



**CITY COUNCIL
REGULAR MEETING MINUTES
7:00 PM, February 1, 2022
CITY HALL COUNCIL CHAMBERS**

CALL TO ORDER

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

ROLL CALL

Roll call revealed Councilmembers John Milewski, Jeff Winters, Gordon Kelley, Tim Lee, Tom Millard, and Janice Gustafson present. Councilmember Millard made a motion to excuse Councilmembers Richard Starr, Troy Waterman, and Mayor Dan Balice. Councilmember Kelley supported the motion and the motion carried by unanimous voice vote.

PROCLAMATIONS

None.

PUBLIC HEARINGS & ASSOCIATED ACTIONS

None.

PUBLIC COMMENT

None

APPROVAL OF COUNCIL MINUTES – January 4, 2022 – Regular Meeting

It was moved by Councilmember Winters, seconded by Councilmember Lee, to approve the January 4, 2022, regular meeting minutes.

Roll Call Vote Ayes: Winters, Gustafson, Kelley, Millard, Lee, and Milewski
 Nays: None
 MOTION CARRIED

OLD BUSINESS

None.

NEW BUSINESS

Informational – Annual Solid Waste Report (NB#1)

Scott Truman, Granger Waste Services, provided an annual report regarding solid waste collection activities in the City of Ionia, as is required by Section 3.2 of the Domestic Refuse and Recycling Collection

Agreement between the City of Ionia and Granger Waste Services. He noted that Granger and the City of Ionia have worked together since 2009. In response to a question from Councilmember Kelley, Mr. Truman said that Granger has been pulling methane from its landfills for over a decade, currently powering over 18,000 homes.

Councilmember Winters made a motion, seconded by Councilmember Gustafson, to accept the annual solid waste report given by Scott Truman of Granger Waste Services.

Roll Call Vote Ayes: Gustafson, Winters, Kelley, Lee, Millard, and Milewski
 Nays: None
 MOTION CARRIED

Informational – Annual Planning Commission Report (NB#2)

A report was submitted by the Planning Commission for review by City Council describing the many items accomplished during the ten meetings held by the Commission in 2021. As seen in the report, marijuana-related developments continued to occupy a majority of the Planning Commission’s actions. There were multiple site plan reviews and extensions granted to projects that are still underway. Several notable zoning amendments were discussed and approved, such as a new sign ordinance. Overall, this report shows the dedication and hard work of the Commission during 2021 and sets a high standard for 2022.

Councilmember Winters made a motion, seconded by Councilmember Gustafson, to accept the 2021 Annual Report of the City of Ionia Planning Commission.

Roll Call Vote Ayes: Millard, Gustafson, Winters, Kelley, Lee, and Milewski
 Nays: None
 MOTION CARRIED

Introduction and First Reading – Ordinance No. 562 – Codifications (NB#3)

Annually, staff has the City’s codifier codify the ordinances enacted by City Council covering approximately the previous year’s period. Ordinances enacted by Council since January 31, 2021, need to be codified. Ordinances are codified through a codification ordinance, which follows for Council review.

Councilmember Winters made a motion, seconded by Councilmember Lee, to introduce and set a first reading of Ordinance No. 562, an ordinance to codify the ordinances adopted by the City Council since January 31, 2021, and to schedule a Public Hearing regarding the proposed ordinance for 7:00 PM, Tuesday, March 1, 2022 at Ionia City Hall.

Roll Call Vote Ayes: Lee, Millard, Gustafson, Winters, Kelley, and Milewski
 Nays: None
 MOTION CARRIED

Schedule Public Hearing to Consider Resolution 2022-03 – Vacation of Branch Street Alley (NB#4)

Background was provided by City Manager Garland. The City has requested a utilities easement from Thomas Weaver, who owns property at 554 Nicholson Street. The proposed easement will allow a new water main and existing sanitary sewer across a portion of Mr. Weaver’s property to provide better service to the neighborhood. This utilities work would be constructed in conjunction with the Branch Street reconstruction project, planned for this summer. In exchange for the easement, Mr. Weaver has asked that

the City consider vacating a platted, but never developed alley adjacent to his property. The City would retain easement rights for utilities along this alleyway, but once vacated, the land would be added to Mr. Weaver's adjacent lots, which increases his land area for purposes of measuring square footage and buildability.

In preparation for this action, Mr. Weaver has been asked to consent to granting the City the requested utilities easement in exchange for the alley vacation, and he has done so.

Councilmember Millard made a motion, supported by Councilmember Kelley, to schedule a public hearing for March 1, 2022, to consider a resolution to vacate a portion of the alley located north and west of Branch Street.

Roll Call Vote Ayes: Kelley, Lee, Millard, Gustafson, Winters, and Milewski
 Nays: None
 MOTION CARRIED

Vertical Pole Application – Ionia High School Senior Lock-In Committee (NB#5)

An application was received from the Ionia High School Senior Lock-In Committee requesting the placement of banners featuring Class of 2022 graduating seniors on all 96 available banner poles. The banners are single sided, so two can be placed back-to-back per pole for a total possible of 192 banners. There are 199 possible banners requested, with the final number to be determined based on the number of participating seniors.

The requested display period is from March 27 – May 26, 2022 (9 weeks), which is within the total allowable 12 weeks, per the Vertical Pole Banner Display Policy. All other conditions as required by the policy appear to be satisfied.

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

Councilmember Winters made a motion, seconded by Councilmember Lee, 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 March 27 – May 26, 2022.

Roll Call Vote Ayes: Winters, Kelley, Lee, Millard Gustafson, Milewski
 Nays: None
 MOTION CARRIED

Bid Award – Branch Street Reconstruction Project (NB#6)

On January 25, 2022, bids were opened for the Branch Street Reconstruction Project. This project will result in the complete reconstruction of Branch Street from N. State Street (M-66) to Nicholson Street (three blocks).

Five bids were received as follows:

CL Trucking, Ionia MI	\$1,014,217.50
Montgomery Excavating LLC, Ionia MI	\$1,157,286.50
Kamminga & Roodvoets, Grand Rapids, MI	\$1,319,914.00
B & L Excavating, Wayland, MI	\$1,370,140.00
Iron Horse Excavating, Eaton Rapids, MI	\$1,570,113.59

The engineer's estimate for this project was \$977,242.88.

Councilmember Millard made a motion, seconded by Councilmember Gustafson, to approve the bid of CL Trucking, of Ionia MI in the amount of \$1,014,217.50 for the Branch Street Reconstruction Project. Funds from the General, Water, & Sewer Funds will be transferred for this purchase into the Capital Projects Fund (420-543.650.801.000) in FY22 and also appropriated in the FY23 budget as needed.

Roll Call Vote Ayes: Winters, Kelley, Lee, Millard, Gustafson, and Milewski
 Nays: None
 MOTION CARRIED

Bid Award – Jones/Morse Street Reconstruction Project (NB#7)

On January 18, 2022 bids were opened for the Jones and Morse Street Reconstruction Project. This project will result in the complete reconstruction of:

- three blocks of Jones Street between N. Jefferson and Morse Streets,
- three blocks of Morse Street from Lincoln Street (M-21) to the north City limit, and
- storm sewer relocation on Washington Street, necessary for the AC Development senior apartments PUD project to proceed.

Three bids were received as follows:

CL Trucking, Ionia MI	\$1,772,531.26
C & D Hughes, Charlotte, MI	\$2,059,980.00
Montgomery Excavating LLC, Ionia MI	\$2,099,747.35

The engineer's estimate for this project was \$1,999,924.41.

Councilmember Winters made a motion, seconded by Councilmember Lee, to approve the bid of CL Trucking, of Ionia MI in the amount of \$1,772,531.26 for the Jones and Morse Street Reconstruction Project. Funds from the General, Water, & Sewer Funds will be transferred for this purchase into the Capital Projects Fund (420-543.650.801.000) in FY22 and also appropriated in the FY23 budget as needed.

Roll Call Vote Ayes: Gustafson, Winters, Kelley, Lee, Millard, and Milewski
 Nays: None
 MOTION CARRIED

Proposed Purchase of New Computer Servers (NB#8)

A bid from IT Right of Bath, MI, the City's Information Technology (IT) provider, was obtained to purchase and install the required equipment to replace two of the City's servers that have reached the end of their useful life.

IT Right's total bid is as follows:

Server #1	\$10,132.50
Server #2	11,232.50
Smart UPS	1,322.18
Labor	6,000.00
20% Discount (labor only)	<u>- 1,200.00</u>
TOTAL	\$27,487.18

Councilmember Winters made a motion, supported by Councilmember Gustafson, to approve the proposed quote from IT Right in the amount of \$27,487.18 to upgrade the City's IT equipment, as specified per its January 24, 2022 quote. Funds are budgeted and available for this purchase in 101-258.000-980.000.

Roll Call Vote Ayes: Millard, Gustafson, Winters, Kelley, Lee, and Milewski
 Nays: None.
 MOTION CARRIED

City Assessor's Service Agreement (NB#9)

Randy Jewell was appointed by the Mayor, pursuant to Section 4.03(c) of the City Charter, as City Assessor since at least 2013. It was recently discovered the most recent City Assessor's Service Agreement between the City and Mr. Jewell expired on June 30, 2021. Services have continued uninterrupted and it is the desire of both the City and Mr. Jewell to continue this relationship for another three-year term, retroactive to July 1, 2021, and continuing through June 30, 2024. The proposed new City Assessor's Service Agreement to this effect was reviewed and approved as to form by the City Attorney. Rate of compensation shall remain the same as it was in the last agreement at \$45,600 per fiscal year

Councilmember Winters made a motion, seconded by Councilmember Millard, to:

1. Confirm the Mayor's appointment of Randy Jewell as City Assessor,
2. Ratify and affirm the new City Assessor's Service Agreement retroactive to July 1, 2021, and
3. Authorize the Mayor and City Clerk to sign the new Agreement, effective through June 30, 2024, on behalf of the City.

Roll Call Vote Ayes: Lee, Millard, Gustafson, Winters, Kelley, Milewski
 Nays: None
 MOTION CARRIED

Policy Amendment – General Policy #1-023: Fund Balance (NB#10)

Based on a recent discussion with the City's financial advisor, Robert Bendzinski of Bendzinski and Co., it was suggested the City could improve its financial position, as viewed by bond investors, if the Fund Balance policy was amended. The specific recommendation was to change the City's General Fund unassigned fund balance target from 10% to 17% of current budgeted expenditures. This is in keeping with the best practices statement issued by the Government Finance Officers Association (GFOA) in 2015. An unassigned fund balance of 17% is equivalent to 60 days of operating expenditures. City Manager Garland noted that this figure is a target rather than an absolute and adjustments can be made at any time by the Council.

In addition to changing the unassigned fund balance goal to 17%, it was noted the types of events that may require expenditure of unassigned fund balance and guidelines for replenishing it.

Councilmember Kelley made a motion, supported by Councilmember Winters, to approve amended General Policy #1-023 Fund Balance as presented.

Roll Call Vote Ayes: Kelley, Lee, Millard, Gustafson, Winters, and Milewski
 Nays: None
 MOTION CARRIED

Proposed Lease of Community Space – Ionia Area Chamber of Commerce (NB#11)

A proposed lease has been developed to establish a formal agreement between the City of Ionia and the Ionia Chamber of Commerce for the 320 sq. ft. of space it occupies in the Community Center (former Armory Building) at 439 W. Main Street. A lease is necessary to define the rights and responsibilities of both parties and to collect rent for use of the space. Recognizing that the Chamber is a non-profit organization, the proposed lease rate is modestly priced, starting in the first year at \$1,000 annually (\$83.33 per month-utilities included). The lease would entitle the Chamber to the two-office suite it presently occupies, plus use of meeting rooms, restrooms, the gym, and a storage room at no additional charge. The Chamber would be responsible for maintenance and improvements within its office space area, but the city would take care of the rest of the building.

The initial term of the lease would be for five years, commencing January 1, 2022 and ending December 31, 2027, with rent increases during this period between \$100 - \$200 per year. Additional one-year renewal terms are also available as defined in the lease, as well as a 90-day notice cancellation clause, which can be exercised at any time by either party.

The Ionia Chamber of Commerce board has reviewed the proposed lease and approved it at its January 18 board meeting.

Councilmember Millard, supported by Councilmember Lee, made a motion to approve the proposed lease between the City of Ionia and Ionia Chamber of Commerce for 320 sq. ft. of office space in the Community Center (Armory Building) at 439 W. Main Street, in accordance with all terms as presented.

Noting that she serves as treasurer for the Chamber, Councilmember Gustafson requested to abstain from voting. Councilmember Kelley moved to accept that request and the motion was seconded by Councilmember Milewski. By voice vote, the motion received unanimous support.

Roll Call Vote Ayes: Winters, Kelley, Lee, Millard, and Milewski
 Nays: None
 Abstained: Gustafson
 MOTION CARRIED

Local Government Approval of Class C Liquor License – Resolution #2022-04 (NB#12)

El Mariachi Mexican Grill, owned by Moises Velasco, plans to relocate to 412 West Main Street by May 1, 2022. As part of the restaurant’s relocation and expansion, Mr. Velasco plans to apply for an available Class C (on-premises consumption) Liquor License from the Michigan Liquor Control Commission (LCC). All new on-premises licenses applications require a recommendation from the local legislative body.

Councilmember Milewski made a motion, supported by Councilmember Millard, to approve Resolution 2022-04, which would recommend approval of the Class C Liquor License, as applied for by Moises Velasco of El Mariachi Mexican Grill, 412 W. Main Street, to the Michigan Liquor Control Commission.

Roll Call Vote Ayes: Milewski, Winters, Kelley, Lee, Millard, Gustafson
 Nays: None
 MOTION CARRIED



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC use only)

Local Government Approval
 (Authorized by MCL 436.1501)

Resolution # 2022-04

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the City of Ionia council/board
(regular or special) (township, city, village)
 called to order by Mayor Daniel A. Balice on February 1, 2022 at 7:00 PM
(date) (time)

the following resolution was offered:

Moved by Milewski and supported by Millard

that the application from El Mariachi Mexican Grill (owned by Moises Velasco)
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): new Class C liquor license
(list specific licenses requested)

to be located at: 412 West Main Street, Ionia, MI 48846

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it recommends this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: 6
 Nays: 0
 Absent: 3

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City
 council/board at a regular meeting held on February 1, 2022
(regular or special) (date) (township, city, village)

Mary Patrick Mary Patrick February 1, 2022
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
 Michigan Liquor Control Commission
 Mailing address: P.O. Box 30005, Lansing, MI 48909
 Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Fax to: 517-763-0059

CLOSED SESSION

None

MAYOR AND COUNCILMEMBER COMMENTS

Millard: Expressed condolences to Ionia Public Safety, especially Officer Skorka, on the loss of K-9 Blocker. He reported that revitalization efforts to organize this year's Memorial Day Parade have begun with participation from the VFW and Ionia County Commission members. They hope that the event will attract a larger gathering to honor the county's servicemembers.

Kelley: Expressed condolences on the loss of K-9 Blocker, and hopes that another K-9 can be brought on soon. He also noted that, combined, the bid proposals came in at \$190,000 below the engineer estimates.

Milewski: Thanked everyone for their work and support, and offered condolences on the loss of K-9 Blocker.

ADJOURNMENT

It was moved by Councilmember Winters, seconded by Councilmember Lee, to adjourn the regular meeting at 7:53 PM.

By Voice Vote: MOTION CARRIED

Respectfully Submitted:

Mary Patrick
Ionia City Clerk