



**IONIA CITY COUNCIL  
REGULAR MEETING MINUTES  
6:30 PM, February 5, 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 Councilmembers Dawn Ketchum, Jeff Winters, Margot Cook, Tim Lee, Tom Millard, Brenda Cowling, Troy Waterman, and Mayor John Milewski present. Councilmember Rich Starr was absent. Councilmember Millard made a motion, seconded by Councilmember Lee, to excuse Starr's absence.

**MOTION CARRIED BY VOICE VOTE**

**I. APPROVAL OF AGENDA**

Councilmember Cook made a motion, seconded by Councilmember Cowling, to approve the agenda as presented.

**MOTION CARRIED BY VOICE VOTE**

**II. APPROVAL OF MINUTES – January 7, 2025, Regular Meeting**

Councilmember Ketchum made a motion, seconded by Councilmember Cook, to approve the January 7, 2025, Regular Meeting minutes as presented.

**MOTION CARRIED BY VOICE VOTE**

**III. PROCLAMATIONS**

Mayor John Milewski presented and read a Proclamation Honoring Mary Patrick for her time serving as Ionia's 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.

#### **IV. PUBLIC COMMENTS**

None.

#### **V. PUBLIC HEARINGS & ASSOCIATED ACTIONS**

None.

#### **VI. COMMUNICATIONS**

##### **(VI.1) Ionia Community Library 2024 Annual Report**

Councilmember Cook made a motion, seconded by Councilmember Ketchum, to accept the 2024 Ionia Community Library Report provided by Library Director Dale Parus.

**MOTION CARRIED BY VOICE VOTE**

##### **(VI.2) Granger Waste Services – 2024 Annual Refuse & Recycling Report**

Councilmember Cook made a motion, seconded by Councilmember Waterman, to accept the 2024 Annual Solid Waste Report provided by Granger Waste Services.

**MOTION CARRIED BY VOICE VOTE.**

##### **(VI.3) Ionia Housing Commission 2024 Annual Report**

Councilmember Cowling made a motion, seconded by Councilmember Lee, to accept the 2024 Ionia Housing Commission Annual Report.

**MOTION CARRIED BY VOICE VOTE.**

##### **(VI.4) Planning Commission 2024 Annual Report**

Councilmember Millard made a motion, seconded by Councilmember Winters, to accept the 2024 Planning Commission Annual Report.

**MOTION CARRIED BY VOICE VOTE.**

**(VI.5) Vertical Pole Banner Application – Ionia High School Class of 2025**

Councilmember Ketchum made a motion, seconded by Councilmember Winters, 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 CARRIED BY VOICE VOTE.**

**VII. CITY MANAGER'S REPORT**

**(VII.1) Introduction and First Reading – Ordinance No. 592 -- Codification**

Councilmember Cook made a motion, seconded by Councilmember Ketchum, 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 6:30 PM, Wednesday, March 5, 2025, at Ionia City Hall.

**MOTION CARRIED BY VOICE VOTE.**

**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<br/>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                                                                                                  |

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.

**(VII.2) Resolution 2025-02 Schedule Public Hearing for IFT Application from Enwork**

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 their application, and at least ten new jobs.

Councilmember Winters made a motion, seconded by Councilmember Waterman, to approve Resolution 2025-02 to schedule the public hearing to consider the IFT application from Enwork on March 5, 2025, at 6:30 PM, and to direct the mailing of the required notice letters to the affected taxing jurisdictions prior to that public hearing.

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

NAYS: None

**MOTION CARRIED**

**Resolution 2025-02**

**CITY OF IONIA  
CITY COUNCIL  
RESOLUTION**

**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: Ketchum, Winters, Cook, Lee, Millard, Cowling, Waterman, Milewski

ABSENT: Starr

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

**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.

YEAS: Ketchum, Winters, Cook, Lee, Millard, Cowling, Waterman, Milewski  
Nays: None

#### **RESOLUTION 2025-02 DECLARED ADOPTED**

#### **(VII.3) Ionia County Election Coordinating Committee Agreements**

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.

Councilmember Winters made a motion, seconded by Councilmember Cowling, to approve 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.

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

**MOTION CARRIED**

#### **(VII.4) Schedule Capital Improvement Plan Work Session**

Councilmember Ketchum made a motion, seconded by Councilmember Waterman, 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.

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

**MOTION CARRIED**

#### **(VII.5) Update Rules of Order and Conduct for City Council Meetings**

Councilmember Cook made a motion, seconded by Councilmember Winters, to amend its “Rules of Order and Conduct for City Council Meetings,” and restate them with an effective date of January 1, 2025.

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

**MOTION CARRIED**

### **IONIA CITY COUNCIL Rules of Order and Conduct for City Council Meetings January 1, 2025**

#### **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 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.

#### **(VII.6) 2025 Independence Holiday Fireworks Permit**

The DDA will sponsor the annual Independence Holiday fireworks display on Thursday, June 26, 2025 (rain date of Friday, June 27). The required permit application and proof of liability insurance documents have been provided.

Councilmember Winters made a motion, seconded by Councilmember Ketchum, to approve the Permit for Fireworks Display to Pyrotecnico Fireworks, Inc., of New Castle, PA, for launching of fireworks on Thursday, June 26, 2025, in the in-field of the Ionia Free Fair Grounds, and to waive the \$25 application fee from the DDA, given the DDA is primarily funded by the City's General Fund.

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

NAYS: None

## **MOTION CARRIED**

### **(VII.7) Dial-A-Ride Computer-Aided Dispatch and Scheduling Software (CADS) Project**

To keep Dial-A-Ride (DAR) 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.

Councilmember Millard made a motion, seconded by Councilmember Ketchum, 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).

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

NAYS: None

## **MOTION CARRIED**

### **(VII.8) Fishbeck Engineering – Design Engineering Services for 2025 Street Projects**

Consistent with the Capital Improvement Plan, design engineering has been initiated by the City's engineer of record, Fishbeck Engineering, for resurfacing portions of Summit, Lytle, and Union Streets, plus Kimball Alley. Fishbeck will provide all design engineering, plus topographical survey and soils investigation work required for the 2025 Streets Project.

Councilmember Winters made a motion, seconded by Councilmember Millard, to approve the Fishbeck Engineering proposal for the 2025 Streets Project at a not-to-exceed total cost of \$29,500.

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

NAYS: None

## **MOTION CARRIED**

### **(VII-9) MCSA Group, Inc. – Design & Construction Supervision Services for Phase I Steel Park Project**

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. Councilmembers reviewed a conceptual site plan and the proposal from MCSA Group to provide design development, construction, documentation, bidding, and construction administration services for the project. 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.

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

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

NAYS: None

## **MOTION CARRIED**

### **(VII.10) MCSA Group, Inc. – McConnell Park Grant Application Assistance**

McConnell Park, also known as "Fun Forest," is a large neighborhood park located on E. Washington Street that was installed approximately 30 years ago. This playground has served the community well, but is now reaching the end of its useful life, with the picnic shelter, drinking fountain, and parking area in need of improvement. 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, 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, which 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 and reviewed by Council.

Mayor Milewski made a motion, seconded by Councilmember Millard, 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.

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

NAYS: Cook, Cowling

### **MOTION CARRIED**

#### **(VII.11) Emergency Purchase Report**

An emergency purchase was authorized on Thursday, January 30, 2025, consistent with Section 212.07 Emergency Purchases of the City of Ionia, to replace the controlling pit on Skyview Drive which reached the point of requiring replacement as soon as possible. This valve services the middle area district of Ionia's 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 had been rebuilt twice and was still not operating correctly, with core parts dating back to 1982. Quotes were sought during the previous week and a 6-8 lead-time was discovered. To minimize further delay, the valve was immediately ordered through the City's preferred wellfield maintenance contractor, Peerless Midwest. The cost of the valve is \$28,624.53, per the quote provided to Council.

Councilmember Cook made a motion, seconded by Councilmember Ketchum, to acknowledge receipt of the emergency purchase report.

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

NAYS: None

### **MOTION CARRIED**

## **VIII. APPOINTMENTS**

#### **(VIII.1) DDA Board Appointment**

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

Councilmember Cowling made a motion, seconded by Councilmember Millard, to appoint Taryn Altobelli to serve on the DDA Board for the remainder of a four-year term ending December 31, 2026.

Roll Call Vote: AYES: Ketchum, Winters, Cook, Lee, 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) Learned a great deal about things going on in the City by attending the Ionia Professional Business Women's lunch, the Rotary Club meeting, and the Theatre Committee meeting. Theatre Committee report will be available soon with lots of good ideas; (2) Invited people to attend the Bertha Brock night walk on Saturday.

**City Manager Precia Garland:** (1) Parks and Recreation has lots going on, including the start of Lil' Hoopers basketball, and a cornhole tournament on March 8; (2) The Ionia Rotary Club will host a "Discover Rotary" luncheon at City Hall on February 26. This organization does many things for the community and is looking for people who are interested in joining.

**City Clerk Mary Patrick:** (1) It's been a delight! Thanked: Councilmembers, particularly Millard, who attended training, and worked during early voting, and at every election; City Manager Garland for her consistent support; Assistant City Manager/Deputy Clerk Jonathan Bowman for his knowledge, support, and willingness to help wherever needed; (2) The Office of the City Clerk is in compliance with all of the new rules, regulations and requirements of the new election laws. (3) Excited to see all the things come to fruition that the City is currently working on that will not only maintain infrastructure, but also enhance the quality of life.

**Margot Cook:** Thanks to Ionia business owners for paying for the free movie, ET, which was coordinated by Rich Thompson.

**Brenda Cowling:** (1) Thanked City Clerk Mary Patrick for her service; (2) Agrees that McConnell Park needs to be redone, but hopes to not tear the original structure down.

**Dawn Ketchum:** Thank you to Mary Patrick for serving as City Clerk.

**Tim Lee:** Congratulations to Mary Patrick on her retirement, and hopes she enjoys her travels.

**Tom Millard:** (1) City workers were recently at his 100-year-old house to check the internal pipes, which are likely the same age. He noted that people that have complained about the water may actually have an issue with the pipes in their house; (2) Already working on spring and summer events, and is eager to have the Memorial Day program return to the courthouse lawn this spring.

**Troy Waterman:** Thank you to Mary Patrick for time as City Clerk, and thank you to Councilmember Starr for hosting a wonderful gathering at his home.

**Jeff Winters:** Expressed appreciation to Clerk Patrick for her time as clerk, and wished her well in future travels.

## **XI. CLOSED SESSION**

None.

## **XII. ADJOURNMENT**

Councilmember Lee made a motion, seconded by Councilmember Waterman, to adjourn. Without objection, the meeting was adjourned at 8:25 PM.

Submitted by:

Mary Patrick  
Ionia City Clerk