSURER D: Constitution Insurance Company INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 67653713**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC	Y	Y	SI8ML00891-241	10/14/2024	10/14/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	Y	Y	SI8CA00141-241	10/14/2024	10/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	Y	Y	UXP1035252-05	10/14/2024	10/14/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	82-872096-04-36 (MI)	10/14/2023	10/14/2024	☒ WC STATU-TORY LIMITS ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability #2			SI8EX01314-241	10/14/2024	10/14/2025	Each Occ/ Aggregate \$5,000,000 Total Limits \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

DISPLAY DATE: June 26, 2025 with a June 27, 2025 rain date

LOCATION: Ionia Free Fair Grounds, S. Dexter Street, Ionia, Michigan

ADDITIONAL INSURED: City of Ionia, Michigan; Ionia Free Fair Association;; City of Ionia Downtown Development Authority

CERTIFICATE HOLDER**CANCELLATION**City of Ionia, MI
P.O. Box 496
Ionia MI 48846

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.7

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: February 5, 2025

RE: Dial-A-Ride Computer-Aided Dispatch and Scheduling Software (CADS) Project

Background:

To keep Dial-A-Ride equipment operating within its expected useful life, technology such as scheduling and dispatch software is typically budgeted for replacement every five (5) years but is not replaced until capital grant funds are available. The current Computer Aided Dispatch and Scheduling Software was procured in 2014. Dial-A-Ride was recently awarded a \$50,000 grant to purchase updated CADS software.

A request for proposals (RFP) solicitation was issued November 15, 2024 with proposals due December 17, 2024. Eight (8) proposals were received and reviewed by the selection committee, which was comprised of the Dial-A-Ride Director, a full-time driver and full-time dispatcher. The committee evaluated the proposals based on criteria presented in the RFP, which included a stipulation that three years of pricing be provided in the bid response. The proposal from Via Mobility, LLC received the highest score from the selection committee and follows this communication for your review.

All eight proposals are listed below and reflect the three-year pricing as requested:

Bidder	Location	Quote
Blaise	Quebec, Canada	\$78,812.00
Ecolane	Wayne, PA	\$104,568.25
HBSS Connect Corp - QRyde	Lowell, MA	\$113,478.34
Information Technology Curves, Inc	Gaithersburg, MD	\$89,997.00
Kevadiya, Inc	Pontiac, MI	\$49,950.00
The Routing	Boston, MA	\$131,604.00

Company		
Spare	Vancouver, Canada	\$145,186.17
Via Mobility, LLC	New York, NY	\$108,200.00

Requested Action / Motion:

It is requested the City Council consider making a motion to approve the contract for a three-year agreement with Via Mobility, LLC to provide Computer Aided Dispatch and Scheduling Software to Ionia Dial-A-Ride at the quoted price of \$108,200. Via Mobility's first-year cost is \$48,800; second-year cost is \$29,400; and third-year cost is \$30,000. Each subsequent year thereafter, the price would increase by 3% (i.e., year 4 = \$30,000 x 1.03 = \$30,900). Funding from the \$50,000 grant would be budgeted for the first-year cost of \$48,800 in 588-570.000-807.700. All ongoing operating expenses would be budgeted from 588-560.000-801.000.

Motion By:

Seconded By:

Roll Call Vote:

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

Request for Proposal (RFP)

Direct Questions To:

Heidi Wenzel, Director of Transportation, at
hwenzel@ci.ionia.mi.us by December 10, 2024.
Questions and answers will be posted at
<https://www.cityofionia.org>

Date Issued:

November 15, 2024

Date Due:

December 17, 2024 by 2:00pm

Proposer Name:

Via Mobility, LLC

Amount of Proposal:

\$ \$108,200*

Amount of monthly or
yearly sub./fees:

\$ \$2,400*

Submit To:

Ionia Dial-A-Ride
251 E Adams Street
Ionia, MI 48846

*Total cost for 3 years including monthly fee and upfront one-time fee. Please see 6. Detailed List of Itemized Costs for details.

**Fixed monthly fee for up to 8 active vehicles. Please see 6. Detailed List of Itemized Costs for details.

Note: Annual Inflation + Innovation Index of 3% applied after Year 1.

PROPOSER READ AND COMPLETE

The undersigned certified that he/she offers to furnish materials and services in strict accordance with the requirements of this proposal including any specifications, Proposal Forms, and Terms and conditions that may be attached; that prices quoted are correct.

Signed by:

309717A739E245B

Signature

12/16/2024

Date

Federal ID#: US Federal: 30-1031498

(Precede with "S" if Social Security #)

Proprietary and Confidential Information

Please note that this document and any and all supporting documentation, appendices and attachments contain proprietary, confidential, and trade secret information of Via Mobility, LLC ("Via"), and is exempt from disclosure under the Michigan Compiled Laws ("M.C.L."), including under M.C.L. § 13(1)(f) (as trade secret, commercial, or financial information); MCL § 16.1261(13)(b) (as records containing trade secret, financial, or proprietary information); and M.C.L. § 15.243(1)(d), which prohibits the disclosure of public records if they are, in pertinent part, "records or information specifically described and exempted from disclosure by statute." As the information provided herein is confidential and trade secret, both federal and state statutes, including the Michigan Uniform Trade Secrets Act, § 445.1906, *et seq.*, preclude its disclosure. Further, this response contains information which, if released, would constitute a clearly unwarranted invasion of individual's privacy pursuant to M.C.L. § 15.243(1)(a). We expect that Ionia Dial-a-Ride (IDART) will protect the entire content of Via's proposal from public disclosure until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the deadline for submission of bids or proposals has expired pursuant to M.C.L. § 15.243(1)(i). We request that your office maintain the confidentiality of these materials and provide Via with notice of any request for disclosure of this information prior to production by contacting compliance@ridewithvia.com.

Intellectual Property

The Via Transportation, Inc. products are protected by one or more of the following U.S., European or International Patents:

US: 9,816,824 ; 9,562,785 ; 10,197,411 ; 10,677,604 ; 10,168,168 ; 10,168,167 ; 10,458,803 ; 10,677,602 ; 11,107,352 ; and other patents pending.

Europe: EP3355028; NL3355028; FR3355028; GB3355028 ; DE3355028 ; and other patents pending.

6. Detailed List of Itemized Costs

Below, in accordance with the RFP, we have included a complete list of itemized costs related to Via's proposed solution for IDART.

Via SaaS Pricing Proposal for Ionia



	Description	Amount
Installation Fee	Upfront, One-Time Fee	\$20,000
	Fixed Monthly Fee - Up to 8 Active Vehicles ^{1,2}	\$2,400
Annual & Monthly Fees	Incremental Monthly Fee per Vehicle - Active Vehicles 9+ ²	\$250
	<i>Memo: Minimum Annual Fee (Year 1)</i>	\$28,800
Total 3-Year Cost	8 Active Vehicles	\$108,200
Optional Hardware	Device and Installation - Per Device	\$650
	Maintenance fee - Per Device Per Year	\$50

¹ Payable upfront annually as the Minimum Annual Fee.

² An active vehicle is defined as the maximum number of distinct vehicles that use the Via Solution on any given day over the course of the applicable calendar month.

Note: Annual Inflation + Innovation Index of 3% applied after Year 1.

Breakdown by installation fee and each additional year's ongoing costs:

Installation Fee	\$20,000
Year 1	\$28,800
Year 2	\$29,400
Year 3	\$30,000
Total	\$108,200

Assumes 8 vehicles and no hardware

Our proposed Software-as-a-Service (SaaS) solution includes two fee categories:

1. **Installation Fee:** This one-time fee covers all technical tasks and start-up activities required to launch a successful software platform, including app configuration, zone mapping, and staff training. We are experts at data migration and understand what it takes to ensure seamless transition for the team. This fee also covers the migration from PCTrans, including data clean-up, data migration, and change management support for IDART's staff.
2. **Per Vehicle Fees:** After launch, our solution is priced as an all-inclusive monthly per-active vehicle fee, granting ongoing access to Via's cloud-based software. The fee also covers our reporting suite, Amazon Web Services cloud hosting, marketing support, and continuous software upgrades. Above a minimum of 8 vehicles, IDART has the option to add and subtract vehicles as needed and will only be charged for incremental active vehicles actually used at peak each month.

Via's fee structure is fully flexible, and we welcome further discussion to determine a pricing strategy in line with IDART's goals and needs. For example, we can adjust our fee structure to charge more in upfront costs, and reduce monthly fees to maintain the same total cost over the contract term.

We look forward to further discussing our pricing proposal with IDART should you have any questions, feedback, or clarifications.

ANNEX 1

Service Level Agreement

1. Availability

Via provides a targeted uptime of 99.9%. All work for the purpose of planned outages for maintenance, upgrades and related reasons, will take place outside of service hours whenever possible. Planned outages will be notified via email and, wherever possible, with 24 hours' notice.

2. Unexcused Downtime

Unexcused Downtime means any material error in the Via Solution that causes the Via Solution or a material element thereof (i.e., the rider app, the driver app, the Via Visualizer or the Via Administration Console) to fail to operate properly, other than problems caused by Excused Events (defined below), planned outages or emergency downtimes required to remedy security vulnerabilities (such error, a "Defect"). Unexcused Downtime is calculated from the time of notification of Defect by the Customer as logged by Via, until such time the Via Solution is restored to working order. In addition to the other Excused Events relieving Via of responsibility hereunder, the Customer will be responsible for managing the mobile network provider and customer contact systems.

If total Unexcused Downtime exceeds 20 hours per month for 3 or more consecutive months, then the Customer will be able to apply Service Level Credits (as defined below).

3. Excused Events

Via is not responsible hereunder for any Defects or unavailability arising from or related to the following (collectively, "Excused Events"): (a) any modifications or alterations of the Via Solution made by any individual or entity other than Via; (b) any breach of the Agreement by the Customer; (c) any Defect that cannot be reasonably recreated by Via; (d) the Customer's use of a non-supported version; (e) the Customer's failure to comply with the user and related documentation provided for the Via Solution; (f) any component expressly identified as being out of scope from the Terms and Condition or applicable Order; (g) any Third Party Content or the AWS hosting; (h) the accuracy of the Customer data provided for loading in the Via environment and any output resulting from its use or processing; (i) the Public Circuit (as defined below); (j) failures beyond Via's reasonable control; (k) failure of the Customer personnel to be available to Via personnel for the performance of required Customer-side actions in connection with diagnosis and related remediation services; (l) the Customer's inability to access the Via Solution due to problems with software, hardware, devices (including phones) telecommunications, or networking equipment not provided by Via; and/or (m) any other events described in Section 2(d) of the Terms and Conditions. The Customer and each of its individual passengers and drivers are responsible for the purchase, installation, and maintenance of an Internet or wireless network connections to access the Via Solution via the Public Circuit. As used herein, "Public Circuit" means the third party provided circuits, overland, wireless and/or submarine cabling, and other connectivity infrastructure outside of the Via data center in which the Via Solution is deployed.

4. Defect Priority, Escalation, and Resolution

At the time of notification of a Defect by the Customer, Via will assign a severity and priority level as follows:

Defect Level	Response Service Level	Diagnosis Service Level	Resolution Service Level	Service Level Credit
Severity 1 – the Via Solution is completely inoperative.	Response within 30 minutes of notification of Defect.	Diagnosis of Defect complete within 2 hours of notification of Defect.	Resolution or workaround no later than 6 hours of notification of Defect.	60 credits for failure to achieve Resolution SLA.
Severity 2 - loss of documented material functionality or features such that all or a substantial portion of the Via Solution cannot be used in production without difficulty or adverse impact on Customer's operations.	Response within 1 hour of notification of Defect.	Problem Diagnosis complete within 6 hours of Problem Report.	Resolution no later than 3 days following notification of Defect.	30 credits for failure to achieve Resolution SLA.
Severity 3 - loss of documented material functionality or features but the Via Solution can still be used in production without adverse impact on Customer's operations.	Response within 24 hours of notification of Defect (this Service Level shall not apply to Defects downgraded to Severity 4).	Problem Diagnosis complete within 2 Business Days of notification of Defect (this Service Level shall not apply to Defects downgraded to Severity 4).	Resolution within 5 Business Days following notification of Defect.	10 credits for failure to achieve Resolution SLA.
Severity 4 - a Defect that does not impact the ability or level of effort to use the VIA Solution, including any	Response within one Business Day.	Problem Diagnosis complete within 10 Business Days of Problem Report.	Resolution will be provided in next periodic maintenance release.	None.

incompatibility discovered with another product that must be used in the same environment as the VIA solution.				
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The Customer, on finding a Defect, shall inform Via immediately, providing details of the fault and any error messages, symptoms and diagnostic information as appropriate.

If the Defect is relating to a specific rider, driver or operator, the Customer should provide Via with full details, including where applicable, their mobile device, make and model, operating system name and version and details of the Defect experienced.

Via may also request further details regarding the Defect. In the event that the Customer does not respond in a timely fashion, such delays will not be counted towards the resolution times mentioned above.

Via and the Customer will work together to create a mutually agreed upon Defect Escalation Process and implement that process together.

The Customer is responsible for ensuring that their staff are familiar with this SLA assessment of priorities and the points of contact.

5. Mobile Device Availability

In the event that a Rider or Driver experiences a Defect affecting their mobile device specifically, Via will use its own facilities to seek out an identical or similar device with which to reproduce and diagnose the Defect.

In the event that such a device cannot be found in Via's device library, the Customer will, at its discretion and on Via's request to the nominated representative for that Defect, take reasonable steps to source an appropriate test device via their mobile network provider.

6. Service Level Credits

Each Service Level Credit shall be in an amount equal to 1 percent (1%) of the total monthly support fee, detailed in section 4 of the applicable Order, for the month in which the relevant Defect occurred. Any credits earned by the Customer in accordance with Section 4 above will be applied towards the Customer's next payment to Via. The total amount of Service Level Credits credited in any year, even if multiple creditable Defects occur, will be capped at ten percent (10%) of the total annual sum of monthly support fees accrued in that year. Service Level Credits shall constitute Customer's sole remedy for Defects.

7. Third Party Content

The Via Solution includes certain Third Party Content. In the event that elements of the Via Solution fails due to such Third Party Content, Via shall instruct the relevant third party (e.g. Amazon AWS) to replace or repair the appropriate component. Via should use all reasonable endeavours to outline the nature of the fault and seek the quickest possible resolution. Via shall oversee and co-ordinate all dealings with any third parties with respect to resolving any issue caused by such third party's component.

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.8

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Fishbeck Engineering - Design Engineering Services for 2025 Street Projects

Background:

Consistent with our Capital Improvement Plan, design engineering has been initiated by our engineer of record, Fishbeck Engineering, for resurfacing portions of Summit, Lytle, and Union Streets, plus Kimball Alley. This is a fairly straight-forward design project and given our proposed schedule, should allow bidding in February with construction during the spring or summer of 2025. Care will be taken to coordinate Summit Street construction with the Ionia Public Schools schedule.

Following this communication is a copy of the engineering services proposal, along with the professional services agreement. Fishbeck proposes to provide all design engineering, plus topographical survey and soils investigation work required for the 2025 Streets Project, at a not-to-exceed fee of \$29,500. The detailed breakdown for these fees follows the proposal and is consistent with the rate schedule approved by council on August 7, 2024. As you may recall, the rate schedule reflects a 4% discount from Fishbeck's normal rates.

Chapter 212 of Part Two, Administrative Code of the Codified Ordinances of the City of Ionia excludes professional services from competitive bidding. However, it does not exclude such agreements from council approval in the event the resulting purchase will exceed \$10,000.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the Fishbeck Engineering proposal for the 2025 Streets Project at a not-to-exceed total cost of \$29,500. Funds for this expense have been budgeted in the 202 Major Streets Fund (202-463.000-801.000) and the 203 Local Streets Fund (203-463.000-801.000).

Motion By:

Seconded By:

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

January 14, 2025

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

**Proposal for Design Engineering Services for The City of Ionia
Summit Street (Union to Rich), Lytle Steet (Union to Townsend), Union Street (Lincoln to Fargo), and Kimball
Alley (Main to High)**

Fishbeck is pleased to submit this proposal for design engineering services for the resurfacing of Summit, Union, and Lytle Streets, and Kimball Alley in the City of Ionia (City). This project is slated to receive a resurfacing, including roadway, and miscellaneous sidewalk repairs. Our relationship with the City helps drive our performance and leads to successful projects. Fishbeck is confident our team will continue our recent success.

Scope of Services

We anticipate the following improvements for the resurfacing of Summit, Lytle, and Union Streets, and Kimball Alley.

- Full depth pavement removal.
- Specified locations of aggregate base removal and replacement.
- Additional aggregate base removal and replacement in accordance with the subbase evaluation during construction.
- Select locations for sidewalk replacement.
- Parking lot restriping.

Summit Street – Union Street to Rich Street

Roadway

Summit Street is a two-lane road with curb, gutter, and sidewalk. Sidewalk is located on the north side of the roadway; however, it is not continuous in front of the school parking lot in part due to utility poles and the existing parking lot layout. Sidewalk will be added in front of the parking lot and restriping of the lot to allow for adequate sidewalk will be proposed to school facilities.

E. Lytle Street – Union Street to Townsend Street

Roadway

E. Lytle Street is a two-lane road with curb, gutter, and sidewalk. Sidewalk is located on both the north and south sides of the roadway. There are select locations within the project limits in which the sidewalk is in very poor condition and will be replaced as a part of the project.

Union Street – Lincoln Ave (M-21) to Fargo Street

Roadway

Union Street is a two-lane road with curb, gutter, and sidewalk. Southerly resurfacing limits will be identified such that construction will not encroach into MDOT right-of-way. Sidewalk is located on both the west and east sides of the roadway. There is no sidewalk ramp on the west side of Union at Fargo. A sidewalk ramp and landing will be added here to correspond with the existing ramp in the east side of Union.

Kimball Alley – Main Street to High Street

Roadway

Kimball Alley is a one-way, one-lane road without curb, gutter, or sidewalk. However, some of the sidewalks crossing the Alley approaches are in very poor condition and will be replaced as a part of the project.

Professional Services Fees

Fishbeck proposes to complete the design engineering for an estimated engineering fee of Twenty-Nine Thousand Five Hundred Dollars (\$29,500). This is a “not-to-exceed” budget and the City will only be billed for time spent on the project.

Our design services will include:

- “Spot” topographic survey in areas required for design.
- Geotechnical investigation (12 pavement cores).
- Preparation of project drawings and specification to City standards.
- Obtain all existing public and private utility record drawing information.
- Bidding services and recommendation for award.

One coordination meeting will be held with City staff to review the design. We anticipate bidding the project in February 2025. We further understand the City would like to have construction completed within the spring or summer of 2025, with limitations regarding total construction duration and correspondence with the school’s summer break. Once the project is out for bid and a construction schedule determined, we will work with the City to develop a construction engineering and inspection scope and budget.

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to Sandra L. Ross (slross@fishbeck.com). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted monthly, and payment is due upon receipt.

We look forward to continuing to assist the City with design engineering services for this project. Please contact me with any questions at 616.464.3903 or apowers@fishbeck.com.

Sincerely,



Ashley Powers, PE
Civil Engineer

Attachments
By email

Professional Services Agreement

PROJECT NAME: Ionia Summit, Lytle, and Union Streets and Kimball Alley Resurfacing
PROJECT LOCATION: City of Ionia
FISHBECK CONTACT: Ashley Powers, PE
CLIENT CONTACT: Precia Garland
CLIENT: City of Ionia, 114 North Kidd Street, Ionia, MI 48846

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Design engineering services for the resurfacing of Summit, Union, and Lytle Streets, and Kimball Alley in the City of Ionia as referenced in the proposal.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- ☒ Terms and Conditions for Professional Services
- ☒ Proposal Dated: January 14, 2025
- ☐ Other:

METHOD OF COMPENSATION:

- ☐ Lump Sum for Defined Scope of Services
- ☒ Hourly Billing Rates Plus Reimbursable Expenses
- ☐ Other:

Budget for Above Scope of Services: Twenty-Nine Thousand Five Hundred Dollars (\$29,500)

ADDITIONAL PROVISIONS (IF ANY):

APPROVED FOR:

City of Ionia

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE: _____

NAME: _____

Michael L. Berrevoets, PE

TITLE: _____

Vice President

DATE: _____

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method of authorization, these Terms and Conditions shall prevail as the basis of Client's Agreement with Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all requirements, criteria, data, and information for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Client shall reimburse Fishbeck for costs incurred on or directly for Client's Project. Reimbursements shall be at Fishbeck's current rate for mileage for vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions or estimates provided by Fishbeck as to probable construction costs or total project costs will be based on Fishbeck's experience, judgment, qualifications, and general familiarity with the construction industry. Because Fishbeck has no control over market conditions or bidding procedures, Fishbeck does not warrant that actual bids, construction costs, or total project costs will not vary from Fishbeck's opinions or estimates.
6. **PROFESSIONAL STANDARDS.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of the subject professional discipline practicing under similar circumstances at the same time and in the same locality. Fishbeck may use or rely upon design elements and information customarily provided by others. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a reasonable termination charge for services and costs attributable to termination and costs necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued monthly, and will be due and payable upon receipt, unless otherwise agreed. Amounts not paid within 28 days from date of invoice shall accrue interest at a rate of 1 percent per 4-week period. Payments made thereafter will be applied first to accrued interest, and then to unpaid principal. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers' compensation insurance for Client's employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

14. **INDEMNIFICATION.** Fishbeck will indemnify and hold Client harmless from any third party claim, damage, or liability for injury or loss sustained by any third party, for which Client is legally obligated to pay, to the extent caused by Fishbeck's negligence. Client will defend, indemnify, and hold Fishbeck harmless from any claim, damage, liability, or defense cost arising from this Agreement for injury or loss sustained by any third party except to the extent caused by the negligence of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** To the fullest extent permitted by law, Client and Fishbeck waive special, incidental, indirect, and consequential damages for claims arising out of, resulting from, or in any way relating to this Agreement or the Project, including, but not limited to, loss of business, use, income, profit, financing, productivity, and reputation.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck's reasonable collection expenses including attorney's fees.

17. OWNERSHIP OF WORK PRODUCT. Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client's risk and full legal responsibility, without liability to Fishbeck, and Client shall defend, indemnify, and hold Fishbeck harmless from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. ELECTRONIC MEDIA. Data, reports, drawings, specifications, and other material and deliverables will be transmitted to Client in either hard copy, digital, or both formats. If a discrepancy or conflict with the transmitted version occurs, the version of the material or document residing on Fishbeck's computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. GENERAL CONSIDERATIONS. Client and Fishbeck each are hereby bound, and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck may assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed exclusively by the laws of the State of Michigan, and any action arising out of or in connection with Agreement shall occur in the state or federal courts located in Grand Rapids, Michigan.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services

2025 Street Resurface
Summit (Union to Rich), Union (Lincoln to Fargo), E. Lytle (Union to Townsend), Kimball (Main to High)
Estimated Manhours



		Senior Engineer QA/QC (Kramer)	Engineer/PM (Powers)	Clerical (Ross)	Total Man-hours	Proposed Fee
		\$204	\$144	\$102		
Task 1	Field Survey, Investigation, and Construction Drawings					
	Prepare Base Files		60		60	\$8,640
	Construction Drawings		32		32	\$4,608
	Specifications		24		24	\$3,456
	QA/QC	6	2		8	\$1,515
	Cost Estimate		8		8	\$1,152
Task 2	Bidding Phase					
	Bidding		8	4	12	\$1,559
Total		6	134	4	52	
						Design Fee (Fishbeck) = \$20,930
						Topographic Survey (Fishbeck) = \$2,600
						Total Labor (Fishbeck) = \$23,530
						General Reimbursable Expenses = \$500
						Reimbursable Expenses (Fishbeck) = \$500
						Geotechnical/Subsurface Investigation (SOILS) = \$5,500
						Total Outside Services = \$5,500
						Total Proposed Fee = \$29,530

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.9

TO: Mayor Milewski and Councilmembers

FROM: Precia Garland, City Manager

DATE: February 5, 2025

RE: MCSA Group, Inc. - Design & Construction Supervision Services for Phase I Steele Park Project

Background:

The City of Ionia was recently approved a Trust Fund Grant from the Michigan Department of Natural Resources to construct phase I of Steele Park. Attached is a preliminary site plan as submitted with the grant application for reference. The total estimated cost of this project is \$932,300, with \$400,000 provided by the grant and \$532,300 in matching funds from the City. The components of the project and associated estimate of probable cost are as follows:

Park Component	Estimated Cost
Volleyball Court (TBD-grass or sand)	\$7,640
Pickle Ball Courts (3)	\$113,137
Parking Lot (36 spaces)	\$149,925
Access Pathways (5' - 6' wide)	\$76,338
Restoration/Landscaping	\$54,307
Signage	\$7,440
Restroom/Concession/Storage Building	\$393,600
Site Amenities (benches, trash bins)	\$,8,244
Engineering (15%)	\$121,595
TOTAL (rounded to nearest \$100)	\$932,300

Also following this communication is a copy of the proposal from MCSA Group to provide design development, construction documentation, bidding and construction administration services for the project. The proposal elaborates all phases of the project's development and oversight by MCSA, for a not-to-exceed fee of \$121,600. A breakdown of these fees is provided on page four of the proposal.

After working with several design professionals on other City parks projects, MCSA Group has

demonstrated itself as our preferred parks design and construction oversight professional because of its demonstrated experience, knowledge and budget-conscious problem solving skills.

Chapter 212 of Part Two, Administrative Code of the Codified Ordinances of the City of Ionia excludes professional services from competitive bidding. However, it does not exclude such agreements from council approval in the event the resulting purchase will exceed \$10,000.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the professional design and construction oversight proposal from MCSA Group for Phase I Steele Street at a not-to-exceed total cost of \$121,600. A budget amendment to the 239 Parks Improvement Fund will be required to cover a portion of this expense in the current FY24-25 budget, with the balance budgeted in FY25-26.

Motion By:

Seconded By:

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

SITE DEVELOPMENT PLAN

Steele Street Park MNRTF Grant



Submitted by:



Prepared by:

williams&works
engineers | surveyors | planners



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

January 23, 2025

Precia Garland
City Manager
114 N Kidd St, PO Box 496
Ionia MI 48846

Re: Steele Street Park Improvements MNRTF

Dear Precia,

Pursuant to our conversation and subsequent emails with Jonathan Bowman and yourself, I want to provide you with this proposal for the professional services of MCSA Group, Inc. for Design Development, Construction Documentation, Bidding, and Construction Administration for Steele Street Park improvements. The improvements shall include the scope shown on the Site Development Plan as submitted for the MNRTF and RAP Grant Application.

The scope of work generally includes 36 parking spaces, restroom/ concessions building, pickleball courts, sand/grass volleyball courts, associated walks and amenities.

The project team will include the following consultants:

Soils and Structures – Geotechnical Investigation and Structural Recommendation
Civil Engineering and Permit Work – LRE (Land Resource Engineering)
Structural, Mechanical, Electrical, and Plumbing by Matrix Design
Architecture and Landscape Architecture by MCSA Group

It is intended to bid the project in the summer of 2025 for construction in Fall of 2025 and Spring of 2026.

LRE will prepare a new topographic survey. The existing survey by Fishbeck is outdated based upon the new road reconstruction, sidewalk and utilities. Note that in an effort to keep the project progressing, MCSA Group will utilize the Fishbeck survey for the Design Development Drawings. This will allow LRE adequate time to complete an updated survey when the weather permits. Additionally, an EGLE

Precia Garland
Steele Park Improvements
Page 2 of 5

Permit is in hand for a portion of the project. LRE will provide coordination with EGLE for any updates they may require. They will also work with the County Drain Commissioner to get stormwater approval.

MCSA Group, Inc. will provide professional services in a traditional step-by-step process based upon the following outline:

1. DESIGN DEVELOPMENT

- We will prepare a design development plan on the Fishbeck topographic survey. At this time we will evaluate the location of each scope item and make adjustments as necessary. We will also consider future improvements such as a multi-purpose field, softball field, t-ball field, playground and picnic area with shade sails.
- We will provide an updated cost estimate.
- We will meet with the City to review the updated plans and cost estimates.

2. CONSTRUCTION DOCUMENTATION

- We will provide the comprehensive services necessary for the final plans, details, and bid documents for the construction of the phase one (MNRTF and RAP Grant) improvements. These will include, but not limited to the following:
 - Architectural Plans, Elevations, and Details
 - Structural, Mechanical, Electrical and Plumbing plans and details
 - Existing Conditions/Removals Plan
 - Site and Layout Plans
 - Pickleball Court Site and Layout Plans and Construction Details
 - Sand/Grass Volleyball Site and Layout Plans and Construction Details
 - Grading and Storm Drainage Plans
 - Landscape and Soil Erosion Plans

Precia Garland
Steele Park Improvements
Page 3 of 5

- Utility Plans
- Site Electrical Plan
- Site details including paving, fencing, signage, site furniture, and shade shelters

- During this process we will meet with City Staff to review drawings at 30%, 60% and 90% completion.
- As the plans progress, we will carefully evaluate the project costs as they relate to the project development and provide plans that are consistent with the project budget.

3. BIDDING

- Assist with the taking of bids from qualified contractors by providing the appropriate advertisements and distributing plans for bidding.
- Respond to any bidder's questions and issue Addendums as necessary.
- Attend bid opening and make recommendation for the appropriate contractor.
- Coordinate preparation of contracts and secure the Bonds and Insurance Certifications from the Contractor.

4. CONSTRUCTION ADMINISTRATION

- Conduct a Pre-Construction Meeting.
- Provide on-site Construction progress meetings and observations. These meetings will be held every 2 weeks, depending on actual progress. After each meeting will issue a pdf report with photos.
- We will review all project submittals and contractor payment applications.
- At the end of the project will conduct a Punch list meeting.



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Precia Garland
Steele Park Improvements
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5. Grant Administration

- Provide updated design plan to Grant Administrator
- Submit plans, specifications, cost estimate and project schedule for approval prior to bidding
- Provide Close-Out Documents for reimbursement

Our Fixed Fee will be billed according to an estimated percent complete on a monthly basis. Our professional fees will be as following:

Steele Street Park Improvements
MNRTF Grant (Park)

Design Development	\$14,056.00
Construction Documentation	\$84,977.00
Bidding/ Construction Administration	\$22,567.00
Total	\$121,600.00

We appreciate the opportunity to assist you and the City of Ionia. If you would please acknowledge and send me an email with your authorization to proceed it would be greatly appreciated.

Sincerely,

MCSA Group, Inc.
Tiffany Smith
President



MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

Precia Garland
Steele Park Improvements
Page 5 of 5

Accepted this _____ day of _____ 2025.

Precia Garland
City of Ionia
City Manager

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.10

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: MCSA Group, Inc. - McConnell Park Grant Application Assistance

Background:

McConnell Park, also known as "Fun Forest," is a large neighborhood park located on E. Washington Street. Approximately 30 years ago, a group of parents joined together to raise funds for the installation of a large destination playground. Over the years, this playground has served the community well and hosted many elementary school field day events but is now reaching the end of its useful life. Additionally, the picnic shelter and drinking fountain is in need of improvement, as is the limited and unpaved onsite parking. Other site amenities desired for the park include a portable toilet enclosure, bike racks, benches, grills, and connecting pathways to improve accessibility.

Given this park's popularity and significance within the Jefferson Elementary neighborhood, the City has taken proactive steps to plan for its future improvement by including it in the City of Ionia's Five Year Parks & Recreation Plan (adopted December 2023), which makes it eligible for potential DNR grant funding. McConnell Park is also included in the City's Capital Improvement Plan, currently scheduled for improvement during the 2026-2027 fiscal year.

To achieve McConnell Park improvements in keeping with the current proposed schedule, it is necessary to prepare a DNR grant application this year. Applications are due April 1, 2025, with funding typically announced in December. A grant agreement would follow by mid-2026, thus permitting construction engineering and project bidding to follow by fall 2026 and construction to proceed during the 2027 construction season. Preparation of a DNR grant application requires significant information gathering, preliminary design activities and estimation of probable construction costs. To assist the City with this process, a proposal was solicited from MCSA Group, which follows this communication. MCSA group proposes to develop a master plan for McConnell Park and aid in preparation of the DNR grant application due April 1, 2025. It proposes to provide all services for a not-to-exceed cost of \$14,000.

As noted previously, Chapter 212 of Part Two, Administrative Code of the Codified Ordinances of the City of Ionia excludes professional services from competitive bidding. However, it does not exclude such agreements from council approval in the event the resulting purchase will exceed \$10,000.

Requested Action / Motion:

It is requested the Ionia City Council consider making a motion to approve the proposal from MCSA Group for McConnell Park master planning and grant writing assistance at a not-to-exceed cost of \$14,000. Funds have been budgeted for this purchase in the General Fund, Planning & Zoning Department, 101-208.000-801.000.

Motion By:

Seconded By:

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



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

January 23, 2025

Precia Garland
City Manager
114 N Kidd St, PO Box 496
Ionia MI 48846

Re: McConnell Park Grant Application

Dear Precia,

Pursuant to our meeting and subsequent correspondence, I would like to formally propose the services of MCSA Group, Inc. in connection with preparation of a Master Plan and Natural Resources Recreation Trust Fund Development Grant Application for McConnell Park Improvements. It is understood that the approximate construction budget of the project is \$800,000.

We will provide a Master Plan and cost estimate following a logical step-by-step process:

1. Walk and photograph the site.
2. Inventory site's physical and spatial features paying special attention to vehicular and pedestrian circulation, existing utilities.
3. Identify opportunities/constraints; including surrounding amenities that must remain.
4. Review and develop program for the park including the but not limited to the following items: new destination playground and associated surfacing, fitness stations paved expansion of the existing parking area, portable toilet enclosure, new drinking fountain, picnic shelter, paved pathways, bike racks, benches, grills other site amenities.
5. Note that for a competitive grant application, the design will include universal design principles. During the design process we will also consider sustainable design features such as native plantings, solar lighting and rain gardens.
6. Meet with city representatives to review preliminary concept plan.



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Precia Garland
McConnel Park Master Plan and Grant Application
Page 2 of 3

7. Prepare final Master plan including any necessary revisions. Then develop order of magnitude cost estimate for grant application.
8. Provide playground equipment and other renderings or design vocabulary imagery as required for grant application.

We will assist you with the development and submittal of a complete grant application and all of the associated supporting materials needed for this grant. We will help you facilitate the scheduling and notifications for the public hearing as required for the grant application. We will also collaborate with you to ensure that all proper grant documentation is submitted on MiRecGrants.

We will need assistance with the following from you:

- Base Map - GIS in AutoCAD with Contours available from Ionia County
- Documentation of Site Control and Deed signed by your Attorney
- Signed Notice of Intent Form
- GIS Information for the Boundary Map and Certification signed by your Attorney
- Other City Information (Public Safety, etc.)
- Confirmation that there are no environmental issues on the site
- Letters of Support (3+)

I will work with Disability Advocates to get their letter of support.

We plan on meeting with you and any City stakeholders at least once to review the Draft Grant Application via teams. Following the meeting we will make any necessary revisions prior to the public meeting.

We will also attend and assist with presenting the application and provided plans at the Public Hearing on March 5, 2025.



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Precia Garland
McConnel Park Master Plan and Grant Application
Page 3 of 3

Our professional fees for this grant application will be based upon our actual time expended at our current hourly rates and will not exceed \$14,000.

For the project, Melinda Whitten will be the lead designer of the Master Plan, and I will primarily direct and manage the grant application with assistance from Julie Estes. Abigail Dussault will provide assistance with both drafting and quantity take-offs.

As you know, grant applications are due on April 1st. I will follow up with our proposed schedule.

Thank you for this opportunity. If I can provide any additional information as always feel free to contact me.

Sincerely,

MCSA Group, Inc.

Tiffany A. Smith
President

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VII.11

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: Emergency Purchase Report

Background:

An emergency purchase was authorized on Thursday, January 30, 2025 consistent with Section 212.07 Emergency Purchases of the City of Ionia, which is as follows:

212.07 EMERGENCY PURCHASES.

In the event of any emergency or an apparent emergency endangering the public peace, health and/or safety of the City, the Agent, the Manager or any department head may purchase directly any supplies, materials or equipment which he or she deems immediately necessary. Within one week from the time of purchase, the purchaser shall file, in writing, with the Agent a detailed explanation of the necessity for such purchase or purchases and the Agent shall submit said statement to the Council no later than the next regular meeting of the Council.

Last week the controlling pit on Skyview Drive reached the point of requiring replacement as soon as possible. This valve services the middle area district of our water distribution system. If there is a pressure drop in the system, this valve opens and maintains pressure in the system by allowing the high area district to provide back-up feed. The existing valve has been rebuilt twice and it still is not operating correctly. Its core parts originate from 1982. This valve was included in the Capital Improvement Plan for FY24-25 and was thus carried over into our current fiscal year operating budget.

Quotes were sought last week and a 6–8-week lead-time was discovered. To minimize any further delay, the valve was immediately ordered through our preferred wellfield maintenance contractor, Peerless Midwest. The cost of the valve is \$28,624.53, per the attached quote and will be paid from the Water Fund, 591-561-000-801-000.

Requested Action / Motion:

No action is required. This communication fulfills the notice as required by Section 212.07 of the City of Ionia Purchasing Ordinance.

Motion By:

Seconded By:

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

CITY OF IONIA
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: VIII.1

TO: Mayor Milewski and Councilmembers
FROM: Precia Garland, City Manager
DATE: February 5, 2025
RE: DDA Board 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 Downtown Development Authority (DDA) Board, subject to council approval:

Downtown Development Authority

Taryn Altobelli, owner, Ionia City Market – Unexpired term through 12/31/26

Requested Action / Motion:

It is requested the Ionia City Council consider appointing Taryn Altobelli to serve on the DDA Board for the remainder of a four-year term ending December 31, 2026.

Motion By:

Seconded By:

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



Boards and Commissions Application

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

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

List of Boards and Commissions:

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



Boards and Commissions Application Skillset Guide

Board of Review

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

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

Board of Zoning Appeals (ZBA)

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

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

Brownfield Redevelopment Authority (BRA)

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

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

Downtown Development Authority (DDA)

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

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

Income Tax Board

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

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

Ionia Community Library Board of Trustees

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

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

Ionia Housing Commission

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

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

Housing Board of Appeals

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

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



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

Local Officers Compensation Commission (LOCC)

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

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

Parks and Recreation Commission

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

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

Planning Commission

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

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



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

Boards and Commissions Application

Applicant Information

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

Experience

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

Board and Commission Selection

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

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

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

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

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

Reason(s) You Wish to Serve: _____

Signature: _____ Date: _____



Minutes of Boards & Commissions

Monthly Department Reports

January 2025

CALL TO ORDER: The Ionia Downtown Development Authority Board of Directors meeting was called to order at 8:00 AM by Vice Chairperson Krueger.

ROLL CALL OF MEMBERS: Roll call revealed the following DDA Board of Directors present: City Manager Precia Garland, John Krueger, Dustin Sommer, Ben Weller, Heather Poland-Sizemore and Ryan Wilson. Also in attendance: DDA Director C. Rice, Assistant City Manager J. Bowman, Mayor Milewski, Guests included Ionia Area Chamber of Commerce Director L. Wilson

PUBLIC COMMENTS: Chamber Director L. Wilson noted an upcoming ribbon cutting on January 16th for The Paisley Fig, upcoming Legislative Update on January 27th, upcoming Coffee & Connect on January 28th, upcoming Annual Dinner on January 31st, upcoming robust Lunch and Learn series beginning on March 12th and upcoming Expo on March 15th held at Ionia High School.

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

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

FINANCIAL REPORT: Request by Member Sommer to include percentage column on financial reports. Motion to accept the Financial Report by Member Wilson; seconded by Member Sommer.
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 and Mercantile Bank will host a Fraud Prevention Workshop on Tuesday, February 18th at 9am, both open to all – no registration or cost to attend. DDA Board has scheduled a Strategic Planning Workshop to take place on February 19th to determine a blueprint of goals and objectives of the upcoming year. Full report included in DDA Board meeting document package.

THEATRE REPORT: Theatre Assistant Director C. Rice provided monthly update on holiday break attendance. The Theatre submitted a grant request to the Ionia County Community Foundation for the improvement of stage lighting. The Theatre staff continues to work on volunteer outreach, general policies and procedures.

BOARD DECISIONS AND ACTION ITEMS:

1. 2025 Election of Officers:

- a. Chairperson: Member Krueger nominated by Member Garland; seconded by Member Wilson. **MOTION CARRIED.**

- b. Vice Chairperson: Member Sommer nominated by Member Garland; seconded by Member Wilson. MOTION CARRIED.
 - c. Treasurer: Member Weller nominated by Member Wilson; seconded by Member Sommer. MOTION CARRIED.
 - d. Secretary: Member Poland-Sizemore nominated by Member Wilson; seconded by Member Garland. MOTION CARRIED.
2. Marketing Committee Budget Approval: Director C. Rice requested approval of Marketing Committee budget allocation in four categories: photos/videos, website updates, promotional items, and placemaking activation within DDA district. Motion to accept Marketing Budget by Member Poland-Sizemore; seconded by Member Weller. A request to include marketing budget in financial reports was made by the board.
MOTION CARRIED.

DISCUSSION ITEMS:

- 1. Conflict of Interest Statements: Board members were provided with statements to complete and return to the DDA Director.
- 2. Board Make Up: The board acknowledged the need for a replacement board member following Member Kirgis' departure in December 2024. Board meeting attendance and engagement was discussed with a request to supply all board members with the 2024 attendance record.
- 3. Oath of office for Member Krueger and Member Sommer was completed for their reappointment.

GENERAL ADJOURNMENT: Motion to adjourn at 8:45 AM by Member Wilson; seconded by Member Sommer. MOTION CARRIED.

DDA Board Secretary

Date

DDA Recording Secretary

Date



4:30 PM, Wednesday, January 8, 2025
IONIA CITY HALL, COUNCIL CHAMBERS

I. CALL TO ORDER

Assistant City Manager Bowman called the January 8, 2024, regular meeting of the City of Ionia Planning Commission to order at 4:30 PM.

II. OATH OF OFFICE

Assistant City Manager Bowman administered the oath of office to Commissioners Logan Bailey and Michael Donaldson for reappointed 3-year terms on the Planning Commission.

III. ROLL CALL

Roll call revealed a Quorum with Planning Commissioners Tim Lee, Logan Bailey, Keturah Kelley, Jason Perry (4:32), Michael Donaldson, Ryan Gregory, and Judy Swartz present.

IV. ELECTION OF OFFICERS

(IV.1.) Chairperson

Planning Commissioner Gregory made a motion, seconded by Planning Commissioner Kelley, to nominate and elect Logan Bailey as Chairperson.

MOTION CARRIED BY VOICE VOTE.

(IV.2.) Vice-Chairperson

Planning Commissioner Swartz made a motion, seconded by Planning Commissioner Gregory, to nominate and elect Tim Lee as Vice-Chairperson.

MOTION CARRIED BY VOICE VOTE.

(IV.3.) Secretary

Planning Commissioner Kelley made a motion, seconded by Planning Commissioner Gregory, to nominate and elect Judy Swartz as Secretary.

MOTION CARRIED BY VOICE VOTE.

V. APPROVAL OF AGENDA

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

MOTION CARRIED BY VOICE VOTE.

VI. APPROVAL OF MINUTES

(VI.1.) December 11, 2024 – Regular Meeting

Minutes from the regular meeting of December 11, 2024, were reviewed. Planning Commissioner Kelley made a motion, seconded by Planning Commissioner Swartz, to approve the December 11, 2024, meeting minutes as presented.

MOTION CARRIED BY VOICE VOTE.

VII. PUBLIC COMMENTS

None.

VIII. PUBLIC HEARINGS AND ASSOCIATED ACTION

None.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

(X.1.) 2024 Planning Commission Annual Report

Assistant City Manager Bowman presented a draft 2024 Planning Commission Annual report and requested input. The report highlighted action taken by Planning Commission and the Zoning Board of Appeals over the previous year as well as data related to code enforcement, permits, and rental inspections.

Planning Commissioner Lee made a motion, seconded by Planning Commissioner Kelley, to approve the 2024 Planning Commission Annual Report as presented and submit it to City Council at its next meeting on February 5, 2025.

MOTION CARRIED BY VOICE VOTE.

(X.2.) Chapter 1278 - Nonconforming Lots, Structures and Uses

Assistant City Manager Bowman presented on the City's procedures for handling nonconforming lots, structures, and uses as identified in Chapter 1278 of the City's Codified Ordinances. He provided a summary of nine similar municipalities' ordinances as related to nonconformities. Seven of the nine comparisons had similar restrictions in place for prohibiting a nonconforming building or structure to be rebuilt in its nonconforming state if the replacement cost is between 50-60% of its value.

After robust discussion and questions from the Planning Commission, consensus was reached to leave Chapter 1278 of the City's Codified Ordinances as written.

(X.3.) City Board Portal

Assistant City Manager Bowman shared with the Commissioners how to utilize the new meeting agendas and minutes portal. He explained how the tool will provide easy access to meeting materials for all of the City's boards and commissions to both board members and the general public.

XI. COMMISSIONER COMMENTS

None.

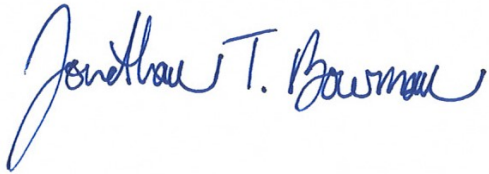
XII. ADJOURNMENT

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

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 5:52 PM.

Respectfully Submitted,

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

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

CITY OF IONIA
ZONING BOARD OF APPEALS

6:30 PM, Monday, January 6, 2025
CITY HALL – COUNCIL CHAMBERS

I. CALL TO ORDER

Assistant City Manager Jonathan Bowman called the meeting of the Ionia Zoning Board of Appeals to order at 6:30 PM.

II. ROLL CALL

Roll call revealed a Quorum with Board Members Troy Waterman, Logan Bailey, Mike Kirgis, and Amanda Ondersma present.

III. ELECTION OF OFFICERS

(III.1.) Chairperson

Board Member Waterman made a motion, seconded by Board Member Bailey, to nominate Mike Kirgis as Chairperson.

MOTION CARRIED BY VOICE VOTE.

(III.2.) Vice-Chairperson

Board Member Waterman made a motion, seconded by Board Member Kirgis, to nominate Logan Bailey as Vice-Chairperson.

MOTION CARRIED BY VOICE VOTE.

(III.3.) Secretary

Board Member Waterman made a motion, seconded by Board Member Bailey, to nominate Amanda Ondersma as Secretary.

MOTION CARRIED BY VOICE VOTE.

IV. APPROVAL OF AGENDA

Chairperson Kirgis introduced the agenda and asked if there were any changes. With no changes or additions, Board Member Bailey made a motion, seconded by Board Member Waterman, to approve the agenda as presented.

MOTION CARRIED BY VOICE VOTE.

V. APPROVAL OF MINUTES

(V.1.) January 8, 2024 – Regular Meeting

Minutes from the January 8, 2024, meeting were reviewed. Board Member Bailey made a motion,

seconded by Board Member Ondersma, to approve the January 8, 2024, meeting minutes as presented.

MOTION CARRIED BY VOICE VOTE.

VI. PUBLIC HEARING

(VI.1.) Conduct public hearing to receive comments on a 4 ft. variance request from Appendix I – “Schedule of Regulations” that requires a 20 ft. front yard setback in the Medium-Density Residential (MDR) District for the Ionia County Historical Society property located at 253 E. Main Street.

Assistant City Manager Bowman provided background information on the variance requests from the Ionia County Historical Society. Bowman informed the Board that proper notice was provided to all properties within 300 feet of the subject property in addition to a newspaper publication. Chairperson Kirgis requested the applicant to provide information on the first request.

On behalf of the Ionia County Historical Society, Kathleen Cook explained the need for additional storage space and the uniqueness of the situation due to the property being one of three in the City listed on the National Historic Register. She noted that the Historical Society has been working with the Michigan State Historic Preservation Office to design the new structure and match its appearance to buildings from the 1880's as the historic Blanchard House and Carriage House featured on the property were built during that time period.

Assistant City Manager Bowman provided a staff review of the 4 ft. variance request from the front yard setback at 253 E. Main Street.

Standard 1

That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district.

Staff comments: The parcel is a through lot with frontage on both Main and Adams Streets. This may be considered a unique circumstance as a majority of parcels within the MDR District are not through lots.

Standard 2

That the condition or situation of the specific piece of property or the intended use of such property for which the variance is sought is not so general or recurrent in nature as to make reasonably practical the formulation of a general regulation for such conditions or situations. Unique circumstances include: exceptional narrowness or shape of a specific property on the effective date of this chapter, or by reason of exceptional topographic conditions or other extraordinary situations on the land, building or structure or by reason of the use or development of the property immediately adjoining the property in question, the literal enforcement of the requirements of this chapter would involve practical difficulties.

Staff comments: As discussed in the previous standard, the property is a through lot creating two front yards. Front yards require a greater setback distance and the enforcement of the setback makes the southeast corner of the property difficult to use because of its shape and the other required setbacks.

Standard 3

That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

Staff comments: While the accessory structure could be built in a different location on the property, setbacks make using the intended portion of the property more difficult due to its shallow depth in comparison to the rest of the parcel. The status of the property on the National Historic Register should also be considered.

Standard 4

The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.

Staff comments: The setback is not detrimental to adjacent property. As previously mentioned, the average front yard setback for adjacent properties is less than what the applicant has proposed.

Standard 5

The variance will not impair the intent and purpose of this ordinance.

Staff comments: The intent of the ordinance is to create uniformity in the City of Ionia and preserve the historic nature of the EMP District. The front yard setback from Adams Street will not impair this intent especially due to the unique circumstances of the property and comparison to adjacent structures.

Standard 6

That the immediate practical difficulty causing the need for the variance request was not created by action of the applicant.

Staff comments: The ICHS is working to comply with the City's zoning ordinance and the requirements of the National Historic Registry. While the location of the accessory structure is within the control of the applicant, there are many factors at play.

Board Members asked the applicant a few questions about the request.

Chairperson Kirgis opened the floor at 6:44 PM to receive comments on the variance request and subsequently closed the public hearing at 6:45 PM following no comments.

(IX.1.) Variance Request #1: 253 E. Main Street – Ionia County Historical Society: A 4 ft. variance from Appendix I – “Schedule of Regulations” that requires a 20 ft. front yard setback in the Medium-Density Residential (MDR) District.

Chairperson Kirgis reviewed the general standards for all variances with the board determining through consensus that the proposed variance would not:

- a. Impair an adequate supply of light and air to adjacent property.
- b. Unreasonably increase the congestion in public streets.
- c. Increase danger of fire or endanger public safety.
- d. Unreasonably diminish or impair established property values within surrounding area.
- e. Impair the public health, safety, comfort, morals, or welfare of the inhabitants of the City of Ionia.

Board Member Waterman made a motion, seconded by Board Member Bailey, to approve a 4 ft. variance from Appendix I – “Schedule of Regulations” for the Ionia County Historical Society located at 253 E. Main Street. The approval was based on the findings that the non-use variance complies with the General Standards of Section 5.185(3)(h) and the six non-use standards, as detailed in the staff comments.

MOTION CARRIED BY VOICE VOTE.

(VI.2.) Conduct public hearing to receive comments on a 7 ft. variance request from Section 1286.01(b)(3) – “Accessory Buildings” that limits accessory structures to a maximum height of 20 ft. for the Ionia County Historical Society property located at 253 E. Main Street.

Chairperson Kirgis asked the applicant for any additional information on the second request.

Kathleen Cook explained the need for a taller structure in order to match the roof pitch seen on the carriage house. She further expressed the high standard for properties on the National Historic Registry and described the materials intended for construction.

Assistant City Manager Bowman provided a staff review of the 7 ft. variance request from the maximum height allowed for an accessory structure at 253 E. Main Street.

Standard 1

That there are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district.

Staff comments: The property is listed on the National Historic Register which creates unique circumstances that do not apply generally to other properties in the zoning district. The applicant referenced that this property is only one of three in the entire City with this historic designation.

Standard 2

That the condition or situation of the specific piece of property or the intended use of such property for which the variance is sought is not so general or recurrent in nature as to make reasonably practical the formulation of a general regulation for such conditions or situations. Unique circumstances include: exceptional narrowness or shape of a specific property on the effective date of this chapter, or by reason of exceptional topographic conditions or other extraordinary situations on the land, building or structure or by reason of the use or development of the property immediately adjoining the property in question, the literal enforcement of the requirements of this chapter would involve practical difficulties.

Staff comments: Section 1269.05(a) of the East Main Preservation District intends to maintain historic architectural features. Matching the roof pitch on the new accessory structure to the carriage house from 1880 would seem to align with this intent. The age of the structures on the parcel may be considered to provide unique circumstances.

Standard 3

That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.

Staff comments: The design of the structure was approved by a historic architect recommended by the Michigan State Historic Preservation Office in part because of the proposed roof pitch. The property is held to a higher historic standard due to its status on the National Historic Registry.

Standard 4

The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.

Staff comments: The increased height of the accessory structure caused by the roof pitch would not be detrimental to adjacent property nor the surrounding neighborhood. Furthermore, the variance may help the structure preserve the historic character of the neighborhood as required by in the EMP District.

Standard 5

The variance will not impair the intent and purpose of this ordinance.

Staff comments: In this situation, it may be argued that a variance would support the intent and purpose of the EMP District by replicating the roof pitch common in the time period when other structures on the property were built.

Standard 6

That the immediate practical difficulty causing the need for the variance request was not created by action of the applicant.

Staff comments: The historic nature of the property was not created by the applicant.

Chairperson Kirgis opened the floor at 6:51 PM to receive comments on the variance request and subsequently closed the public hearing at 6:52 PM following no comments.

(IX.2.) Variance Request #2: 253 E. Main Street – Ionia County Historical Society: A 7 ft. variance from Section 1286.01(b)(3) – “Accessory Buildings” that limits accessory structures to a maximum height of 20 ft.

Chairperson Kirgis reviewed the general standards for all variances with the board determining through consensus that the proposed variance would not:

- a. Impair an adequate supply of light and air to adjacent property.
- b. Unreasonably increase the congestion in public streets.
- c. Increase danger of fire or endanger public safety.
- d. Unreasonably diminish or impair established property values within surrounding area.
- e. Impair the public health, safety, comfort, morals, or welfare of the inhabitants of the City of Ionia.

Board Member Bailey made a motion, seconded by Board Member Waterman, to approve a 7 ft. variance from Section 1286.01(b)(3) – “Accessory Buildings” for the Ionia County Historical Society located at 253 E. Main Street. This approval was based on the findings that the non-use variance complies with the General Standards of Section 5.185(3)(h) and the six non-use standards, as detailed in the staff comments.

MOTION CARRIED BY VOICE VOTE.

VII. PUBLIC COMMENTS

None.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

Conducted following each corresponding public hearing.

X. MEMBER COMMENTS

None.

XI. ADJOURNMENT

Board Member Ondersma made a motion, seconded by Board Member Waterman, to adjourn.

MOTION CARRIED BY VOICE VOTE.

The meeting was adjourned at 6:54 PM.

EXPENDITURES

PERIOD: December 26th through January 24th

DATE: 1/24/2025

ACCOUNT	Description	12/31/2024	1/15/2025		HANDCHECKS	Total
	PAYROLL	\$ 167,970.65	\$ 196,417.65			\$ 364,388.30
	CITY'S SHARE OF FICA	\$ 12,849.78	\$ 14,507.00			\$ 27,356.78
	PAYROLL TOTAL	\$ 180,820.43	\$ 210,924.65	\$ -		\$ 391,745.08
ACCOUNT	Description	1/9/2025	1/23/2025		HANDCHECKS	Total
101	GENERAL FUND	\$ 291,259.78	\$ 594,635.24			\$ 885,895.02
202	MAJOR STREET	\$ 28,208.40	\$ 6,721.52			\$ 34,929.92
203	LOCAL STREET	\$ 19,875.70	\$ 3,360.76			\$ 23,236.46
228	SOLID WASTE	\$ 34,916.60	\$ 273.34			\$ 35,189.94
239	PARKS-FACILITIES IMPROVEMENT	\$ 51,645.93				\$ 51,645.93
245	INDUSTRIAL PARK					\$ -
247	BROWNFIELD DEVELOPMENT	\$ 1,140.00				
249	RECREATION	\$ 4,679.88	\$ 2,879.17			\$ 7,559.05
265	DRUG FORFEITURE					\$ -
266	PUBLIC SAFETY DONATIONS	\$ 1,248.00				\$ 1,248.00
406	SIDEWALK					\$ -
412	ENVIRONMENTAL RESPONSE	\$ 11,907.57				\$ 11,907.57
420	CAPITAL PROJECTS	\$ 85,694.77				\$ 85,694.77
588	DIAL-A-RIDE	\$ 17,610.87	\$ 3,527.49			\$ 21,138.36
590	SEWER	\$ 4,306.18	\$ 179,557.82			\$ 183,864.00
591	WATER	\$ 65,903.43	\$ 185,754.84			\$ 251,658.27
598	IRUA	\$ 55,691.23	\$ 21,621.31			\$ 77,312.54
661	CENTRAL GARAGE (DPW)	\$ 12,634.41	\$ 5,999.04			\$ 18,633.45
701	CURRENT TAXES	\$ 233,628.93	\$ 18,795.73			\$ 252,424.66
703	PAYROLL CLEARING					\$ -
TOTAL CITY OF IONIA:		\$ 920,351.68	\$ 1,023,126.26	\$ -	\$ -	\$ 1,943,477.94

248	DDA	\$ 2,023.44	\$ 160.67			\$ 2,184.11
250	THEATRE	\$ 15,950.83	\$ 5,206.29			\$ 21,157.12
TOTAL DDA & THEATRE:		\$ 17,974.27	\$ 5,366.96	\$ -	\$ -	\$ 23,341.23

TOTAL OF CHECKS \$ 938,325.95 \$ 1,028,493.22 \$ - \$ - \$ 1,966,819.17

CHECKS OVER \$25,000

DATE	NAME	DESCRIPTION	TYPE	AMOUNT
1/9/2025	C L TRUCKING	KING/ADAMS/W WASHINGTON/HALL	AP	\$93,745.85
1/9/2025	CONSUMERS ENERGY	ENERGY SERVICES	AP	\$49,375.40
1/9/2025	EASTON TOWNSHIP	REVENUE SHARING DEC 24 2024	AP	\$59,344.42
1/9/2025	FISHBECK	ADAMS/WASHINGTON/UNION/CITY HALL PKG	AP	\$70,249.47
		WWTP/LANDFILL/BROWNFIELD CONSULTING		
1/9/2025	GRANGER	CONTAINERS/BAG TAGS - DEC	AP	\$35,213.55
1/9/2025	KATERBERG VERHAGE INC	HALE PARK - PAY #3	AP	\$50,948.10
1/9/2025	MACQUEEN EQUIPMENT LLC	CONNECT SPREADER/CUTTER/ RAM 9AH PKG	AP	\$37,065.15
1/9/2025	PREIN & NEWHOF	LSL PROJECT ENGINEERING	AP	\$46,763.25
1/9/2025	PRIORITY HEALTH	JANUARY HEALTH PREMIUMS	AP	\$56,563.01
1/23/2025	IONIA COUNTY TREASURER	BOND INTEREST	AP	\$347,178.76
1/23/2025	PRIORITY HEALTH	FEBRUARY HEALTH PREMIUMS	AP	\$56,882.46
1/9/2025	STATE OF MICHIGAN	DEC SALES TAX/MI WH TAXES	AP	\$25,838.31
1/23/2025	MERS	EXTRA PAYMENT	AP	\$520,833.34
1/10/2025	IONIA COUNTY TREASURER	TAX DISBURSEMENT	TAX	\$196,348.45

INVESTMENTS

NOV 2024						
	RATE	Mercantile	Independent Bank	Other-Outside City	Michigan One	Total
MERCANTILE Property Tax account	0.17%	0				
INDEPENDENT Official Pay Deposit Acct 1021525	0.00%		combined w/ 1023390			
MERCANTILE VISA Settlement Account 216649	0.25%	1,009				
INDEPENDENT H.S.A. Settlement 1030448	0.00%		2,500			
MERCANTILE Payroll Account - 210742 & 210191	0.04%	250,000				
INDEPENDENT Pooled Cash 1023390	0.00%		919,133			
INDEPENDENT Accounts Payable Acct 1001121	0.00%		20,000			
MICHIGAN ONE Savings 9120-S031	0.00%				109	
INVESTMENT ACCOUNTS						
INDEPENDENT Eagle Advantage 1115745	3.27%		2,506,403			
MICHIGAN ONE Money Market Account	3.76%				1,445,447	
MBIA - CLASS Cemetary Trust	4.7542%			5,845		
MBIA - CLASS LCSA & METRO Funds	4.7542%			2,186,575		
MBIA - CLASS Pooled Investment	4.7542%			4,273,479		
MERCANTILE Money Market 4100578637	4.94%	3,771,220				
CERTIFICATE OF DEPOSIT ACCOUNTS						
MERCANTILE CD 4300244484 8-5-2025	4.98%	806,093				
		4,828,322	3,448,036	6,465,898	1,445,556	16,187,812
PERCENTAGE OF TOTAL PORTFOLIO		29.83%	21.30%	39.94%	8.93%	100.00%
		<u>LIMIT</u>				
1. Not more than 25% outside the city		4,046,953				
2. Not more than 60% with any one institution		9,712,687				
3. Not more than 10% with a savings and loan		1,618,781				
5. Maturities shall not exceed two years.						



Ionia Downtown Development Authority Director's Report January 2025

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

- DDA Strategic Planning Workshop: scheduled for February 19th from 1-4p
- Upcoming Educational Panel Discussions
 - PFCU: Strategies to Improve your Business Social Media, scheduled for January 21, 2025
 - Mercantile Bank: Fraud Prevention Workshop, scheduled for February 18, 2025
- Listed 2 sites as Priority Sites for Ionia – updating verbiage of listings
- DDA Marketing Committee meeting: January meeting produced ranking of priorities and draft budget to be approved by board.
- Submitted CIP.
- Attended The Paisley and Fig soft opening located at 313 W Main.
- Continued introductions with businesses in DDA district.

Meetings / Seminars / Webinars:

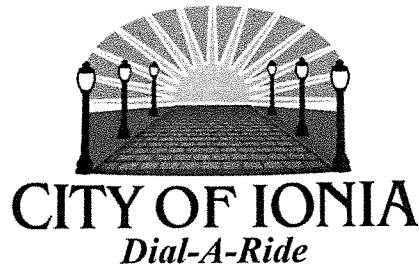
- Attended City Council, Department Head, and DDA Board of Directors meetings.
- Webinars attended: USDA Rural Development Resources Webinar, MDA's Downtown Management Training on Social Districts, MML's Webinar on Why Storefronts Are Your Best Local Economic Development Strategy, Match on Main Webinar (awaiting slides to hold Match on Main informational session with Main Street businesses.)
- Met with Ionia Harvest Marketplace Chair and Market Manager, attended Ionia Harvest Marketplace quarterly meeting.
- Met with Ionia Community Library Director.
- Social District Community Research Connections: Saranac, Sparta, Coopersville, Big Rapids

Theatre:

- Ionia Community Foundation Grant Request.
- Holiday break afternoon counter assistance.
- Provided various social media graphics.
- Held all staff connection.
- Continue to develop volunteer outreach program/orientation, general policies and procedures.

Respectfully submitted,

Cassie Rice, Ionia DDA Director/Assistant Theatre Director



Monthly Update
January 2025

Operations

- Ionia Dial-A-Ride provided 359 lift equipped services for individuals with disabilities from December 1-31, 2024.
- Ionia Dial-A-Ride provided 3,284 passenger trips and our vehicles logged 10,160 miles from December 1-31, 2024.
- We are currently providing around 61 one- or two-way trips for students for school purposes on a daily basis.
- The selection committee (Director, Full-Time Driver, Full-Time Dispatcher) reviewed the proposals and has sent their selection to MDOT for approval prior to requesting final approval from City Council.
- The RFP to hire a consultant to complete the Coordination of Service Plan and Transit Development Plan proposals are due January 23, 2025. The selection committee will review the proposals received and send their selection to MDOT for approval prior to requesting final approval from City Council.
- Liftango has begun the build of the new microtransit app. I have met with a consultant to discuss planning community and stakeholder engagement to set the starting parameters for the service time and area.
- IDART is wrapping up the FY26 Annual Application that is due to MDOT February 1st. Once all applications are submitted by all agencies, MDOT will run a new calculation for Local Bus Operating to provide an accurate reimbursement rate for FY26. There will be an opportunity to amend budgets if necessary.

Respectfully Submitted,

Heidi Wenzel



January Report
Ionia Parks and Recreation



Programs

- Tae Kwon Do: Classes are weekly on Tuesdays from 6:15-8:00 PM and Saturdays from 1-3pm. Cost is \$25 per month per student. Classes are instructed by Pat Ramos. Current number of students is 19.
- 1st-4th Grade Basketball: There are 96 boy and girl participants. There are 6 co-ed teams in 1st and 2nd grade division and 4 co-ed teams in the 3rd and 4th grade division. Practices are on Saturday mornings at the middle school from 9am-2pm. Games are on Monday and Wednesday evenings at the Armory Gym. Games will be played till February 12th.
- March Madness Youth Basketball: Registration is open and ends February 7th. Ages 4-9, will take place at Armory Gym. Monday and Wednesdays ages 7,8&9. Tuesday and Thursdays ages 4,5&6. M1 is the sponsor of the program.
- Open Pickleball: Pickleball in the gymnasium Monday, Wednesday and Fridays 9am-12pm. \$5 to play and we are getting 8-10 players per day.

Armory Rentals

- Gymnasium: Sundays 9am-12pm, Ionia Travel Baseball, \$100 per visit
- Gymnasium: January 11th, Birthday Party, Roman, \$160 paid
- Gymnasium: January 25th, Basketball Rental, Edwards, \$160 paid
- Lions Room: Wednesdays 11am-1pm, Arch Staffing, \$100 per month
- Bumper Room: Mornings 5:30am-8:30am, Cognitive Consultants, \$500 paid

Program Coordinator Position Highlights

- Working on other sponsorships/relationships
- Supervising and implementing 1-4th grade basketball
- Updating website and Facebook for our department
- Painting and doing some repairs in Armory
- Planning and putting together information flyers for Spring Soccer, T-ball, Day-Camp

Upcoming

- Cornhole Tournament March 8th in the Armory Gymnasium. This will be the second year for the event and partnering with Rotary Club of Ionia and Sponsored by Ionia Family Dentistry.

Submitted by,
Matt Painter
Director, Parks and Recreation



Corland J McDiarmid
Director

IONIA DEPARTMENT OF PUBLIC SAFETY

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



Kevin C. Heinlein
Deputy Director

January 29, 2025

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

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

- Sexual Assault - 4
- Assault – 10
- Larceny or Fraud – 1
- Drug Crimes - 1
- Child Abuse – 2
- Resist / Obstruct Officer – 2
- Warrant Arrest / Injunctive Order Violation – 8
- Disorderly Conduct – 1
- Hit and Run Crash - 1
- License / Registration / Insurance Violation – 5
- Juvenile Complaint / Curfew – 4
- K-9 Track - 2
- Animal Complaint / Other – 9
- Minor in Possession Alcohol / Vape / Marijuana - 3
- Mental Health Complaints – 2
- Motor Vehicle Accidents – 22
- Parking / Abandoned Vehicle – 6
- Civil Complaints – 21
- Lost / Found Property – 3
- Death Investigation - 1
- General Assistance – 54

Code Enforcement / Rental Inspections:

- Blight Complaint – 7
- Vehicle/Parking Complaint - 1
- Public Nuisance – 2
- Rental Inspection – 9
- Snow Complaint - 88

There were 16 calls for fire service to this point this month, and they are listed below:

- Structure Fire – 3
- Vehicle Fire – 0
- Vehicle Crash No Injury – 0
- Vehicle Crash With Injury - 2

- False Alarm – 4
- CO Alarms / Tests - 1
- Gas Leak – 2
- Arching Wires - 2
- Other Fires or Related Fire Calls – 2
- Medical Emergencies – 66

January was a slippery month in Ionia. There were no significant snowstorms but, there were several lighter snow falls that contributed to a high number of car accidents and snow related code enforcements. Unfortunately, one of those car accidents resulted in a death. The incident happened January 5th on Stage Rd near Wilson Lane. The 39-year-old driver appeared to be traveling at a high rate of speed. He was killed when he went off the roadway and hit a tree. His 4-year-old son was in the vehicle and suffered non-life-threatening injuries.

This month IDPS responded to three structure fires. On January 3rd we assisted Saranac Fire Department with a large barn fire on Pinckney Rd. On January 23rd we responded to Muir and assisted Lyons/Muir Fire Department with a two-story garage fire. On January 17th we extinguished a barn fire at 719 King St, just north of town. The Berlin-Orange Fire Department assisted us with that fire.

Our training this month focused primarily on our Medical First Responder continuing education credits. We prefer to schedule these training courses during the winter months when it's beneficial to be inside. LIFE EMS instructors provided the training for us on January 15th and January 29th. We also sent some of our Public Safety Officers to train and assist with instruction at our annual Active Violence training conducted by our Ionia County Critical Incident Team. This year the training took place at Ionia High School on December 30th.

Public Safety Officer Vos and Public Safety Officer Swanson put those medical first responder skills to good use shortly after 6am on January 14th. A 64-year-old male collapsed in cardiac arrest while exercising at Summit Personal Training on Main Street here in town. PSO Vos and PSO Swanson quickly responded, provided CPR, shocked the patient multiple times with one of our AEDs, and successfully brought the patient back to life. Summit Personal Training put some of the information on social media. Our department shared the post on our Facebook page if you'd like more information.

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

January 2025

Individual Assignments

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



Hours

Criminal Complaint Hours	169
Traffic Related Hours	41
Patrol Time	578.5
Court & Prosecutor Office	6
M.F.R. Hours	55
Non-Criminal	417.5
Report Writing	282
Fleet Manager	138
Fire Fighter/ MFR duty	
Fire Service Hours	63
Training Hours	185.5
School Liaison Officer	62
D.A.R.E. Hours	0
Total Hours:	1997.5
Overtime Hours:	281
Total Arrests:	29.5

Complaints

Criminal Investigation	300
Patrol Originated	25
Follow-up Complaints	91

Other Activity

Property Inspections	187.9
Liquor Inspections	5
Fire Inspections	1.5

Moving Violations

Parking Violations	4
Traffic Stops	71
O.W.I. Tickets	0
Hazardous Citations	2
Radar Citations	0
License Violations	1
Equipment Violations	0
Seatbelt Violations	0
Registration Violations	7
Insurance Violations	7
Verbal Warnings	54

Fire Runs

City of Ionia	2
Ionia Township	7
Easton Township	8
Mutual Aid	1
M.F.R. Runs	81

Total Fire/Medical Service Run:

99

Ionia Public Safety- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
304	12/8/24	12:46 PM	King Street	F	CO Alarms/Test
307	12/16/24	10:42 PM	Johnson St Apt 216	F	False Alarms
889	12/2/24	5:56 AM	E Washington	M	Chest Pain
890	12/2/24	9:05 AM	W Main St	M	Chest Pain
895	12/4/24	8:08 AM	E Main St Apt 1	M	Abdominal Pain
897	12/4/24	2:45 PM	Valley View Dr Apt B2	M	General Sickness
905	12/7/24	12:09 PM	W Main St	M	Falls
906	12/7/24	9:43 PM	Harrison St	M	Chest Pain
908	12/9/24	9:50 PM	W Main St	M	Seizure
913	12/11/24	5:04 AM	Union St	M	General Sickness
914	12/11/24	6:21PM	Union St	M	Other Medical
915	12/11/24	9:40PM	Pleasant St	M	Unconscious/Unresponsive
916	12/11/24	11:50 AM	E Tuttle Rd	M	Possible Drug Overdose
917	12/11/24	12:35 PM	E Tuttle Rd	M	Difficulty Breathing
926	12/16/24	6:09 PM	Union St	M	Falls
927	12/16/24	7:51 PM	E Washington St	M	Other Medical
928	12/16/24	8:46 PM	Dye St	M	Other Medical
929	12/16/24	3:44 AM	Crawford St Apt 6	M	Abdominal Pain
933	12/18/24	2:31 PM	W Main St	M	Difficulty Breathing
934	12/19/24	3:52 AM	Beardsley Rd	M	Laceration
937	12/21/24	2:16 PM	Valley View Dr Apt 103	M	Other Medical
938	12/22/24	3:29 AM	E Main St	M	Laceration
940	12/22/24	10:12 PM	E Lincoln Ave Apt 3	M	Laceration
942	12/23/24	2:55 AM	Valley View Dr Apt 103	M	Other Medical
943	12/23/24	5:48 AM	N Jefferson St	M	Abdominal Pain
945	12/23/24	10:42 AM	King St	M	Other Medical
946	12/24/24	7:10 AM	Heartland Blvd	M	Chest Pain
948	12/25/24	2:15 PM	N Jefferson St	M	Falls
949	12/26/24	11:48 AM	Crawford St Apt 105	M	Other Medical
950	12/26/24	6:11 PM	Bellevue Dr Apt 9	M	Difficulty Breathing
951	12/26/24	6:30 PM	Valley View Dr Apt 202	M	Falls
953	12/26/24	8:04 PM	N Jefferson St	M	Possible Stroke
954	12/27/24	2:00 AM	Crawford St Apt 5	M	Other Medical
955	12/27/24	3:26 AM	Johnson St	M	Abdominal Pain
958	12/27/24	12:56 PM	E Main St	M	Difficulty Breathing
959	12/28/24	9:29 AM	N Depot St Apt B1	M	General Sickness
964	12/30/24	4:11 PM	Dye St	M	Other Medical

Ionia Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
301	12/2/24	8:38 PM	E Riverside Dr / Guernsey Rd	F	Accident - Vehicle No Injury
302	12/3/24	12:55 PM	Beardsley Rd	F	False Alarms
306	12/12/24	6:07 PM	Bates Rd	F	Accidents PI
312	12/28/24	2:14 PM	Somers Rd	F	Vehicle Fires
313	12/28/24	9:21 PM	Stage Rd	F	Structure Fires
315	12/30/24	6:09 AM	E Tuttle Rd / Kelsey Hwy	F	Accidents PI
317	12/31/24	7:18 AM	E Riverside Dr	F	Illegal Burns
886	12/1/24	11:07 AM	E Stage Rd Lot 39	M	Possible Stroke
891	12/2/24	3:14 PM	Bellevue Dr	M	General Sickness
892	12/2/24	8:38 PM	E Riverside Dr	M	Vehicle Accident w/injury
894	12/3/24	4:00 PM	N State Rd Lot 76	M	Seizure

899	12/5/24	2:57 AM	E Tuttle Rd Lot 216	M	Seizure
900	12/5/24	8:15 AM	E Lincoln Ave	M	Falls
902	12/6/24	11:50 AM	Kellogg Rd	M	General Sickness
903	12/7/24	4:00 AM	Bianca Way	M	Chest Pain
904	12/7/24	5:52 AM	E Bluewater Hwy	M	Chest Pain
909	12/9/24	1:21 PM	N State Rd Apt 6	M	Difficulty Breathing
919	12/12/24	6:07 PM	Bates Rd	M	Vehicle Accident w/Injury
920	12/12/24	7:52 PM	E Riverside Dr	M	Other Medical
921	12/12/24	9:33 PM	E Tuttle Rd Lot 249	M	Other Medical
922	12/14/24	11:23 PM	Haynor Rd	M	Other Medical
923	12/15/24	6:41 PM	E Main St	M	Other Medical
924	12/16/24	2:47 AM	N State Rd Lot 79	M	Difficulty Breathing
925	12/16/24	10:49 AM	E Stage Rd Lot 3	M	Difficulty Breathing
930	12/17/24	3:13 PM	Bates Rd	M	Difficulty Breathing
939	12/22/24	10:02 AM	N State Rd	M	Lift Assist to Life
952	12/26/24	7:57 PM	E Main St	M	Seizure
960	12/28/24	11:34 AM	Bellevue Dr	M	Other Medical
961	12/29/24	7:47 PM	Nickleplate Rd	M	Chest Pain
962	12/30/24	6:09 AM	E Tuttle Rd / Kelsey Hwy	M	Vehicle Accident w/Injury
963	12/30/24	12:31 AM	Crawford	M	Other Medical
965	12/30/24	8:48 PM	Kelsey Hwy / E Tuttle Rd	M	Other Medical

Easton Township- Fire/ Medical Runs

Number	Date	Time	Street	F/M	Type of Call
300	12/2/24	5:22 AM	W Bluewater Hwy / Bellamy Rd	F	Accident - Vehicle No Injury
303	12/5/24	6:29 AM	W Bluewater Hwy / Bellamy Rd	F	Accidents PI
305	12/12/24	5:59 AM	W Bluewater Hwy / Turkey Trail	F	Accidents PI
308	12/17/24	4:45 AM	S Bellamy Rd / W Bluewater Hwy	F	Accident - Vehicle No Injury
309	12/19/24	4:23 PM	W Bluewater Hwy	F	Accident - Vehicle No Injury
310	12/25/24	3:38 PM	Sayles Rd	F	Gas Leak
311	12/25/24	9:40 PM	Yeomans St Lot 91	F	Other Non-Fire Related Calls
316	12/31/24	6:29 AM	W Bluewater Hwy / Johnson Rd	F	Accidents PI
887	12/1/24	7:40 PM	W Main St	M	Chest Pain
888	12/2/24	5:22 AM	W Bluewater Hwy / Bellamy Rd	M	Vehicle Accident w/Injury
893	12/3/24	1:27 AM	Yeomans St Lot 196	M	Vehicle Accident w/injury
896	12/4/24	11:02 AM	Dick Rd	M	Falls
898	12/4/24	8:15 PM	Dildine Rd	M	Other Medical
901	12/5/24	6:29 PM	W Bluewater Hwy / Bellamy Rd	M	Vehicle Accident w/Injury
907	12/8/24	5:35 AM	Yeomans St Lot 4	M	Chest Pain
910	12/9/24	2:14 PM	W Bluewater Hwy	M	Falls
911	12/10/24	8:30 AM	Marquette Rd	M	Abdominal Pain
912	12/10/24	7:04PM	Yeomans St Lot 218	M	Falls
918	12/12/24	5:59 PM	W Bluewater Hwy / Turkey Trail	M	Vehicle Accident w/Injury
931	12/18/24	11:53 PM	Haynor Rd	M	Difficulty Breathing
932	12/18/24	10:45 AM	Yeomans St	M	Difficulty Breathing
935	12/19/24	10:48 PM	Beresford St	M	Falls
936	12/21/24	9:28 AM	Yeomans St	M	Difficulty Breathing
941	12/23/24	12:12 AM	Dildine Rd	M	Pregnancy Related
944	12/23/24	5:22 AM	Sayles Rd	M	Other Medical
947	12/25/24	6:56 AM	Locust Dr	M	Diabetic
956	12/27/24	4:37 AM	Yeomans St Lot 218	M	Lift Assist to Life
957	12/27/24	7:39 AM	Sayles Rd	M	Difficulty Breathing
966	12/31/24	6:29 AM	W Bluewater Hwy / Johnson Rd	M	Vehicle Accident w/Injury



Department of Public Utilities

Joe Lafler, Director

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

January 2025

Produced 38.4 million gallons of water in December 2024

Treated 44.5 million gallons of wastewater in December 2024

DPU

- Responded to 38 work orders.
- Performed 44 MISS DIGS.
- Changed, repaired, or installed 24 water meters.
- DPU Staff began preparing for 2025 cross connection inspections.
- Weekly generator inspections at Wells 10A,13A,14A, BPS, WWTP, Lift Station, Tower Site, IDAR.
- DPU Staff have begun Phase 2 of our CDSMI Inventory throughout the water system.
- DPU Staff have continued to work with several contractors during the Surf Internet project.

WWTP

- Monthly PFAS, Sulfate, Mercury and Chloride sampling were completed as required by the NPDES Permit.
- DPU Staff have started collecting samples in the sanitary sewer system for PFAS compounds to allow the development of local limits in our IPP discharge permits.
- DPU Staff have started indoor painting projects.
- DPU Staff rebuilt 2 air diaphragm pumps at the WWTP.
- RS Technical completed calibration on all WWTP flow meters and sensors.

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 has completed the annual maintenance on all wells.
- DPU Staff have continued indoor floor painting in each wellhouse.
- Peerless Midwest has continued to work with EGLE for permitting Well 14A for repair



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

January 2025

- Salting City streets
- Trimming trees
- Plowing snow from City Streets
- Picked up snow in the DDA
- Fixed 3 City street lights from accidents
- Salting City sidewalks
- Cut down 3 trees
- Installed 3 sanitary sewer hook ups in Skyview
- Assisted village of Pewamo with vac truck
- Repaired 2 fire hydrants
- Patching pot holes
- Repairing City street lights

Respectfully submitted,

Gary Cunningham, DPW Director