



CITY OF IONIA
CITY COUNCIL
REGULAR MEETING MINUTES
7:00 PM, OCTOBER 5, 2021
CITY HALL COUNCIL CHAMBERS

CALL TO ORDER

Mayor Dan Balice 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, Richard Starr, Tom Millard, Janice Gustafson and Mayor Dan Balice present. Councilmember Troy Waterman was absent.

PUBLIC HEARINGS

Mayor Balice opened the public hearing to receive comments on Ordinance No. 557, an ordinance to add Chapter 1285- AC Development PUD District of Title Six- Zoning of Part Twelve- Planning and Zoning Code of the City of Ionia. No Comments were received.

Public Hearing and Second Reading – Ordinance No. 557 – Addition of Chapter 1285 – AC Development Planned Unit Development District

The property at 533 East Washington Street is located in the R-1, One Family Residential District. This address was originally associated with Sparrow Hospital and is the former parking lot/helicopter pad, totaling 5.74 acres. This area was previously zoned B-1 Neighborhood Business, but was rezoned to R-1 to ensure the site was not used for commercial purposes. The sub-area plan from the City's Master Plan envisioned this property being used for residential purposes through a Planned Unit Development District, as long as density did not exceed ten units per acre.

AC Development, owned by Ionia residents Dan Avery and Greg Cook, has acquired 533 E. Washington and proposes a Planned Unit Development (PUD) district, which would result in the construction of 12 market-rate apartments (four units in three buildings) intended for occupants 55+ in age. Please see the following site plan pages for details.

The Ionia Planning Commission held a public hearing regarding this matter at its August 11 meeting and recommends Ordinance No. 557 to the Ionia City Council, which would add Chapter 1285 – AC Development Planned Unit Development District to the City's Planning and Zoning Code. The Planning Commission also approved the proposed PUD site plan, contingent upon several required revisions/corrections and approval of Ordinance No. 557.

It was moved by Councilmember Milewski, seconded by Councilmember Winters to approve the public hearing and second reading of Ordinance No. 557, an ordinance to add Chapter 1285 – AC Development PUD District of Title Six – Zoning of Part Twelve – Planning and Zoning Code of the City of Ionia, and thereafter take action regarding the proposed ordinance.

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

APPROVAL OF MINUTES

It was moved by Councilmember Starr, seconded by Councilmember Lee to approve the September 7, 2021 regular meeting minutes.

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

NEW BUSINESS

Purchase of new One Ton Dump Truck

As stated by the city manager, in order to keep Public Works Department equipment operating within its expected useful life, older vehicles are routinely budgeted and replaced. The 2003 Ford 1-Ton dump truck with 73,099 miles (as of 9/16/21) is now due for replacement. The proposed replacement vehicle purchase is a 2022 Ford F550 4x4 with 84” chassis. Additionally, this truck will need to be outfitted with an after-market dump body. The proposed new vehicle is available at MiDEAL bid pricing as follows; the after-market dump body quote is from the City’s normal, sole source provider:

Signature Ford, Owosso, MI	F550	\$37,891 (see attached specifications)
Truck & Trailer Specialties, Dutton, MI	Dump Body	<u>\$28,706</u> (see attached specifications)
		<u>\$66,597</u>

As in past years, the old truck will be offered for sale via the online auction site, www.Rangerbid.com.

It was moved by Councilmember Millard, seconded by Councilmember Kelley to approve the purchase of a 2022 Ford 550 1-ton dump truck with after-market dump body installation for a total of \$66,597 from Signature Ford of Owosso, Michigan and Truck & Trailer Specialties of Dutton, Michigan. Funds have been budgeted for this purchase in 661-441.000-980.000.

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

Purchase of new F250 Pickup Truck

In order to keep Public Works Department equipment operating within its expected useful life, older vehicles are routinely budgeted and replaced. The 2003 Ford 250 Pickup truck with 69,089 miles (as of 9/16/21) is now due for replacement. The proposed replacement vehicle is a 2022 Ford F250 4x4 pickup truck, available at MiDEAL bid pricing as follows:

Signature Ford, Owosso, MI F250 \$28,716 (see attached specifications)

As in past years, the old truck will be offered for sale via the online auction site, www.Rangerbid.com.

It was moved by Councilmember Milewski, seconded by Councilmember Winters to approve the purchase of a 2022 Ford 250 pickup truck for \$28,716 from Signature Ford of Owosso, Michigan. Funds have been budgeted for this purchase in 661-441.000-980.000.

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

Bid award for Ionia Dial-A-Ride Auto Vehicle Locator (AVL) Equipment/Software

Per the city manager, a request for proposals was recently issued for the purchase, installation and ongoing support of Auto Vehicle Locator (AVL) equipment and software. Details of the equipment, software and support to be provided are in the attached proposal from Safe Fleet. The RFP was directly sent to Safe Fleet, Clever Devices, Connexionz, Universal Com Link, Trapezegroup, Synovia and Passio Technologies. The RFP was also placed on the City of Ionia Website as well as the Michigan Public Transit Association Website. Proposals were received from the following:

<u>Vender</u>	<u>Location</u>	<u>Bid Amount</u>
GoFleet	Mississauga, Ontario	\$ 6,185.00
Alpine Systems	Killington, Vermont	\$13,027.33
Passio Technology	Atlanta, Georgia	\$22,327.00
Safe Fleet	Belton, Missouri	\$10,052.00

While the bid from GoFleet was lowest, following detailed review it was determined this system would not have met the city’s needs as effectively and efficiently as the Safe Fleet product, plus there was an indication of monthly fees with no specific value provided.

It was moved by Councilmember Winters, seconded by Councilmember Lee to approve the proposal from Safe Fleet in the amount of \$10,052.00 for the purchase of AVL Equipment and Software with proposed ongoing support. Funds are available for this purchase through a capital grant that is 80% Federal funds and 20% State funds. The purchase has been budgeted in 588-570-.000-807.700.

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

Bid award for Ionia Theatre Fly-Loft Roof Replacement

Engineered specifications were recently prepared to solicit bids to replace the Fly-Loft roof on the Ionia Theatre. All bidders were required to provide a minimum 20-year warranty. Proposals were received from the following companies:

Company	Location	Bid
Arrow Roofing	Wyoming, MI	\$48,448 + \$2,485 Post-Bid Addendum = \$50,933
Great Lakes Systems	Jenison, MI	\$68,111
Langerak Roof Systems	Hudsonville, MI	\$64,760

During the bid review process, a method for achieving building code compliance, while also improving insulation and slope was determined between the project engineer and low bidder, Arrow Roofing. Implementing these changes was determined to be advantageous to the overall project and so a post-bid addendum was created. Arrow Roofing can include the addendum with its base bid for an additional \$2,485, resulting in the overall revised bid of \$50,933. This bid is recommended by the city's project engineer, Gregg Yeomans of Fishbeck.

It was moved by Councilmember Millard, seconded Councilmember Kelley to approve the bid from Arrow Roofing to replace the Ionia Theatre Fly-Loft Roof for \$50,933. The purchase has been budgeted in 248-558.000-980.700.

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

FY22 Budget Amendment #1

The City is now three months into Fiscal Year (FY) 2022, which began July 1, 2021 and will conclude June 30, 2022. Most of the assumptions made in developing the FY22 budget are still accurate, but a few amendments have been prepared to reflect a revised financial trend.

Following is a spreadsheet detailing the suggested budget amendments on a fund-by-fund basis. The notable highlights are as follows:

Proposed amendments to the 101 - General Fund:

- Revenues were increased by a total of \$619,000 due to -
 - \$25,000 to reflect higher than expected licenses and permit fees
 - \$584,000 to reflect the first tranche of ARPA grant funds (this will transfer to the capital projects fund for infrastructure projects, as required by ARPA rules)
 - \$10,000 to reflect timing of public safety revenues
- Expenditures were increased by \$91,300 with most notable increases due to -
 - \$17,850 final benefits calculation for retiring employee
 - \$13,000 for increased maintenance at Oak Hill Cemetery
 - \$50,000 for transfer to parks and recreation operating budget

Proposed amendments to Special Funds:

- 239 – Parks Facilities Improvements – Revenues and expenses adjusted downward to reflect removal of Hale Park Project (projected grant and local matching funds) – net expenditure decrease of \$165,500.
- 248 – DDA Operating Fund – Revenues and expenses adjusted downward to reflect cancellation of Wizard of Oz Festival this fall.

- 250 – Theatre Fund – Revenues adjusted to reflect increased admissions and concessions plus federal grant funding; expenditures also reflect increased operating expenses related to admissions and concessions.
- 420 – Capital Improvement Projects Fund – revenues and expenses adjusted upward by \$60,000 to reflect engineering for 2022 street projects. (\$30,000 each transferring from 590 Sewer Fund and 591 Water Fund)

It was moved by Councilmember Kelley, seconded by Councilmember Gustafson to approve Budget Amendment #1 to the FY22 budget, which includes the General Fund and multiple special funds as presented on the following spreadsheet.

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

MERS Service Credit Purchase Request – C. Springsteen

The city of Ionia utilizes the Michigan Employees’ Retirement System (MERS) to provide defined benefit (DB) and hybrid retirement programs to its employees. An employee from the Utilities Department, Chris Springsteen, has requested permission to purchase MERS service credit. Under the rules of the program, a maximum purchase of 5 years is permissible. The requested service credit purchase is as follows:

Employee	Service Credit Purchase Request	Employee’s Cost
Christopher Springsteen	5 years	\$18,846

Assumptions used by MERS in preparing estimates include 1) assuming the employee will retire at the earliest date for unreduced retirement benefits (there is no improvement gained in this particular case because the employee cannot draw his pension until age 55) and 2) an investment return rate of 6.35%. For all other retirement calculations, some provision is made to assume not all employees will retire at their earliest eligible date and an investment return rate of 7.35% is assumed. Thus, the assumptions used in calculating service credit purchase are favorable to the city of Ionia.

It was moved by Councilmember Starr, seconded by Councilmember Winters to approve the MERS Service Credit purchase at the quoted rate, at the employee’s expense.

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

City of Ionia General Policy Manual – Section 3 Update

The Ionia City Council has established a General Policy Manual that governs the operations of the City. It is composed of five sections, as follows:

1. Finance Policy
2. Public Works Policy
3. Miscellaneous Personnel Policy

4. Community Development Policy
5. General City Policy

It is good practice to review these policy sections and update them from time to time. This review of Miscellaneous Personnel Policies from the General Policy Manual was also combined with a comprehensive review of the City's Personnel Policy Manual (PPM). Department heads were also provided drafts for comment and review, prior to today's presentation to City Council. Following this communication are the proposed, revised and new policies for Section 3. To summarize, Section 3 has been revised as follows:

Old – Miscellaneous Personnel Policy	Disposition of Old Policy	New – Human Resources & Safety (10-5-2021)
3-001: Ethics (7-2-2002)	Revised and moved to PPM	3-001: Recruiting and Selection (moved from PPM)
3-002: Goals and Objective Based Performance (7-2-2002)	Deleted	3-002: Employee Referral Program (new)
3-003: Unassigned	N/A	3-003: Employment of Minors (moved from PPM)
3-004: Vacation Carry-Over (3-4-2014)	Moved to PPM	3-004: New Employee Orientation Policy and Procedure (replaces old 3-005 and 5-008)
3-005: Orientation Policy	Now 3-004	3-005: Membership in Civic and Community Associations (moved from PPM)
5-008: Employee Orientation	Combined into 3-004	3-006: Employee Suggestions (revised and moved from PPM)
5-010: Safety and Reporting	Replaced by 3-013	3-007: Bulletin Boards (revised and moved from PPM)
		3-008: Employee Travel and Entertainment Policy (moved from PPM)
		3-009: Radio Assignment & Use (moved from PPM)
		3-010: Accidents and Injury Reporting (moved from PPM)
		3-011: Infection Control Plan (moved from PPM)
		3-012: Driver and Fleet Safety (replaces Vehicle Accident Review Board, Policy 722 from PPM)
		3-013 Occupational Safety & Loss Prevention (replaces 5-010)

It was moved by Councilmember Millard, seconded by Councilmember Winters to approve revised Section 3 – Human Resources and Safety, of the City's General Policy Manual.

Roll Call Vote Ayes: Winters, Kelley, Lee, Starr, Millard, Gustafson, Milewski, Balice

Nays: None
MOTION CARRIED

City of Ionia Personnel Policy Manual

The current City of Ionia Personnel Policy Manual is a 174-page document composed of ten subsections of personnel policies in the following categories:

- Section 1 – Employment
- Section 2 – Wage and Salary Administration
- Section 3 – Hours of Work and Payroll Practices
- Section 4 – Employee Benefits and Services
- Section 5 Standards of Conduct and Employee Corrective Action
- Section 6 – Employee Communications
- Section 7 – Training and Development
- Section 8 – Safety and Health
- Section 9 – Employee Separation
- Section 10 – Travel and Entertainment

With the exception of Section 4, most of this policy manual has not been revised since it was first written and approved in 2000. The personnel policy manual, also sometimes referred to as an employee handbook, is typically designed to include basic work rules, terms of employment, performance expectations and benefits information that is readily accessible to employees. Given the length of the current document, it is stored in a 3-ring binder and not generally distributed to employees so that they retain a personal copy.

The revised City of Ionia Personnel Policy Manual has been reformatted and shortened to 48 pages to include basic work rules, terms of employment, performance expectations, and benefits information. Multiple sections have been revised to comply with changes in human resources laws since 2000. Examples include sections regarding the Family and Medical Leave Act (FMLA) and Americans with Disabilities Act and Amendments Act (ADAAA).

It was moved by Councilmember Milewski, seconded by Councilmember Winters to approve the revised City of Ionia Personnel Policy Manual.

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

MML Liability & Property Pool – Directors Election

The City of Ionia obtains liability and property insurance through the MML Liability & Property Pool. Annually, representatives of the fund members are elected to the board, which oversees the Pool's operations. This year, one (1) incumbent Trustee is seeking re-election and two (2) appointees are seeking election to their first term. The three candidates are:

- Robert Clark, Mayor, City of Monroe
- Thad Beard, City Manager, City of Rockford
- Dan Swallow, City Manager, City of Tecumseh

It was moved by Councilmember Milewski, seconded by Councilmember Lee to cast a ballot for three Director candidates to serve on the MML Liability and Property Pool for a three (3) year term beginning January 1, 2022.

Roll Call Vote Ayes: Winters, Lee, Kelley, Starr, Millard, Gustafson, Milewski, Balice
 Nays: None
 MOTION APPROVED

Introduction and First Reading – Ordinance No. 559 – Rezoning of 500 Skyview Drive and Addition to Zoning Map

The property located at 500 Skyview Drive is a newly created parcel of approximately 0.32 acres in size. The parcel number is 34-204-017-000-009-52 and was recently split from the north portion of 502 Skyview Drive. After the lot split was approved administratively, the property owner applied to rezone the newly created parcel at 500 Skyview Drive from B-1 Neighborhood Business District to R-2 One-Family Residential District.

At the September 8, 2021 Planning Commission meeting, the Commission voted to recommend to City Council the approval of Ordinance No. 559. This ordinance would rezone Parcel 34-204-017-000-009-52 to the R-2 One Family Residential Zoning District as identified in section 1246.01 and include it in the Zoning Map, identified in section 1246.02 of Chapter 1246 – Title Six – Zoning of Part Twelve – Planning and Zoning Code of the Codified Ordinances of the City of Ionia, Michigan.

Mayor Balice requested Council’s permission to abstain from the vote due to a personal working relationship with the property owners. It was moved by Councilmember Starr, seconded by Councilmember Milewski to allow Mayor Balice an abstention on setting the public hearing for Ordinance No. 559.

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

It was moved by Councilmember Winters, seconded by Councilmember Starr to approve the introduction and first reading of Ordinance No. 559, an ordinance to rezone 500 Skyview drive, also known as parcel 34-204-017-000-009-52 into the R-2 One Family Residential Zoning District as identified in section 1246.01, Districts Established of Chapter 1246; and inclusion of parcel 34-204-017-000-009-52 into the Zoning Map identified in section 1246.02, Districts Generally and Zoning Map District Boundaries of Chapter 1246 – Title Six – Zoning of Part Twelve – Planning and Zoning Code of said Codified Ordinances of the City of Ionia, and schedule a Public Hearing regarding the proposed ordinance for 7:00 PM, Tuesday, November 2, 2021 at Ionia City Hall.

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

MDOT Master Agreement No. 2022-0074 for fiscal years 2022-2025

The City of Ionia and the Michigan Department of Transportation have a proposed master agreement for transit authority funding. The purpose of the agreement is to make federal and/or state grant funds available for the City for the costs of eligible projects that promote or benefit public transportation. The agreement sets forth the terms and conditions for any and all project authorizations issued by MDOT. The City will not be approved any grant funds for its Dial-A-Ride transit department until a signed agreement is in place.

It was moved by Councilmember Millard, seconded by Councilmember Winters to adopt the resolution which authorizes the City Manager to sign and approve the agreement between the City and the Michigan Department of Transportation for state fiscal years 2022-2025 (October 1, 2021-Septemeber 30, 2025).

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

MAYOR AND COUNCILMEMBER COMMENT:

Balice: Kudos to the library board for being good stewards of the public’s money. Reiterated the importance of getting vaccinated.

Millard: Gave a shoutout to the community and Ionia Community Awareness for another successful Purple Week. Mentioned that the car show at the fairgrounds on September 18th saw at least 160 cars and the group was able to donate three \$1,000 checks to support local food pantries.

Milewski: Had a fun time at the annual Ionia Community Awareness Cruise-In for a Cause. Commented that Homecoming was a great success and the band had a stellar performance.

ADJOURNMENT

It was moved by Councilmember Starr, seconded by Councilmember Lee to adjourn the regular meeting at 7:52 PM

By Voice Vote: MOTION CARRIED

Respectfully Submitted:

Ally H. Cook, Clerk