



**CITY OF IONIA**  
CITY COUNCIL  
REGULAR MEETING MINUTES  
May 1, 2018  
CITY HALL - COUNCIL CHAMBER

**CALL TO ORDER**

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

**ROLL CALL**

Roll call revealed that Councilmembers John Milewski, Jeff Winters, Gordon Kelley, Ted Paton, Kim Patrick, Tom Millard, Janice Gustafson and Mayor Balice present. Councilmember Troy Waterman was absent.

**PUBLIC COMMENTS**

Brenda Cowling-Cronk thanked the City for their cooperation with the County during the courthouse project.

Gail Gesselman introduced John Chickering to Council. Mr. Chickering designed the new City of Ionia website and photographed all of the aerial photos on the webpage. He thanked City Council for the opportunity.

Carl Simon??? Expressed his concern for available and accessible parking within the City.

**APPROVAL OF MINUTES**

It was moved by Councilmember Patrick, seconded by Councilmember Millard to approve the April 10<sup>th</sup>, 2018 regular meeting minutes.

Roll Call Vote:           Ayes: Milewski, Winters, Kelley, Paton, Patrick, Millard, Gustafson and Mayor Balice.  
                                  Nays: None  
                                  MOTION CARRIED

**NEW BUSINESS**

**Accept – Bid for Trailhead Park Project**

As was shared with Council at the March meeting, due to the bids received for the Trailhead Park project exceeding the budget for the project, the City Manager reported that changes to the project scope were made and the project was re-bid. Bids were opened on Tuesday, April 24<sup>th</sup> with the following bids received:

**City of Ionia - Trailhead Park Bids**      April 24, 2018      Feb 22, 2018

<b>Bidder Name</b>	<b>Base Bid</b>	<b>Base Bid</b>
LJ Trumble LLC	\$ 667,700.00	
CL Trucking & Excavating LLC	\$ 674,283.00	\$ 832,490.00
Metro Construction	\$ 676,393.00	
Apex Construction	\$ 688,100.00	
Ter Horst & Rinzema Construction	\$ 718,500.00	\$ 814,500.00
Griffith Builders	\$ 748,000.00	
Katerberg VerHage	\$ 792,309.00	\$ 849,719.00

The bids were reviewed by the City’s project consultant, RJM Design, who prepared the attached recommendation letter.

Recall that the project is being funded with grants provided by the Michigan Department of Natural Resources and Michigan Natural Resources Trust Fund and the City’s Parks Facilities Improvement Fund. Although the low bid is higher than the original project budget, funds are available in the parks facilities improvement fund to cover the difference. Improvements include the construction of a restroom/park shelter building, small splash pad, play equipment, parking lot, trail linkages and site and landscaping improvements. Based on the grant funding MDNR approval of the bid is required as well.

It was moved by Councilmember Milewski, seconded by Councilmember Paton to accept the bid submitted by LJ Trumble Builders, LLC, Lansing, Michigan for \$667,700.00 for completing the Trailhead Park construction project and authorize the City Manager to sign the necessary contract documents.

Roll Call Vote:            Ayes: Winters, Kelley, Paton, Patrick, Millard, Gustafson, Milewski and Mayor Balice.  
                                      Nays: None  
                                      MOTION CARRIED

**Accept – Bid for Robinson Park**

As was shared with Council at the March meeting, due to the bids received for the Robinson Park project exceeding the budget for the project, the City Manager reported that changes to the project scope were made and the project was re-bid. Bids were opened on Tuesday, April 24<sup>th</sup> with the following bids received:

City of Ionia - Robinson Park Bids      April 24, 2018      Feb 22, 2018

Bidder Name	Base Bid	Base Bid
LJ Trumble LLC	\$ 273,300.00	
Apex Construction	\$ 278,700.00	
CL Trucking & Excavating LLC	\$ 296,590.00	\$ 362,815.41
Griffith Builders	\$ 302,000.00	
Ter Horst & Rinzema Construction	\$ 316,500.00	\$ 364,500.00
Metro Construction	\$ 338,934.00	
Katerberg VerHage	\$ 346,869.00	\$ 340,172.00

The bids were reviewed by the City’s project consultant, RJM Design, who prepared the attached recommendation letter.

Recall that the project is being funded with grants provided by the Land and Water Conservation Fund grant program and the City’s Parks Facilities Improvement Fund. Although the low bid is higher than the original project budget, funds are available in the parks facilities improvement fund to cover the difference. Improvements include the construction of a restroom/park shelter building, resurfacing the existing basketball court and site and landscaping improvements.

It was moved by Councilmember Patrick, seconded by Councilmember Winters to accept the bid submitted by LJ Trumble Builders, LLC, Lansing, Michigan for \$273,300.00 for completing the Robinson Park improvement project and authorize the City Manager to sign the necessary contract.

Roll Call Vote      Ayes: Kelley, Paton, Patrick, Millard, Gustafson, Milewski, Winters and Mayor Balice.  
                              Nays: None  
                              MOTION CARRIED

**Approve – Scheduling a FY18-19 Budget Public Hearing**

The City Manager stated that the City Charter requires that the City Council adopt the fiscal year budget by June 15<sup>th</sup> each year. Prior to adopting the budget, Council is required to conduct a Public Hearing on the proposed budget and millage rate to support the budget. Advance notice (publication in the newspaper) of the Public Hearing is required. A notice of the Public Hearing will be published in the Saturday, May 5, 2018 edition of the *Sentinel-Standard Weekender*.

It was moved by Councilmember Millard, seconded by Councilmember Gustafson to schedule a Public Hearing regarding the proposed FY18-19 Fiscal Year budget, capital improvement plan and millage rate for 7:00 PM, Tuesday, June 5, 2018 in the Council Chamber of City Hall.

Roll Call Vote           Ayes: Paton, Patrick, Millard, Gustafson, Milewski, Winters, Kelley and Mayor Balice.  
                               Nays: None  
                               MOTION CARRIED



**CITY OF IONIA**  
 CITY COUNCIL

**NOTICE OF PUBLIC HEARING**  
**Fiscal Year 2018-2019 Budget, Millage Rate and Capital Improvement Plan**

**PLEASE TAKE NOTICE:** That the City Council of the City of Ionia will conduct a Public Hearing at 7:00 PM, Tuesday, June 5, 2018 in the Council Chamber of City Hall for the purpose of receiving comments on the City’s proposed Fiscal Year 2018-2019 Budget and Capital Improvement Plan. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

The estimated revenues and expenditures for Fiscal Year 2018-2019 are as follows:

	Revenues	Expenditures
	<u>Major Operating Funds</u>	
General Fund		
Property Taxes	\$559,000	
Income Taxes	\$2,400,000	
State Revenues	\$1,085,000	
Charges for Service	\$1,026,700	
License and Permits	\$98,000	
Interest	\$25,000	
Miscellaneous	\$73,100	
Council		\$33,900
City Manager		\$335,300
Elections		\$8,200
Accounting		\$372,700
Independent Audit		\$3,700
Income Tax Administration		\$102,100
Front Office		\$209,700
Planning & Zoning		\$30,075
Assessor		\$44,500
City Legal Fees		\$35,000

Board of Review		\$1,000
Festivals & Events		\$6,950
Data Processing Department		\$130,000
Clerk		\$31,250
Building – Grounds		\$243,200
Other Offices		\$234,000
Ambulance		\$39,500
Public Safety		\$2,586,125
Street Lights		\$94,000
Storm Sewer		\$250,000
Contributions – Other Funds		\$690,000
TOTAL	\$5,266,800	\$5,481,200

Major Street Fund	\$783,100	\$892,750
Local Street Fund	\$706,050	\$741,000
Solid Waste Fund	\$481,600	\$480,100
Downtown Development Authority Fund	\$276,775	\$275,300
Recreation Fund	\$391,100	\$370,925
Theatre Fund	\$268,475	\$269,000
Dial-A-Ride Fund	\$1,267,663	\$1,366,619
Sewer Fund	\$5,023,500	\$4,852,249
Water Fund	\$3,606,000	\$3,721,100
Ionia Regional Utilities Authority Fund	\$2,015,350	\$2,015,350
Central Garage Fund	\$443,200	\$439,300
	<b><u>Capital/Debt Service Funds</u></b>	
Public Safety Vehicle Replacement Fund	\$985,050	\$1,002,000
Parks Facilities Improvement Fund	\$585,100	\$695,500
Industrial Park Fund	\$29,075	\$27,500
Brownfield Development Fund	\$22,075	\$10,000
Drug Forfeiture Fund	\$1,450	\$1,100
Public Safety Special Donations Fund	\$2,400	\$3,000
Sidewalk Program Fund	\$604	\$5,000
Environmental Response Fund	\$12,940	\$17,500
Capital Improvement Projects Fund	\$2,860,000	\$2,860,000
TOTAL	\$25,028,307	\$25,526,493

The ability to meet all expenditures shall be from available surplus in each fund.

The City proposes to levy the following millages on the Summer 2018 property tax bill to support, in part, the Fiscal Year budget:

<u>FUND</u>	<u>PURPOSE</u>	<u>MILLAGE</u>
General Fund	General Operating	3.00 mills
General Fund	Public Safety Apparatus	1.15 mills
General Fund	Street System	1.00 mills
General Fund	Parks System Improvements	1.00 mills
Solid Waste Fund	Solid Waste Disposal	2.00 mills

Environmental Response	Operating	.1008 mills
Dial-A-Ride	Public Transportation	.7492 mills
	TOTAL	9.000 mills

In addition, the City proposes to again levy 2.00 mills in the Downtown Development Authority Tax Increment Finance Authority District.

A copy of the proposed Budget and Capital Improvement Plan may be viewed at City Hall, 114 North Kidd Street, Ionia, during regular office hours. Questions about the Public Hearing and proposed Budget and Capital Improvement Plan should be directed to Jason Eppler, City Manager, at (616) 527-5776 or via e-mail at [jeppler@ci.ionia.mi.us](mailto:jeppler@ci.ionia.mi.us).

**Approve – Introduction and First Reading – Ordinance No.537 – Utility Rates**

The City Manager reported that the FY18-19 budget proposes an increase in both the water system facilities maintenance charge and water commodity charge and the sanitary sewer facilities maintenance charge. The facilities maintenance charge is intended to off-set a portion of the cost of retiring outstanding debt issued to complete improvements to both utility systems while the commodity charge is intended to cover the cost of pumping and delivering water to customers and a portion of debt. The proposed water system increases are consistent with the rates reviewed by Council at the March 1, 2017 meeting when the latest round of bonding was approved. The sanitary sewer rates are slightly less (commodity reviewed at that time was \$4.10/1,000 and the debt service was \$44.00 per REU).

The budget also calls for a nominal increase in the quarterly water cross connection fee which offsets the cost of conducting the City’s cross connection inspections at locations requiring back flow preventers.

Water

The current quarterly water facilities maintenance charge is \$23.00 per residential equivalent unit (reu) per quarter. The charge is proposed to be increased by \$1.00 per reu per quarter for a new charge of \$24.00. The increase will assist in offsetting the increase in annual debt service payments from the Water Fund due to the recent bond issue. The current water commodity charge is \$2.80 per 1,000 gallons used. This charge is proposed to be increased by \$.20 per 1,000 gallons for a new charge of \$3.00 per 1,000 gallons used. If approved, both increases are to take effect with the July 1, 2018 utility billing.

Sanitary Sewer

The current quarterly sanitary sewer facilities maintenance charge is \$43.50 per residential equivalent unit (reu) per quarter. The charge is proposed to be increased by \$.50 per reu per quarter for a new charge of \$44.00. The current sanitary sewer commodity charge is proposed to remain at the last fiscal year level of \$4.00 per 1,000 gallons.

It was moved by Councilmember Patrick, seconded by Councilmember Kelley to permit the record of the May 1, 2018 meeting to reflect the introduction and first reading of Ordinance No. 537, an amendment to Chapter 214 of the City Code regarding fees, and to schedule a Public Hearing on the proposed ordinance for 7:00 PM, Tuesday, June 5, 2018 at City Hall.

Roll Call Vote           Ayes: Patrick, Millard, Gustafson, Milewski, Winters, Kelley, Paton and Mayor Balice.  
                                   Nays:  
                                   MOTION CARRIED

**CITY OF IONIA**  
**Ordinance No. 537**

**AN ORDINANCE TO AMEND SECTION 214.05 ENTITLED FEES IN THE  
STREETS, UTILITIES AND PUBLIC SERVICES CODE OF CHAPTER 214 –  
GENERAL FEE SCHEDULE, OF TITLE TWO – GENERAL PROVISIONS OF PART  
TWO – ADMINISTRATION CODE OF THE CODIFIED ORDINANCES OF THE  
CITY OF IONIA**

**THE CITY OF IONIA HEREBY ORDAINS:**

**PART TWO – ADMINISTRATION CODE**

Title Two – General Provisions

Chapter 214 GENERAL FEE SCHEDULE

**214.05 FEES IN THE STREETS, UTILITIES AND PUBLIC SERVICES CODE.**

Subsection (c), (1) – Water Supply System Rates and Charges – Facilities Maintenance Charges shall be revised as follows:

(c) Water and Sewer Rates and Charges.

(1) Water Supply System Rates and Charges. Rates and charges for services and use of the water supply system shall be as set forth below, provided that such rates and charges may be revised from time to time by ordinance of the City Council:

A. Facilities maintenance charges:

000 to 100,000 gallons	- 1 REU	<del>\$23.00/qtr</del>	<u>\$24.00/qtr</u>
100,000 gal. to 300,000 gallons	- 5 REU	<del>\$115.00/qtr</del>	<u>\$120.00/qtr</u>
300,000 gal. to 1 million gallons	- 13 REU	<del>\$299.00/qtr</del>	<u>\$312.00/qtr</u>
1 million gal. to 2 million gallons	- 45 REU	<del>\$1,035.00/qtr</del>	<u>\$1,080.00/qtr</u>
2 million gal. to 10 million gallons	- 90 REU	<del>\$2,070.00/qtr</del>	<u>\$2,160.00/qtr</u>

10 million gallons + - usage divided by 22,000 gallons x ~~\$23.00/qtr/REU~~ x \$24.00/qtr/REU charge.

B. Commodity rate: All water service shall be charged for on the basis of water consumed as determined by the meter installed by the Department in the premises of water users. The commodity rate shall be ~~two dollars and eighty cents (\$2.80) per thousand metered gallons~~ three dollars (\$3.00) per thousand meter gallons.

C. Fire sprinkler standby fee: An annual fee of two thousand dollars (\$2,000) which can be applied in one payment or divided into quarterly payments as determined by the City.

D. Water tap fees.

1. City of Ionia, Easton Township, Ionia Township - one thousand dollars (\$1,000) minimum. All costs shall be recovered, such as road cuts, taps, meter and yoke, etc. with five hundred dollars (\$500.00) remaining to the City Water Fund for future improvements.

2. In addition to the regular tap fee, a fee of two dollars and thirty-seven cents (\$2.37) per square foot shall be charged as an Urban-Rural Development Recovery Fee with one dollar and seventy-six cents (\$1.76) of the resulting sum going to the City for Community Development/past investment and the remaining sixty-one cents (\$0.61) to the Township. The Urban-Rural Development Recovery Fee is the cost associated with providing service to new developments that have not paid for the developed water supply system. The Urban-Rural Development Recovery Fee is designed to reimburse the System for past investment that has been paid for by existing users and is based on Current Project Value.

E. Cross Connection Inspection Fee:

1. A quarterly fee shall be charged by the City to cover its cost for conducting cross connection inspections at locations requiring back flow preventers or prevention, or having chemical application, food processing or non-domestic usage according to the following schedule:

a. Locations requiring annual inspections: ~~\$13.50/quarter~~ \$15.50/quarter

b. Locations requiring bi-annual inspections: ~~\$6.75/quarter~~ \$7.75/quarter

c. Locations requiring tri-annual inspections: ~~\$3.50/quarter~~ \$4.00/quarter

2. Those locations which are currently charged the fire sprinkler standby fee referenced in (c)(1)C. of this section shall be exempt from the cross connection inspection fee.

Subsection (c), (2) – Sanitary Sewer System Rates and Charges shall be revised as follows:

(2) Sanitary Sewer System Rates and Charges. Rates and charges for service and use of the Sanitary Sewer System shall be as set forth below, provided that such rates and charges may be revised from time to time by ordinance of the City Council:

A. Facilities maintenance charges:

000 to 100,000 gallons	- 1 REU	<del>\$43.50/qtr</del>	<u>\$44.00/qtr</u>
100,000 gal. to 1 million gallons	- 5 REU	<del>\$217.50/qtr</del>	<u>\$220.00/qtr</u>
1 million gal. to 2 million gallons	- 45 REU	<del>\$1,957.50/qtr</del>	<u>\$1,980.00/qtr</u>
2 million gal. to 4 million gallons	- 90 REU	<del>\$3,915.00/qtr</del>	<u>\$3,960.00/qtr</u>
4 million gal. to 8 million gallons	- 180 REU	<del>\$7,830.00/qtr</del>	<u>\$7,920.00/qtr</u>
8 million gal. to 10 million gallons	- 360 REU	<del>\$15,660.00/qtr</del>	<u>\$15,840.00/qtr</u>



10 million gallons + - usage divided by 22,000 gallons x ~~\$43.50/qtr/REU.~~  
\$44.00/qtr/REU.

- B. Commodity rate: All sewage disposal service shall be charged for on the basis of water consumed. The commodity rate shall be four dollars (\$4.00) per thousand metered gallons.

CITY OF IONIA

Dated: \_\_\_\_\_

\_\_\_\_\_  
BY: Ally H. Cook, City Clerk

Introduction and First Reading:

May 1, 2018

Notice of Public Hearing:

Public Hearing, Second Reading, Adoption:

Effective:

### **Approve – City Assessor’s Service Agreement**

The City Manager reported that the current agreement between the City and Randy Jewell, as City Assessor, expires at the end of June. Randy has been City Assessor for several decades and does a terrific job both in interacting with the public and also with the State agencies that exercise regulatory authority over the local assessing process.

Attached is a proposed agreement between the City and Randy covering the next three fiscal years (July 1, 2018 to June 30, 2021). The only change from the current agreement is the increase in monthly compensation from \$3,500.00 per month to \$3,800.00, over the term of the new agreement (\$42,000 annually to \$45,600 annually).

It was moved by Councilmember Paton, seconded by Councilmember Milewski to approve the City Assessor’s Service Agreement between the City of Ionia and Randy Jewell covering the period of July 1, 2018 and June 30, 2021 and authorize the City Manager to sign the agreement on behalf of the City.

Roll Call Vote           Ayes: Millard, Gustafson, Milewski, Winters, Kelley, Paton, Patrick and Mayor Balice.  
                                  Nays: None  
                                  MOTION CARRIED

**CITY ASSESSOR'S SERVICE AGREEMENT**

**BETWEEN**

**THE CITY OF IONIA**

**AND**

**RANDY JEWELL**

**July 1, 2018 to June 30, 2021**

**SECTION 1. PARTIES**

This City Assessor's Service Agreement entered into this \_\_\_ day of May, 2018 between the City of Ionia, 114 North Kidd Street, Ionia, Michigan, a Michigan municipal corporation, hereinafter referred to as the "City" and Randy Jewell, hereinafter referred to as "City Assessor".

**SECTION 2. TERM OF AGREEMENT**

This Agreement shall bind the parties once signed and shall be in effect from July 1, 2018 to June 30, 2021, subject to the termination provisions contained in Section 9 of this Agreement.

**SECTION 3. APPOINTMENT AS CITY ASSESSOR**

By approval of this agreement, the City Council confirms the Mayor's appointment of Randy Jewell as City Assessor as outlined in Section 4.03(c) of the City Charter. During the term of this Agreement Mr. Jewell shall perform the services described in this Agreement and maintain the State of Michigan Level III certification.

**SECTION 4. SCOPE OF SERVICE**

The City hereby contracts for the services of the City Assessor which include the following:

- a. Perform the duties of City Assessor as prescribed in the City Charter, the City Code of Ordinances and in Resolutions and Policies adopted by the City Council;
- b. Review building permits and update property records;
- c. Prepare the annual assessment rolls;
- d. Final review and approval of personal property statements;
- e. File all required State and local forms pertaining to the assessment process;
- f. Attend the Board of Review Organizational meeting, one regularly scheduled meeting in March, and other special meetings of the Board of Review as required;
- g. Maintain office hours during two days each week. The City Assessor shall be entitled to time off periodically so long as prior approval is granted by the City Manager;
- h. Completion of a re-inspection program with one-fifth of the commercial, industrial and residential properties in the City re-inspected each year.

## **SECTION 5. RESPONSIBILITIES OF THE CITY**

The City shall be obligated to:

- a. Provide adequate office space and equipment necessary for administration of the assessment function;
- b. Legal fees related to the defense of assessments;
- c. Mailing expenses;
- d. Purchasing personal property statements and compiling the necessary information for their presentation to the City Assessor for final review and approval;
- e. Board of Review notices;
- f. Printing and processing of assessment roll.

## **SECTION 6. RESPONSIBILITIES OF THE CITY ASSESSOR**

The City Assessor shall at all times maintain a Level III Certification at his or her own expense. The City Assessor shall exercise due diligence in the discharges of all responsibilities.

## **SECTION 7. RELATIONSHIP OF THE PARTIES**

The City Assessor is at all times during this Agreement an independent contractor, and not an employee of the City. As an independent contractor, the City Assessor is not entitled to make any claims against the City for any employment benefits, including insurance benefits and workers' compensation. The City Assessor is responsible for proper payment of any taxes due on his or her compensation.

## **SECTION 8. COMPENSATION**

The total compensation to be paid by the City to the City Assessor shall be \$45,600 per fiscal year. This amount shall be paid in equal monthly installments of \$3,800.00. This remuneration shall represent the full and complete financial obligation of the City to the City Assessor.

## **SECTION 9. TERMINATION**

Either party may terminate this Agreement, with or without cause, by providing a 90 day written notice. Upon the expiration of this Agreement, all relationships between the City and the City Assessor shall terminate, raising no obligation or implication that it shall be renewed by either party.

CITY OF IONIA

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BY: Jason Eppler, City Manager

CITY ASSESSOR

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BY: Randy Jewell

**Approve – General Policy No. 1-025 – Auditing Procedures for Exempt Properties**

The City Assessor advised that the State of Michigan, as part of the minimum assessing requirements for local units, is requiring additional written policies on certain subject matters. From time to time the State audits our assessing practices to confirm that they are in compliance with their standards.

The first policy (attached as General Policy No. 1-025) establishes a guideline for the City Assessor to follow in determining if a property should be considered “exempt” from property taxes or, if already exempt on the tax roll, maintain its exempt status. The City Assessor advised that it is now necessary to regularly review properties that are tax exempt by making sure the use of the property has not changed since the property became exempt. Additionally, it is now necessary to establish guidelines for determining if a new property should be categorized as exempt. This applies to properties owned by tax exempt organizations such as charitable, educational, and religious organizations among others.

It was moved by Councilmember Millard, seconded by Councilmember Gustafson to approve General Policy No. 1-025 – Auditing Procedures for Exempt Properties, dated May 1, 2018.

Roll Call Vote           Ayes: Millard, Gustafson, Milewski, Winters, Kelley, Paton, Patrick and Mayor Balice.  
                                  Nays: None  
                                  MOTION CARRIED

**Approve – General Policy No. 1-026 – Waiver of Property Transfer Affidavit Fees**

The City Assessor recommended that Council adopt General Policy No. 1-026 which addresses the waiving of property transfer affidavit fees. This particular policy relates to the penalties for not timely filing what is known as the “Property Transfer Affidavit” form. This document is commonly submitted to the City Assessor when a transfer of property takes place. The form states that it must be filed within 45 days of the transfer and if not received within that time frame a penalty of \$5.00 per day with a maximum penalty of \$200 could be imposed on agricultural and residential properties. The penalties are higher for commercial and industrial properties, \$20 per day with a maximum penalty of \$1000 if the sale price is less than \$100,000,000. If more than \$100,000,000 the penalty would be \$20,000.

The City Assessor advised that these documents are commonly filed by the title companies and there has not been a problem getting the information needed to perform annual valuation studies.

It was moved by Councilmember Kelley, seconded by Councilmember Paton to approve General Policy No. 1-026 – Waiver of Property Transfer Affidavit Fees, dated May 1, 2018.

Roll Call Vote           Ayes: Gustafson, Milewski, Winters, Kelley, Paton, Patrick, Millard, and Mayor Balice.  
                                  Nays: None  
                                  MOTION CARRIED

**Approve – General Policy No. 1-027 – Letter Appeals to the Board of Review**

The City Assessor has also recommended that Council adopt General Policy No. 1-027 which permits the Board to hear property valuation appeals via letter rather than in person. At times due to either work shift or out-of-state ownership, it is not possible for a property owner to appear before the Board in person.

It was moved by Councilmember Milewski, and seconded by Councilmember Paton to approve General Policy No. 1-027 – Letter Appeals to the Board of Review, dated May 1, 2018.

Roll Call Vote           Ayes: Milewski, Winters, Kelley, Paton, Patrick, Millard, Gustafson and Mayor Balice.  
Nays: None  
MOTION CARRIED

**Approve – Introduction and First Reading – Ordinance No. 538 - Codification**

Annually, staff has the City’s codifier codify the ordinances enacted by Council covering approximately the previous year’s period. Ordinances enacted by Council since April 11, 2017 need to be codified.

It was moved by Councilmember Milewski, and seconded by Councilmember Winters to permit the record of the May 1, 2018 meeting to reflect the introduction and first reading of Ordinance No. 538, an ordinance to codify the ordinances adopted by the City Council since April 11, 2017, and to schedule a Public Hearing regarding the proposed ordinance for 7:00 PM, Tuesday, June 5, 2018 at City Hall.

Roll Call Vote           Ayes: Winters, Kelley, Paton, Patrick, Millard, Gustafson, Milewski and Mayor Balice.  
Nays: None  
MOTION CARRIED

**Confirm – Council Representative to Zoning Board of Appeals/Sign Board of Appeals**

Prior to his resignation, Paul Lentz was selected by the Mayor and confirmed by Council to serve as the Council’s representative to the Zoning Board of Appeals/Sign Board of Appeals. The Board consists of five members and includes a representative from the Planning Commission, a representative from the City Council and three residents. The Board meets as needed after the City has received a request for a variance from the zoning ordinance or the sign ordinance.

The term of the Councilmember selected to serve will coincide with his or her term on Council.

It was moved by Councilmember Patrick, seconded by Councilmember Kelley to confirm the Mayor’s appointment of Troy Waterman to the Zoning Board of Appeals/Sign Board of Appeals.

Roll Call Vote           Ayes: Kelley, Paton, Patrick, Millard, Gustafson, Milewski, Winters and Mayor Balice.

Nays: None  
MOTION CARRIED

**MAYOR AND COUNCILMEMBER COMMENTS**

Millard: Stated that Sparrow's Evening in Paris was well-attended and the band was fabulous. He mentioned that it will be nice to have Library Street open for the Classic Car show which will be on Saturday, June 2.

Patrick: Complimented various City of Ionia department heads on jobs well done and on being credits to our community. Mentioned specifically were Chris Kenyon from Ionia DPU and Matt Painter from Ionia Parks and Recreation.

Kelley: Mentioned how impressive it was to watch the interaction between three different fire departments responding to a fire on West Main. He complimented Troy Thomas on Public Safety's efficiency.

Milewski- Added that Sparrow's Evening in Paris event also benefitted the Dolly Parton Imagination Library. He explained that his family has been fortunate and grateful to have been recipients of the program over the years.

**ADJOURNMENT**

It was moved by Councilmember Paton, seconded by Councilmember Gustafson to adjourn the regular meeting at 7:50 pm.

Voice Vote: MOTION CARRIED

Respectfully submitted:

Ally H. Cook, Clerk