

WELCOME TO THE CITY OF IONIA

The following is information that may help you understand water and sewer billing and other services the City has to offer. If you have any questions, please call (616) 523-0141.

WATER & SEWER CONTRACTS

New water/sewer customers are required to sign a water/sewer contract.

TRASH AND RECYCLING

Trash Pickup:	Monday, Tuesday or Thursday
Recycling:	Every Other Monday - See Schedule
Have containers out by 7:00 am	

Trash and recycling are included on your water/sewer bill. Recycling is charged to ALL City residents. Service is contracted with Granger (located in Lansing) as of November 1, 2002.

If for any reason your container is damaged or lost call City Hall at (616) 523-0141 for replacement.

*** Failure to receive a trash cart or recycling bin does not exempt you from trash or recycling charges. Call City Hall if containers are not delivered within two weeks.

TRASH SERVICE - TEMPORARY STOP

If you leave for the winter, please let us know. You may request trash service to be stopped and must notify the City when your return. There is a \$5.00 fee to start your trash service back up upon your return.

MOVING

Please call or stop in at City Hall and let us know when you are moving so we can get a final reading right away. We will need your forwarding address to return any balance from your deposit or send a final bill.

SIDEWALK SNOW REMOVAL

City ordinance requires the owners of properties located contiguous to a public sidewalk to remove all snow and ice accumulation within 24 hours after snow falls or ice forms. Failure to comply will result in City workers removing snow and ice, and property owner will be billed for services. Please do your part in making sure our sidewalk system is safe to use.

ODD/EVEN PARKING DEC 1 - MAR 31

Odd/even parking is in effect December 1 to March 31 each year. Between 7 a.m. and 10 a.m. vehicles must be parked on the side of the street that coincides with the date of the month.

SPRINKLING/POOLS

You may purchase a yard meter from City Hall. A yard meter is a second meter which is installed at a residence that meters water used only for exterior purposes such as through outside hose bibs or through an underground sprinkler system.

The meters available are a 5/8" x 3/4" (1/2 to 30 gallons per minute flow capabilities) and a 1" (1 to 50 gallons per minute flow capabilities). For prices call City Hall (616) 523-0141.

The property owner is responsible for paying to have the meter and associated backflow preventer installed, but the meter must be purchased from City Hall to insure uniformity. Once installed, the meter will be read each December with usage billed in January. Only the water commodity charges (no sewer charges) apply. A facility maintenance fee will not be charged.

BRUSH AND LEAF PICKUP

In the spring the City picks up brush and bagged leaves (paper bags only). The City picks up brush in September and leaves in October. Place your bagged leaves or brush piles ON THE BERM, NOT IN THE STREET. A schedule is printed each April and September in the Sentinel Standard and Shoppers Guide with specific pickup dates. This information is also found on our website.

Also, you can take your leaves or brush to the Appletree Drive site anytime. If you bring your leaves in plastic bags, you must empty the bags and take all plastic bags with you for disposal. For directions, call City Hall or check our website.

SPRING AND FALL CLEANUP

Each Spring and Fall the City provides dumpsters for residents to dispose of anything except: garbage, leaves, brush, toxic chemicals, anything with freon, batteries, or propane tanks. The Central Garage employees will be available to assist City residents as needed. Check you newsletter or website for dates.

Please call the Ionia Conservation District at (616) 527-2620 x101 for disposal of toxic waste information.

CITY PROPERTY TAXES

You will receive your summer property taxes on July 1, and they are due July 31. You will receive your winter property taxes on December 1, and they are due by February 14 without penalty. Delinquent taxes are turned over to the Ionia County Treasurer on March 1. You need to pay delinquent property taxes at the Ionia County Courthouse Treasurer's office after February 29.

CITY UPDATES

The Department of Recreation sends out quarterly newsletters. See the City website for other information and your comments: <https://cityofionia.org>

UTILITY BILLING SCHEDULE - CITY OF IONIA

PERIOD COVERED	BILL SENT OUT	DUE DATE *
DEC - JAN - FEB	APRIL 1	APRIL 20
MAR - APR - MAY	JULY 1	JULY 20
JUN - JUL - AUG	OCTOBER 1	OCTOBER 20
SEP - OCT - NOV	JANUARY 1	JANUARY 20

Check your invoice for date due.

If the due date falls on a weekend, the due date will be the next business day

PENALTY - 10% ADDED TO UNPAID BALANCE AFTER DUE DATE

After charges are added, past due notices will be sent out.

Past due notices will have a due date for processing fee and shut offs.

PROCESSING FEE

Accounts not paid by due date on the past due notice will be charged a \$75 processing fee.

SHUTOFFS

After processing fees are added, shutoffs will begin.

FAILURE TO RECEIVE BILL

Failure to receive bill does not waive Penalties or Processing Fees.

OPTIONS TO AVOID ADDITIONAL FEES

1. Auto Bill Pay - fill out form from City and we will automatically withdraw payment from your checking account on the due date.
2. Make online payment through City website: <https://cityofionia.org>
3. Make monthly or weekly payments before bills are mailed out.
4. If making automatic payment through other sources, please allow 14 days for payment to reach us.

Calculating Your Bill

BASE

Water Facility Maintenance	34.00	
Sewer Facility Maintenance	45.00	
Facility Maintenance Total		79.00
Recycling	13.50	
90-Gallon Container	30.90	
Recycling/Garbage Total		44.40

Services Total

123.40

USAGE - AVERAGE FAMILY OF 4

	22,000 Gallons (Or 22 Units)	Cost Per 1,000 (Or Cost Per Unit)	
Water Usage	22	4.60	101.20
Sewer Usage	22	4.90	107.80

Average Usage Total For Family of 4
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209.00

Average Total Quarterly Bill For Family of 4

332.40

GRANGER CONTAINER SERVICE INC

Included is information on the rubbish and recycling collection program for the City of Ionia. We at Granger Container Service are proud to have been selected as the contractor to provide waste services for all households in the city limits.

- * If you need assistance determining your service day, please call (616) 523-0141.

Rubbish collections takes place weekly and recycling collections takes place every other week (see attached recycling calendar) -- please place rubbish cart and/or bags and recycling bin street-side by 7 am.

BAG PROGRAM & EXTRA BAGS

You may use regular trash bags for the bag service option or if you have more trash than will fit in your cart. ALL BAGS MUST HAVE A COLLECTION TAG. Tags are available from City Hall.

Each bag set out beside a cart must be tagged or it will not be collected.

SERVICE REQUIREMENTS

- * Carts and/or tagged bags and recycling tubs must be out by 7 am.
- * Lids on carts must be closed with strap fastened.
- * Please see included flier for recycling guidelines...
It is recommended that you keep this as a reference.

BILLING ISSUES

If you have concerns or questions about the service you selected, billing, or payment, please contact City Hall at (616) 523-0141. There is a \$5.00 charge to change your service option.

SERVICE ISSUES

If you have service concerns or questions, please call (616) 523-0141.

OTHER SERVICES

Collection for large items such as appliances or furniture can be arranged by calling 1-888-947-2643. There is a per item charge for bulk collection items.

HOLIDAY SCHEDULE

The following major holidays will be recognized: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Collection for observed holidays and the rest of the week following the holiday will be delayed by one day. Friday collections will take place on Saturday. If the holiday falls on a Saturday or Sunday, your collection day will not be delayed.

If you have questions, please contact a representative at City Hall by calling (616) 523-0141.

CITY OF IONIA

Curbside Recycling

Accepted Items



Corrugated Cardboard

Break down, remove any contaminants (Styrofoam, wood or food) and place cardboard in your Curby Recycler or stack it under your recycling tub.

NOT ACCEPTED: wax-coated boxes, 6-, 12- or 24-pack beverage cases, pizza boxes



Plastic Bottles & Jugs

Household items with #1 through #7 accepted, including bottles and jugs with narrow, threaded neck; plastic tubs (margarine, sour cream, etc.); microwave trays; and yogurt containers.

NOT ACCEPTED: plastic bags, paper- or wax-coated milk or juice cartons, Styrofoam containers/packaging, syringes, garden hoses/rubber, furniture, pools, toys, buckets, barrels, free-flowing liquids



Mixed Paper

Place newspaper, magazines, direct "junk" mail, first class mail, other printing and writing papers, phone books and envelopes loose in Curby Recycler or tub.

NOT ACCEPTED: plastic bags, string, twine, stickers, coins or plastic stuck on papers



Tin Cans & Aluminum

Rinse clean and flatten.

NOT ACCEPTED: paint cans, appliances, hangers, fencing, scrap metal, aerosol cans or containers with food residue



Boxboard

Boxboard includes items like tissue boxes, cereal boxes and paper towel rolls. Break down and remove any contaminants (food, plastic or foil packaging).

NOT ACCEPTED: plastic, Styrofoam, wax- or foil-coated boxes, refrigerator or freezer boxes, including 6-, 12- or 24-pack beverage cases



Clear & Colored Glass Bottles & Containers

Rinse clean and remove lids. Labels may be left on containers.

NOT ACCEPTED: plastic bags, CRT glass (monitors or TV screens), light bulbs, window glass, mirrors, drinking glasses, cups, bowls or plates

IMPORTANT INCOME TAX INFORMATION

CITY OF IONIA INCOME TAX
WEBSITE: <https://cityofionia.org>

All residents of the City of Ionia, whether they rent or own their homes, are subject to the city income tax on their earnings. This includes all income earned inside or outside the city.

RATE

Income is taxable at 1% for residents and .5% for nonresidents.

EXEMPTIONS

\$700 is allowed for each exemption. Additional exemptions are allowed for paraplegic, quadriplegic, hemiplegics, totally disabled, blind, deaf and 65 years of age or older. Disabled status is verified with State of Michigan.

ANNUAL RETURN

Any person having taxable income in the City of Ionia is required to file an annual return even if no tax is due. The due date of the annual return is April 30.

PART YEAR RESIDENTS

Compute earnings separately as resident and nonresident using a part year form for the annual return.

ESTIMATED TAX

If you are a resident working outside the City of Ionia and your employer does not withhold Ionia City Income Tax, you must file a declaration of estimated tax (I-1040ES) to avoid penalty and interest. Quarterly payments are required on 4/30, 6/30, 9/30 and 1/31. This does not apply if your yearly tax liability does not exceed \$100.

TAX CREDIT

If you are a resident of the City of Ionia and work in another city that has a city income tax you may be able to claim a credit for tax paid to the other city. You must attach a copy of the other city return to your Ionia return to receive the credit. Credit should be computed per instructions.

INFORMATION

For a copy of the Uniform City Income Tax Ordinance, Estimated Vouchers and Instruction or Annual Returns please call (616) 523-0142 or check our website www.ci.ionia.mi.us. You may also obtain this information at the Income Tax Department at City Hall 114 North Kidd Street across from the Post Office.

STUDENTS

Resident means a person domiciled in the City. Domicile means a place where a person has his true, fixed and permanent home and principal establishment, to which, whenever absent therefrom, he intends to return, and domicile continues until another permanent establishment is established. Students away from home are thus residents of Ionia for the entire year.

AUDIT

Returns are audited randomly by the Income Tax Department staff.

DROP BOX

The City of Ionia has a drop box in front of City Hall. All mail for income tax can be dropped off in the box.

WEBSITE <https://cityofionia.org>

Information and forms for income tax are available at this website.

RENTERS

The most frequently asked question is: "Do I pay City of Ionia income tax if I am a renter?" YES

All renters in the City of Ionia are residents of the City. The following are part of the City Due to PA 425 agreements and people residing or doing business here are considered residents.

Valley View, West Meadows, Belleview, Charter Oaks, Austin Pines, Crosswinds, Wooded View, Abbey Swartz Court, Apple Tree Drive, Ionia State Police Post, Bellamy Creek
Michigan Reformatory, Ionia Temporary Facility, Michigan Training Unit, Ionia Maximum Facility
Ionia County Intermediate School District Office, Ionia Educational Center, Rather School, Ionia High School

COMMON RETURN ERRORS

- * W-2s not attached
- * No Signature
- * Copy of page 1 of your Federal return not attached
- * Required schedules and documentation not attached
- * Complete form not sent in.
- * Copy of other city return not sent by resident when claiming a credit
- * No documentation and verification with excludable wage
- * Estimated payment not paid by due dates

Errors on your return will cause a delay in processing that return. If insufficient documentation is received, exemptions or deductions may be disallowed and you will be invoiced for the amount owed.

BUSINESSES

- * Businesses in City must withhold City tax from employees
- * Withholding taxes must be paid to the City of Ionia by due dates
- * Businesses or individuals doing business in the City of Ionia must file the appropriate tax returns

VIOLATIONS, MISDEAMEANOR: PENALTIES (Sec.99 the Uniform City Income Tax Ordinance)

Each of the following violations of this ordinance is a misdemeanor and punishable, in addition to the interest and penalties provided under the ordinance, by a fine not exceeding \$500.00, or imprisonment for a period of not exceeding 90 days, or both:

- * Wilful failure, neglect or refusal to file a return required by the ordinance.
- * Wilful failure, neglect or refusal to pay the tax, penalty or interest imposed by the ordinance.
- * Wilful failure of an employer or person to withhold or pay to the city a tax as required by the ordinance.
- * Refusal to permit the city or an agent or employee appointed by the administrator in writing to examine the books, records and papers of a person subject to the ordinance.
- * Knowingly filing an incomplete, false or fraudulent return.
- * Attempting to do or doing anything whatever in order to avoid full disclosure of the amount of income or to avoid the payment of any or all of the tax.



City of Ionia
Income Tax Division
PO BOX 512
Ionia MI 48846
(616) 523-0142

NOTICE OF INCOME TAX ORDINANCE

- The City of Ionia has an Income Tax in the amount of 1% for Residents, (all who live within the City), and .5% for non-residents working within the City.
- The Income Tax applies to both homeowners and renters.
- Tax Returns need to be filed by April 30th. You are required to file for any portion of the year in which you lived or worked in the City of Ionia.
- The Income Tax Ordinance requires that your city income tax be paid in advance through employer withholding or on your own through estimated tax payments. Estimated payments are required if your employer will not withhold the tax for you. The estimated tax declaration forms can be found on our website at www.ci.ionia.mi.us, or you can pick them up at City Hall.
- If you have any questions or need assistance, please call the income tax division at (616) 523-0142.

I agree that the City has informed me of the Income Tax, and I am aware that the tax applies to me as a resident of the City of Ionia.

Signature_____

New resident

Last Name_____ First Name_____ Middle Name_____

Social Security#_____ Birth Date_____

Date_____ Address_____