



CITY OF IONIA

IONIA CITY COUNCIL REGULAR MEETING MINUTES 7:00 PM, September 6, 2023 CITY HALL COUNCIL CHAMBERS

CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

ROLL CALL

Roll call revealed a Quorum with Councilmembers John Milewski, Jeff Winters, Ryan Videtich, Tim Lee, Rich Starr, Tom Millard, Janice Gustafson, Troy Waterman, and Mayor Dan Balice present.

I. APPROVAL OF AGENDA

Councilmember Winters made a motion to approve the agenda, and the motion was seconded by Councilmember Waterman.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
NAYS: None

MOTION CARRIED

II. APPROVAL OF MINUTES – August 2, 2023, Regular Meeting

Councilmember Milewski made a motion, seconded by Councilmember Starr, to approve the August 2, 2023, Regular Meeting Minutes as presented.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
NAYS: None

MOTION CARRIED

III. PROCLAMATIONS

None.

IV. PUBLIC COMMENTS

Ionia resident George Fox talked about problems with the Odd/Even Parking situation on Hackett Street during the winter months.

V. PUBLIC HEARINGS & ASSOCIATED ACTIONS

None.

VI. COMMUNICATIONS

(VI-1) Vertical Pole Banner Application – City of Ionia 150th Celebration

On behalf of the City of Ionia and its Sesquicentennial Celebration Committee, DDA Director Linda Curtis submitted an application to place up to 100 banners as part of the City's 150th anniversary. The

banners will include a special City of Ionia Sesquicentennial logo and include a place to honor local families and businesses. The banners are printed on one side so that two can be displayed per pole. The requested display period is from October 1 - 31 (just over four 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 banners can be purchased through the DDA office for \$40 each. The cost per banner for installation/removal is \$5 and will be collected prior to a final banner count and installation.

Upon review, Councilmember Milewski made a motion, seconded by Councilmember Lee, to approve the vertical pole banner application submitted by the City of Ionia Sesquicentennial Celebration Committee to display up to 100 banners as specified, from October 1 - 31, 2023.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
NAYS: None

MOTION CARRIED

VII. CITY MANAGER'S REPORT

(VII-1) Introduction and First Reading – Ordinance No. 578 – Amend Chapter 204 Municipal Standards

Like most municipalities responsible for public infrastructure, the City of Ionia has developed and adopted a document titled, “Municipal Standards,” which was last updated in 2010 via Ordinance No. 439. The purpose of Municipal Standards is to establish comprehensive design and construction standards for land development, which are to be used by developers in preparing plans and specifications for all proposed developments in the City of Ionia. Examples of developments that are expected to comply with the Municipal Standards include, but are not limited to, residential plans, site condominiums, apartments, commercial developments and industrial developments. The City of Ionia Municipal Standards are to be used in conjunction with local zoning and subdivision ordinances, the State of Michigan Land Division Act, and other applicable state and local regulations to produce residential, commercial, and industrial developments that satisfy the City’s requirements. It is important that infrastructure constructed by developers satisfy City standards, since infrastructure constructed within public rights-of-way to serve a new development are often granted to the City upon completion for perpetual maintenance.

Because best practices and standards in the construction field change and evolve, city staff requested a review and update of the City’s Municipal Standards. A proposed, 2023 updated version of the City of Ionia Municipal Standards, prepared by Fishbeck Engineering was reviewed. The revised Municipal Standards are separated into seven chapters that address:

Chapter One – General Information

Chapter Two – General Construction Requirements

Chapter Three – Standards for Utility Construction within Existing Street Rights-of-Way

Chapter Four – Digital Data Submission Standards

Chapter Five – Standards of Design – Streets and Municipal Utilities

Chapter Six – Technical Specifications

Chapter Seven – Variance Procedure

Appendix

Councilmember Starr made a motion, seconded by Councilmember Millard, to introduce and conduct a first reading of Ordinance No. 578 amending Chapter 204 – Municipal Standards - of Title Two: General Provisions – of Part Two: Administrative Code, of the City of Ionia Codified Ordinances, and that a Public Hearing regarding the proposed ordinance be held at 7:00 PM, Wednesday, October 4, 2023 at Ionia City Hall.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
NAYS: None

MOTION CARRIED

**CITY OF IONIA
IONIA COUNTY, MICHIGAN
ORDINANCE NO. 578**

AN ORDINANCE TO AMEND PART TWO, TITLE TWO, CHAPTER ~~202, SECTION 202.99 ENTITLED "ADMINISTRATION CODE; GENERAL PROVISIONS; CODIFIED ORDINANCES; GENERAL CODE PENALTY; CIVIL INFRACTIONS; EQUITABLE REMEDIES; COMPLICITY"~~ 204, SECTIONS: 204.02 ENTITLED "AMENDMENT OR REVISION;" AND 204.99 ENTITLED "PENALTY" OF THE CODIFIED ORDINANCES OF THE CITY OF IONIA

The City of Ionia Ordains:

Section 1: Amendment

That Part Two, Title Two, Chapter ~~202~~204, ~~Section 202.99~~ Sections 204.02 and 204.99 of the Codified Ordinances of the City of Ionia ~~is~~ are amended ~~to such that Chapter 204 shall~~ read in its entirety as follows:

204.01 DEFINITIONS.

Unless the context specifically indicates otherwise, the meaning of the terms "owner" or "developer" or "contractor" when used in this chapter shall mean a natural person, firm, corporation, association, partnership or other entity who proposes subdivision, or other land development and/or Municipal improvements serving the public interest, who may have an ownership interest therein or who may act as agent with respect thereto for an entity having such ownership interest.

~~(Ord. 439. Passed 9-5-06.)~~

204.02 AMENDMENT OR REVISION.

~~The Pursuant to Sec. 204.03, from this time on, the most recent amended or revised version of the~~ City of Ionia Municipal Standards ~~dated December, 2010, is hereby adopted in its entirety and replaced the Municipal Standards dated July 2006. The complete~~ reviewed and formally approved by the City Council via resolution or motion is adopted by reference and controls. A resolution or the official City Council meeting minutes that reflects a formal approval via motion shall be retained by and kept on file with the City Clerk in conformance with any applicable general retention schedules. Notwithstanding the expiration of any applicable general retention schedules, the latest controlling resolution or official minutes shall be retained indefinitely until such future amendment or revision action occurs. The most recently approved complete version of the City of Ionia Municipal Standards is hereby published by the City and ~~is~~ shall be available at City Hall for public review at no charge and public distribution at a reasonable charge unless otherwise expressly provided in this chapter.

204.03 MUNICIPAL STANDARDS TO GOVERN.

The Municipal Standards shall govern the design and construction of subdivisions and land development, and Municipal improvements, and are in addition to existing and future requirements of local zoning ordinances, subdivision control ordinances and State

Land Division Act, Act No. 288 of the Public Acts of Michigan of 1967, as amended, and other applicable State and local ordinances, codes and regulations governing residential and commercial developments and Municipal improvements.

204.04 STANDARDS TO BE FOLLOWED.

Every person who shall as owner, developer, or contractor with respect to land situated within the City proposed to design and/or undertake land subdivision, or land development, or who may make, alter, repair or affect Municipal property or systems serving the public interest within the City, shall obtain a copy of the Municipal Standards and shall follow all standards therein appropriate to such design, development or other such project. Whenever the Municipal Standards shall refer to other officially recognized detailed technical codes, such codes shall be followed by the owner, developer, and/or contractor in the context set forth therein. The City shall make available for sale to the owner, developer or contractor a copy of such other codes upon request.

204.05 FEES AND CHARGES.

The owner, developer, or contractor shall deposit with the City Treasurer amounts sufficient to cover the expenses set forth in the Municipal Standards Booklet for construction plan review and construction administration and inspection.

~~(Ord. 469. Passed 9-5-06.)~~

204.99 PENALTY.

A person who violates any provision of this chapter is responsible for ~~an~~ a municipal civil infraction, subject to the payment of a fine as set forth in Section 202.99 and such other relief as may be authorized by law. Repeat offenses under this chapter shall be subject to increased fines as set forth in Section 202.99.

Section 2: Repealer

That all ordinances and parts of ordinances in conflict herewith are repealed to the extent of such conflict.

Section 3: Publication and Effective Date

The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect upon its, or a summary thereof as permitted by law, publication in the *Daily News*, a newspaper of general circulation in the City unless otherwise provided by law.

(VII-2) Wager Place Alley Vacation

A curb cut permit application from Radgeline Scheidt, who owns property at 3 Wager Place, was reviewed. She is requesting to add a second driveway on the south side of her home to park an additional vehicle. Staff had concerns that this driveway may encroach the public alley due to the proximity of the house to the property line. Discussion with Ms. Scheidt also brought to the City's attention that the home at 3 Wager Place is 2.2 feet on the public alley located on the south side of the home, as shown in the survey provided by Ms. Scheidt (Attachment A). Ms. Scheidt has requested the City consider vacating both platted, but never developed, alleys adjacent to the north and south of her property.

The City would retain easement rights for utilities along these alleyways, but once vacated, the land would be equally divided to all adjacent lots including 3 Wager Place. The additional property received by 3 Wager Place would correct the issue of a portion of this home not being fully located on its lot. While the

City Charter is silent regarding a prescribed process for conducting an alley vacation, the city attorney has recommended it be treated like a zoning variance request. This requires a public hearing to receive public comments regarding the proposed vacation and providing written notice to all property owners within 300 feet. The vacation would be accomplished via adoption of a resolution to that effect.

Councilmember Millard made a motion, seconded by Councilmember Winters, to schedule a public hearing for **7:00 PM on October 4, 2023, Ionia City Hall**, for the purpose of considering Resolution 2023-18 to vacate the alleys located on Wager Place.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice

NAYS: None

MOTION CARRIED

**CITY OF IONIA
(RESOLUTION NO. 2023-18)**

**A RESOLUTION TO VACATE AND ABANDON A PLATTED
16.5 FOOT-WIDE ALLEY AND A 12 FOOT-WIDE ALLEY WITHIN
THE PLAT OF SUPERVISOR TAYLOR’S 2ND ADDITION
TO THE CITY OF IONIA**

The following Resolution was offered for adoption by City Council Member _____ and was supported by City Council Member _____:

RECITALS

- A. The City has received a request from the property owner with a street address of 3 Wager Place, Ionia, Michigan (P.P. No. 204-210-000-190-00) to vacate both a 16.5-foot-wide public alley and a 12.00-foot-wide alley (the “Public Alleys”) as shown on the plat of Supervisor Taylor’s 2nd Addition to the City of Ionia, as recorded in Liber 1 of Plat, page 80, with the Ionia County Register of Deeds. The Public Alleys are described and depicted on the attached Exhibit A.
- B. The Public Alleys are no longer required as public streets or alleys and have not been improved as such, and the City does not reasonably anticipate the Public Alleys being used as public alleys or rights-of-way in the future.
- C. The City Council finds it is necessary for the health, welfare, comfort, and safety of the people of the City to discontinue the Public Alleys and the vacation of the Public Alleys will not interfere with travel within the City.

NOW, THEREFORE, BE IT RESOLVED:

- 1. That the Public Alleys are hereby vacated and abandoned by the City of Ionia as public alleys and rights-of-way and shall be removed from any City street system conditioned on the following matters set forth in this Resolution.
- 2. Any party, on behalf of themselves and their successors, heirs, and assigns, intending or desiring to rely upon this Resolution, in any manner, including as part of an action seeking a court order under the Michigan Land Division Act, Public Act No. 591 of 1996, MCL 560.101 et seq., must agree to assume the risk that this Resolution may be declared invalid or insufficient to vacate a public alley or right-of-way under Michigan law.
- 3. For all purposes at law or in equity, it is an express condition of the City Council’s adoption of this Resolution that the City makes no representations of any kind or manner as to the legal effect of this

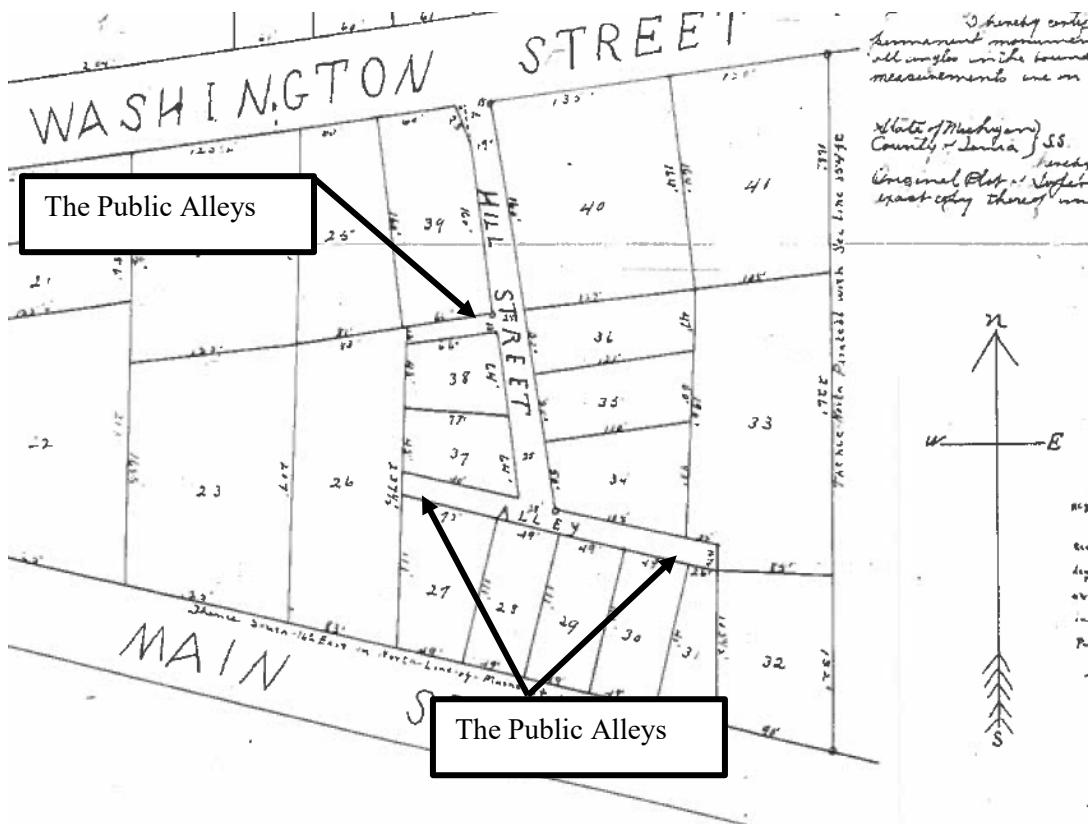
Resolution. Any party intending or desiring to rely upon this Resolution, in any manner, including as part of an action seeking a court order vacating the Public Alleys, does so at their own risk.

4. The City reserves a perpetual and permanent easement above, across, under, and through the area previously comprising the Public Alleys for the construction, installation, maintenance, repair, replacement, improvement, use, and operation of public utility facilities and appurtenances including the rights of access, ingress, and egress.
5. The vacation of the Public Alleys is found to be in the best interest of the health, safety, and welfare of the residents of the City.
6. The City Clerk is authorized and directed to record a copy of this Resolution within 30 days of its adoption with the Ionia County Register of Deeds and to file a certified copy with the Director of the State of Michigan's Department of Energy, Labor, and Economic Growth, now the Department of Licensing and Regulatory Affairs (LARA).
7. The Mayor and City Clerk, in consultation with the City Attorney, are authorized and directed to take any steps reasonably necessary to effectuate the purpose of this Resolution.
8. All resolutions and parts of resolutions in conflict with this Resolution are, to the extent of such conflicts, repealed.
9. Pursuant to Section 256 of the Michigan Land Division Act, this Resolution shall have no effect until recorded with the Ionia County Register of Deeds.

Exhibit A:

The Public Alleys

A 16.5-foot-wide alleyway and a 12.00-foot-wide alleyway in the plat of Supervisor Taylor's 2nd Addition to the City of Ionia as record with the Ionia County Register of Deeds at Liber 1 of Plats as depicted below.



(VII-3) Policy No. 5-009 Title VI Plan – Dial-A-Ride

Because of the federal funding it receives, the City of Ionia’s transit service (Dial-A-Ride), is required to adopt a Title VI Plan, based on Title VI of the Civil Rights Act of 1964, which prohibits discrimination in a number of protected categories. The City’s current Title VI Plan was adopted as City Policy 5-009 and last updated in 2021. Federal regulations require the Title VI Plan to be updated every three years.

Council reviewed the updated Title VI Plan, which will completely replace the previously approved plan, and is based on a template provided by the Michigan Department of Transportation to create uniformity across the state and incorporates an updated four-factor analysis using revised data from the 2020 U.S. Census Bureau. This four-factor analysis is used to determine Dial-A-Ride’s course of action when assisting Limited English Proficiency (LEP) populations.

Councilmember Gustafson made a motion, seconded by Councilmember Lee, to approve the revised City of Ionia Policy No. 5-009, Title VI Plan for the Ionia Dial-A-Ride.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
NAYS: None

MOTION CARRIED

(VII-4) City of Ionia General Policy Manual – Section 6 -- Assessing

Efforts have been ongoing to review and update all policies within the City of Ionia General Policy Manual. Part of that review is currently focused on Section One – Finance, with three current policies related to assessing. The City Assessor has recently proposed two new assessing policies to comply with both state statute and rules published by the State Tax Commission. It was determined a separate section – Section 6 – Assessing, should be added to the General Policy Manual to make the five policies focused on assessing easier to locate.

The assessing policies proposed to make up the new Section 6 – Assessing section are as follows:

- Policy 6-001 Auditing Procedures for Exempt Properties (formerly Policy 1-025)
- Policy 6-002 Waiver of Property Transfer Affidavit Fees (formerly Policy 1-026)
- Policy 6-003 Appeals by Letter to the Board of Review (formerly Policy 1-027)
- Policy 6-004 Personal Property Canvas and Maintaining Personal Property Roll (new)
- Policy 6-005 Assessor Accessibility (new)

Councilmember Winters made a motion, seconded by Councilmember Waterman, to approve adding policies 6-001 through 6-005 in Section 6 – Assessing, to the City of Ionia General Policies Manual.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
NAYS: None

MOTION CARRIED

(VII-5) Brownfield Development Authority Bylaws

The newly appointed board serving the City of Ionia Brownfield Redevelopment Authority recently held an organizational meeting. One item of business was to approve “Bylaws/Rules of Procedure of the Brownfield Redevelopment Authority of the City of Ionia.” The bylaws were revised to reflect the fact that the DDA board no longer serves in a dual role as board to the Brownfield Redevelopment Authority.

Per PA 381 of 1996, as amended, commonly referred to as the Brownfield Redevelopment Financing Act, these proposed bylaws are subject to approval of the governing body (Ionia City Council) – see specifically MCL 125.2655. Sec. 5 (5).

Councilmember Milewski made a motion, seconded by Councilmember Winters, to approve the bylaws of the City of Ionia Brownfield Redevelopment Authority.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
NAYS: None

MOTION CARRIED

(VII-6) 2023 1/2 Ton Pickup Truck Purchase – Central Garage Fund

Two pickup trucks owned by the Central Garage Fund were included in the FY 23-24 budget for replacement in accordance with the Capital Improvement Plan. One of these trucks was approved for purchase last month. A better option for purchasing the second truck has now been identified and substitutes a 1/2 ton truck for a 3/4 ton truck to save money, while still satisfying the needs for the department that will use it (Parks and Recreation). The details are as follows regarding the truck to be replaced and the bid for replacement:

- 2004 Ford F250 – ST21 with 48,118 miles (as of 8/23/23) and now 10 years old. The proposed replacement vehicle is a 2023 Ford F150 (FE1) Regular Cab 4x4 Pickup with 8’ box in Green. This truck is used primarily by the Parks & Recreation Department to haul equipment, pick up trash, and transport employees.

Bid pricing through Sourcewell Contract 091521-NAF was as follows:

Bidder	Location	Price
National Auto Fleet Group (via Sourcewell Contract 091521-NAF)	Watsonville, CA	\$40,336.65

The old truck will be offered for sale via the online auction site, www.Rangerbid.com.

Councilmember Winters made a motion, seconded by Councilmember Millard, to approve the purchase of a Ford F150 pickup truck as specified from the National Auto Fleet Group of Watsonville, CA, for the Sourcewell Contract 091521-NAF bid price of \$40,336.65.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
NAYS: None

MOTION CARRIED

(VII-7) Water and Sewer Rate Study

Proposals were recently solicited through a competitive process for a City of Ionia Water & Sewer Rate Study. The purpose of the study is to independently assess and evaluate the City’s existing water and sewer rates, to ensure rates are reflective of the City’s water and sanitary sewer system capital and financial needs, and to make recommendations on potential changes to the City’s rate structure. Overall, the goal of the study is to minimize rates to the greatest extent possible while continuing to appropriately fund water and sewer utility operations and maintenance, capital expenditures for system improvements and replacement, asset management and debt service.

A request for proposals (RFP) regarding the Water and Sewer Rate Study was released on August 1. Proposals were due and opened on Tuesday, August 29 at 2 PM. Three proposals were received, as follows:

Company	Location	Bid Amount
Baker Tilly	East Lansing, MI	\$29,500
Municipal Analytics	Ann Arbor, MI	\$16,800+\$500 exp=\$17,300
Utility Financial Solutions	Holland, MI	\$45,000+expenses

Agreeing with the recommendation of City staff, Councilmember Milewski made a motion, seconded by Councilmember Winters, to approve the proposal by Municipal Analytics in the amount of \$16,800, plus expenses (expected around \$500), to complete the City of Ionia Water & Sewer Rate Study, and authorize the City Manager to execute a professional services agreement for the same.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
 NAYS: None

MOTION CARRIED

(VII-8) Classification and Compensation Study

Proposals were recently solicited through a competitive process for a City of Ionia Classification and Compensation Study. The purpose of the study is to ensure the City is able to attract and retain qualified employees by evaluating present compensation levels and determining where adjustments may be warranted. If adjustments are suggested, the study will propose a methodology for making such adjustments over a reasonable time period. The study will also devise a classification system for various positions to further assist in establishing compensation ranges. Care will be taken to suggest compensation (wages and fringe benefits) commensurate with assigned duties/responsibilities, which means the scope of services will also include a comprehensive evaluation of jobs and an update of corresponding job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions, and certifications/licenses/registration requirements for each position classification as needed.

A request for proposals (RFP) regarding the Classification and Compensation Study was released on August 9. Proposals were due on opened on Wednesday, August 30 at 2 PM. Seven proposals were received:

Company	Location	Bid Amount
Amy Cell, Inc.	Ypsilanti, MI	\$37,340
AutoSolve, Inc.	Saint Augustine FL	\$25,000
GovHR USA	Northbrook, IL	\$31,200
JER HR Group LLC	Fayetteville, AR	\$27,450
HR Collaborative	Grand Rapids, MI	\$34,400
McGrath Consulting Group	Jamestown, TN	\$24,658
Pontifex Consulting Group	Blaine, MN	\$24,000

After careful reviews and reference checks, City staff have recommended Pontifex Consulting Group. Councilmember Winters made a motion, seconded by Councilmember Waterman, to approve Pontifex Consulting Group of Blaine, MN, in the amount of \$24,000 to complete the Classification and Compensation Study, and authorize the City Manager to execute a professional services agreement for the same.

Roll Call Vote: AYES: Milewski, Winters, Videtich, Lee, Starr, Millard, Gustafson, Waterman, and Balice
 NAYS: None

MOTION CARRIED

VIII. APPOINTMENTS

None.

IX. CITY DEPARTMENT REPORTS & MINUTES FROM BOARDS & COMMISSIONS

Reports provided to Council.

X. CITY COUNCILMEMBER COMMENTS/GOOD OF THE ORDER

Precia Garland: (1) “Dump Your Junk” day is September 16. (2) Brush and yard waste pickup will begin Monday, September 18. (3) Bagged leaves pickup will take place in October and November.

Mayor Balice: (1) The August election went well. (2) The ribbon cutting for the former French’s building was great. (3) Ionia City Market has opened on Main Street, and it’s great to have a grocery downtown. Hopes that more and more people will support the local businesses. (4) Reminder that Purple Week is coming up. (5) Progress on the former Deerfield and Riverside properties is being made. Demolition is going well with a goal for it to be complete by the end of 2023.

Troy Waterman: (1) Looking for people who want to become boosters for the Ionia Sports Programs. (2) Urged support for the Ionia Schools millage that is on the November 7 ballot.

Tom Millard: (1) Shoutout to the first “Thursday on the Bricks” recently held. (2) The Chamber Expo will be held September 16. (3) Hippie Fest is also coming up.

Tim Lee: (1) Shoutout to City staff for operation of the City and taking care of all those things we don’t see.

Jeff Winters: Glad to be back.

John Milewski: (1) Shoutout to the City crews for their work during the recent storm. (2) The Ionia City Market is a great new business for downtown.

XI. CLOSED SESSION

None

XII. ADJOURNMENT

Councilmember Lee made a motion to adjourn, seconded by Councilmember Videtich.

MOTION CARRIED BY VOICE VOTE. The meeting was adjourned at 8:11 PM.

Submitted by:

Mary Patrick, Ionia City Clerk