CITY OF IONIA
CITY COUNCIL - SPECIAL MEETING AGENDA
5:30 PM, TUESDAY, MAY 1, 2018
CITY HALL – COUNCIL CHAMBER

A. Call to Order
B. Roll Call
C. Councilmembers Milewski, Winters, Kelley, Paton, Patrick, Millard, Gustafson, Waterman and Mayor Balice
D. Public Comments
E. Review Proposed FY2018-2019 City Budget
F. City Councilmember Comments
G. Adjournment

CITY COUNCIL - REGULAR MEETING AGENDA – 7:00 PM

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
   Councilmembers Milewski, Winters, Kelley, Paton, Patrick, Millard, Gustafson, Waterman and Mayor Balice
D. Public Comments
E. Approval of Minutes April 10, 2018 Regular Meeting
F. Old Business
G. New Business
   1. Accept – Bid for Trailhead Park Project
   2. Accept – Bid for Robinson Park Project
   3. Approve – Scheduling a FY18-19 Budget Public Hearing
   5. Approve – City Assessor’s Service Agreement
   6. Approve – General Policy No. 1-025–Auditing of Exempt Properties
   7. Approve – General Policy No. 1-026–Waiver of Property Transfer Affidavit Fees
   8. Approve – General Policy No. 1-027–Letter Appeals to the Board of Review
  10. Confirm – Council Representative to Zoning/Sign Board of Appeals
  11. Approve – Executive Session to Discuss Possible Acquisition of Real Property

H. City Councilmember Comments
   Accounts Payable – May 10, 2018 – Councilmembers Waterman and/or Paton
   May 24, 2018 – Councilmembers Winters and/or Kelley

I. Adjournment

Public Participation
Section 3.02 of the City Council’s Rules of Order and Conduct for City Council Meetings dated December 30, 2008 provides an opportunity for the public to address Council during the Public Comment section identified on the agenda. Your opportunity to speak occurs after you have been recognized by the Mayor. When addressing the City Council please give your name and address. Comments are limited to 5 minutes unless additional time (up to 10 minutes) is granted by the Mayor.
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, Tom Millard, Troy Waterman, Janice Gustafson and Mayor Balice present. Councilmember Kim Patrick was excused.

PUBLIC COMMENTS
Dave O'Mara addressed Council on the upcoming Ionia Public Schools Sinking Fund millage request and encouraged voters to support the Strong Schools, Strong Ionia committee on May 8, 2018.

APPROVAL OF MINUTES
It was moved by Councilmember Millard, seconded by Councilmember Paton to approve the March 6, 2018 regular meeting minutes.

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

NEW BUSINESS
Approve – 2017 Housing Commission Annual Report
Katie Bennett, Executive Director of the City’s Housing Commission, presented the Housing Commission’s 2017 Annual Report. The City Manager stated that the Annual Report is required by Section 278.06 of the City Code.

It was moved by Councilmember Paton, seconded by Councilmember Millard to receive and place on file the 2017 Annual Report of the Housing Commission.

Roll Call Vote: Ayes: Winters, Kelley, Paton, Millard, Gustafson, Waterman, Milewski and Balice
Nays: None
MOTION CARRIED
Approve - 2017 Downtown Development Authority Annual Report
DDA Chairman Mike Kirgis presented to Council the DDA’s 2017 Annual Report. The Annual Report is required by the DDA’s Rules of Procedure.

It was moved by Councilmember Milewski, seconded by Councilmember Gustafson to receive and place on file the 2017 Annual Report of the Downtown Development Authority

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

Receive Update – 2017 Ionia Community Library Annual Report
Librarian Dale Parus of the Ionia Community Library presented to Council its 2017 annual report of activities.

It was moved by Councilmember Paton, seconded by Councilmember Millard to receive update.

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

Approve – Request to Department of Treasury – Pension Funding Waiver
The City Manager stated that the Public Act 202 of 2017, entitled the “Protecting Local Government and Benefits Act” was signed into law late last year by Governor Snyder and is intended to preserve public employee pension and healthcare benefits through minimum funding levels and State oversight. The passage of the law was based on the legislature’s concern over the number of local units of government with either pension programs and/or retiree healthcare programs that are underfunded.

The City provides its pension benefits through MERS (Michigan Municipal Employees Retirement System). The City does not provide retiree healthcare. As required by the Act, earlier this year the City submitted its Public Act 202 Pension Report to the State which revealed that the City does not meet the minimum 60% funding level and spends more than 10% of its governmental fund revenues on pension benefits. In the City’s case, the current pension program funding level is 45.9% funded with 12.8% of governmental fund revenues spent on pension benefits.

Based on the funding level/amount annually spent, the City’s pension program received an “underfunded status” per the State/new act and, therefore, to avoid State oversight of the pension program, a “waiver” needs to be requested/received from the State Department of Treasury. The application must be submitted by April 16, 2018 and includes actions previously taken by the City (namely, closing the defined benefit program to new hires/increased annual pension program contributions) to address pension program funding levels. As outlined in the application, the City
has taken significant steps, well before required by the legislature, to address pension program funding levels. Failure to apply for a waiver or if a waiver is not granted by the State Treasurer will result in the new “municipal stability board” assisting the local unit in developing a corrective action plan for approval.

It was moved by Councilmember Kelley, seconded by Milewski to approve the application for a request for a waiver from the Department of Treasury regarding the underfunded status of the City’s MERS pension program and authorize the City Manager to submit the request on behalf of the City.

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

**Approve – Amendment #40 – Grand Valley Metro Council – Village of Caledonia**

The City Manager reported that the City is a member of the Grand Valley Metropolitan Council (GVMC) and has been for a couple of decades. The GVMC recently received a request from the Village of Caledonia to be added as a member. The addition of a municipality as a member of GVMC requires approval from the current members via an amendment to the GVMC Articles of Incorporation. If approved by a majority of the members, Amendment #40 to the Articles of Incorporation will officially and legally add the Village as a member. The GVMC Board of Directors has recommended that the legislative bodies of the GVMC members approve the amendment.

It was moved by Councilmember Milewski, seconded by Councilmember Gustafson to approve the following prepared Resolution approving the Village of Caledonia as a member of the GVMC:

**WHEREAS**, the members of Grand Valley Metropolitan Council ("Metro Council") have by majority vote approved Amendment No. 40 (Addition of the Village of Caledonia) in the Articles of Incorporation of Grand Valley Metropolitan Council; and

**WHEREAS**, the amendments have now been submitted for approval by the legislative bodies of the local governmental units that belong to Metro Council; and

**WHEREAS**, the City Council of the City of Ionia has considered Amendment No. 40 in the Articles of Incorporation of Metro Council.
NOW, THEREFORE, BE IT RESOLVED:

1. Amendment No. 40 in the Articles of Incorporation of Grand Valley Metropolitan Council is hereby APPROVED.

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

Approve – Scheduling of Special Meeting to Review Proposed Budget
As in the past, the City Manager requested that Council schedule a special meeting for the purpose of reviewing the proposed FY18-19 City budget. For the past several years Council has met for this purpose prior to the regular May meeting. The City Manager proposed that Council again take this approach and meet at 5:30 PM, Tuesday, May 1, 2018 with the regular meeting to follow at 7:00 PM.

It was moved by Councilmember Paton, seconded by Councilmember Winters to schedule a Special City Council Meeting for 5:30 PM, Tuesday, May 1, 2018 for the purpose of reviewing the proposed FY18-19 budget.

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

Approve – Bid for WWTP Sludge Pump and Valve Replacement Project
The City Manager reported that the FY17-18 and FY18-19 IRUA Fund budgets contain funds to replace certain sludge pumps and valves at the wastewater treatment plant. This project was identified as a priority project in the recently update treatment plant facilities assessment study. With the assistance of FTC&H, bid specifications for this project were recently prepared and made available to interested bidders. Bids were opened on Tuesday, March 27, 2018 with the following bids received:

Franklin Holwerda Company, Grand Rapids $244,500
Allied Mechanical Services, Grand Rapids $290,500
Engineers Estimate $350,000
L. D. Docsas Asscoiates, Kalamazoo $400,000

After review of the bids, FTC&H has recommended that the bid submitted by Franklin Holwerda be accepted. Franklin Holwerda has successfully completed a number of projects at the treatment plant over the years.
It was moved by Councilmember Kelley, seconded by Councilmember Winters to accept the bid submitted by Franklin Holwerda, Grand Rapids, for $244,500 for completing the sludge pump and valve replacement project (final clarifier improvements) at the treatment plant and authorize the City Manager to sign the necessary contract documents.

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

Approve - Bid for DPU Replacement of Light Duty Truck
The City Manager reported that the FY17-18 IRUA Fund budget contains funds to purchase one replacement 4x4 pick-up truck for the Department of Public Utilities. The new truck will replace a 2005 model. Signature Ford, Owosso, has the State of Michigan Mi-Deal bulk purchasing contract for three-quarter ton, 4x4 pick-up trucks with an 8' box. Based on the City's needs, the purchase price per the contract for the new truck is $27,464.00. The truck being replaced died and was sold via the State’s surplus equipment auction.

It was moved by Councilmember Kelley, seconded by Councilmember Milewski to authorize the City Manager to purchase one (1) 2018 Ford F-250 regular cab 4x4 pick-up truck with an 8' box from Signature Ford, Owosso, per the State of Michigan Mi-Deal bulk purchasing program for $27,464.00.

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

Approve - 2018 Independence Holiday Fireworks Permit
The City Manager reported that the DDA will be sponsoring the annual Independence Holiday fireworks display on Tuesday, July 3, 2018 (with a Friday, July 6, 2018 rain date). The DDA again retained the services of Melrose Pyrotechnics, Kingsbury, Indiana, to provide and launch the display. As in the past the fireworks will be launched from the in-field area at the fairgrounds. The City Manager stated that Melrose provided the City with the necessary insurance endorsements with the City, DDA and Free Fair Association all named as additional insured. Public Act 358 of 1968, as amended, requires a local governmental unit to grant a permit so that the fireworks may be launched.

It was moved by Councilmember Millard, seconded by Councilmember Gustafson to approve the Permit for Fireworks Display to Melrose Pyrotechnics, Kingsbury, Indiana for the launching of fireworks on Tuesday, July 3, 2018 in the in-field of the Ionia Free Fair Grounds.
Roll Call Vote: Ayes: Kelley, Paton, Millard, Gustafson, Waterman, Milewski, Winters and Balice
Nays: None
MOTION CARRIED

Approve – Revisions to DAR Controlled Substances and Alcohol Misuse Testing Policy
The City Manager reported that at the May 2, 2017 meeting, Council approved an updated Dial-A-Ride Controlled Substances and Alcohol Misuse Testing Policy. The preparation of this updated policy was a requirement from the Federal Transit Administration (FTA) with professional, technical assistance provided by Current Consulting Group, LLC. The 2017 policy updated the previous policy which was approved by Council at its December 6, 2011 meeting.

A recent review by FTA and MDOT of the updated policies prepared by the local units in conjunction with Current Consulting Group, LLC, revealed the need to change the term “opiates” to “opioids”. The attached updated policy, dated April 10, 2018, includes this change.

It was moved by Paton, seconded by Milewski to adopt the updated City of Ionia Controlled Substances and Alcohol Misuse Policy for its Dial-A-Ride Department dated April 10, 2018.

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

Mayor and City Councilmember Comment
Balice: Urged those in attendance to take both the Ionia Community Library survey and the City’s survey.

Millard: Commented that the meeting was long but productive. Upcoming in June are the Classic Car Show and Wizard of Oz Festival.

Milewski: Invited the public to the Sparrow Gala on Saturday, April 26. Proceeds are split between the Dolly Parton Imagination Library and Sparrow Ionia.

Adjournment
It was moved by Councilmember Milewski, seconded by Councilmember Kelley to adjourn the meeting at 8:40 PM
By Voice Vote: MOTION CARRIED

Respectfully submitted:

Ally H. Cook, City Clerk
IONIA HOUSING COMMISSION
MINUTES OF REGULAR MEETING HELD IN THE OFFICES OF THE COMMISSION
AT 667 N. UNION STREET, IONIA, MICHIGAN
MARCH 13, 2018, AT 10:00 A.M.

1. ROLL CALL: President Rockafellow called the meeting to order and on roll call the following answered present:

    Brian Talbot
    Patricia McCrackin
    John Tuttle

    Vice President
    Commissioner
    Resident Commissioner

and the following were absent:

    Greg Cook
    Commissioner

President Rockafellow declared a quorum present.

2. APPROVAL OF MINUTES OF REGULAR MEETING: Minutes of the regular meeting of February 13, 2018, previously distributed, were discussed. Following discussion Commissioner Talbot made a motion, supported by Commissioner McCrackin, that the minutes be approved as amended and place on file as presented. A roll call vote was taken:

    AYES
    All

    NAYS
    None

President Rockafellow thereupon declared said motion carried.

3. ACCOUNTS PAYABLE APPROVAL: Accounts payable for the month of February 2018, previously distributed, were reviewed. Following discussion Commissioner McCrackin made a motion, supported by Commissioner Tuttle, accepting the payables and place on file as presented. A roll call vote was taken:

    AYES
    All

    NAYS
    None

President Rockafellow thereupon declared said motion carried.

4. MONTHLY FINANCIAL REPORTS: The Director distributed the Public Housing and Section 8 Financial Reports for February 2018. Following review and discussion Commissioner McCrackin made a motion, supported by Commissioner Talbot, accepting the financial reports and place on file as presented. A roll call vote was taken:
President Rockafellow thereupon declared said motion carried.

5. REPORT – DIRECTOR:

VACANCIES:

SECTION-8 HOUSING CHOICE VOUCHER PROGRAM: Eight.

PUBLIC HOUSING PROGRAM: Two.

MOVE-OUTS:

03/06/2018 4-bedroom (512) West Meadows.............Moved without notice, whereabouts unknown
03/08/2018 3-bedroom (553) West Meadows.............Internal transfer to 4-bedroom
03/12/2018 3-bedroom (518) West Meadows.............Moved to Belding Housing
Commission – closer to work

MOVE-INS:

02/20/2018 1-bedroom (303) Pine Vista...................Senior, Resident
02/21/2018 2-bedroom (718 A) Robertson Court.........Working, Resident
03/09/2018 4-bedroom (512) West Meadows.............Internal transfer from 3-bedroom

6. UNFINISHED BUSINESS:

A. 2015 CAPITAL FUND PROGRAM UPDATE: Capital Fund 2015 award amount is $125,541.00. Total expenditures to date is $125,541.00 leaving a balance of $0.00. Ionia Housing Commission has requisitioned funds ten times; $6,957.00 on February 10, 2016, $5,000.00 on September 9, 2016, $1,684.67 on November 1, 2016, $6,924.32 on November 15, 2016, $1,700.00 on December 9, 2016, $3,300.00 on April 12, 2017, $78,400.00 on July 18, 2017, $14,300.00 on August 7, 2017, $4,380.00 on February 6, 2018 and $2,895.01 on March 8, 2018. 100% of the 2015 Capital Fund has been expended to date leaving 0% remaining. The Executive Director will submit the proper paperwork to the Detroit Field Office to begin the closeout process for the 2015 Capital Fund within the next two weeks.
B. 2017 CAPITAL FUND PROGRAM UPDATE: Capital Fund 2017 award amount is $130,481.00. Total expenditures to date is $1,658.60 leaving a balance of $128,822.40. Ionia Housing Commission has requisitioned funds one time; $1,658.60 on March 8, 2018. Approximately 1% of the 2017 Capital Fund has been expended leaving 99% remaining. The computer upgrade is the next anticipated expense for the 2017 Capital Fund.

C. COMPUTER UPGRADE: Ionia Housing Commission is awaiting one final quote from Lenovo before bids for new computers will be presented to the Board for consideration. Quotes have been obtained from Dell and Newegg to date and are comparable to one another. All quotes will include extended warranties for the equipment.

7. NEW BUSINESS

There was no new business to discuss.

8. PUBLIC COMMENT: There was no public comment.

9. There being no further business to come before the Board, the meeting was unanimously adjourned at 10:27 a.m.

Katie Bennett, Executive Director/Secretary

Michael Rockafellow, President
CITY OF IONIA
Planning Commission
April 11, 2018
Regular Meeting Minutes

CALL TO ORDER
The Regular Meeting of the City of Ionia Planning Commission for April 11, 2018 was called to order by Chairperson Tim Lee at 4:30 PM.

ROLL CALL
Roll Call revealed Commissioners Dave Cook, Boomer Hoppough, Mark Jennings, Gordon Kelley, and Tim Lee present. Commissioners Judy Swartz and Chris Young were excused.

City Manager Jason Eppler and Planning Consultant Jan Johnson were also present.

Members of the public present included Randi Hermiz, Mike Kashat, Kyle Miller and Ryan Welsh.

APPROVAL OF AGENDA
Chairperson Lee reviewed the agenda with the Commission. After review, it was moved by Commissioner Cook, seconded by Commissioner Jennings to approve the agenda for the April 11, 2018 meeting as presented. MOTION CARRIED.

APPROVAL OF MINUTES
The Commission reviewed the minutes of the February 14, 2018 Regular Meeting. After review it was moved by Commissioner Hoppough, seconded by Commissioner Cook to approve the minutes of the February 14, 2018 Commission meeting as presented. MOTION CARRIED.

PUBLIC COMMENTS
Randi Hermiz addressed the Commission regarding his client's (MK Wellness Enterprise – Ionia – Mike Kashat) desire to purchase the building at 410 Swartz Court, and neighboring properties, to open a medical marihuana growing, processing and retail operation. He provided an overview of the proposed business, shared information regarding medical marihuana laws in Michigan and answered questions posed by Commissioners. He encouraged the Commission to consider “opting in” under the facilities licensing act.

Kyle Miller and Ryan Welsh also shared with the Commission their desire, in conjunction with local businessman Mark Purkey, to open a medical marihuana dispensary in the City. They shared information with the Commission regarding their visits with both the Ionia Township and Easton...
Township Boards regarding “opt in” ordinances. They stated that the Easton Township Board voted 3-2 to not opt in. They stated that the Ionia Township Board stated that they would take no action to opt in until the City took action.

Chairperson Lee stated that the Commission would take no action regarding an “opt in” ordinance until the results to the land use survey (which includes a question regarding medical marihuana) are presented to the Commission at the May 9th meeting.

OLD BUSINESS

Master Plan/Recreation Plan Update: Planning Consultant Johnson reviewed with the Commission an updated Chapter 4 of the Master Land Use Plan pertaining to major planning and land use changes that have occurred since 2012. Commissioners offered comments. She also reviewed with the Commission the proposed Steele Street Corridor Master Plan developed by the Commission during 2013 and 2014. Changes were discussed based on a subsequent floodway/floodplain analysis completed by Fishbeck, Thompson, Carr & Huber on the City’s behalf. Topics discussed included the former K-Mart plaza property, the reconstruction of Steele Street during 2020 and the possibility of a “road diet” (elimination of the center turn lane) and sidewalk network improvements and bicycle lane construction. The Commission also discussed the recent proposal by the Ionia Community Library District to construct a new library on City owned property located on Steele Street, north of the Fred Meijer rail trail.

Mrs. Johnson stated that at the May meeting the Commission will be reviewing the survey results and discussing an updated Steele Street Corridor Master Plan.

Medical Marihuana Facilities Licensing Act: The Commission briefly discussed the presentations on this topic from earlier in the meeting.

NEW BUSINESS

2018 Street Resurfacing Project – Sidewalk Network: The City Manager reviewed with the Commission the City’s proposed street resurfacing projects for 2018. He reported that the proposed FY18-19 Local Street Fund budget contains funds to resurface Brooks Street, Chapman Street, portions of West Fargo Street and Forest Street, and Kaiser Street. He further stated that consistent with its Sidewalk System Priorities Policy adopted in 2009, the Commission needs to review these streets and determine if any sidewalk installation work should be completed. The City Manager
noted that there are several gaps in the network in this area of the City and, consistent with Policy Priority #2, the Commission may want to direct the installation of sidewalks in these areas.

COMMISSIONER COMMENTS None.

ADJOURNMENT It was moved by Commissioner Cook, seconded by Commissioner Hoppough to adjourn the meeting at 6:30 PM. MOTION CARRIED.

Respectfully Submitted,

Jason Eppler
City Manager
Recording Secretary for Dave Cook, Secretary
CALL TO ORDER: The Ionia Downtown Development Authority meeting called to order by Board President Kirgis at 8:03am.

ROLL CALL: Roll Call revealed the following DDA Board members present: Dave Cook, Paul Lentz, Tim Hemenway, Jim Killion and Mike Kirgis. Guests included Heather Sizemore and John Krueger. Also in attendance were City Manager Jason Eppler, Finance Director Chris Hyzer and DDA Director Linda Curtis.

PUBLIC COMMENTS AND INFORMATION:

CONSENT AGENDA: It was moved by Member Cook, seconded by Member Hemenway to approve the following:
   Minutes from the DDA meeting of February 21, 2018.
   Accounts Payables for the DDA:
       January 26, 2018 – February 25, 2018 in the amount of $1,334.23.
   Accounts Payables for the Theatre:
       January 26, 2018 – February 25, 2018 in the amount of $17,396.35.
   MOTION CARRIED.

DDA DIRECTOR UPDATE: DDA Director's report attached to meeting documents.

THEATRE REPORT: Absent.

BOARD DECISIONS AND ACTION ITEMS:
1. Outdoor Mural Project: It was moved by Member Hemenway and seconded by Member Cook to approve and move forward with the outdoor mural project.
   MOTION CARRIED.
2. 2017 Annual Report: It was moved by Member Cook and seconded by Member Killion to adopt the DDA 2017 Annual Report.
   MOTION CARRIED.

OTHER
1. MEDQ presentation scheduled for the April DDA Board of Directors meeting.

2. Wayfinding Sign Project update: Bid specs are being developed by Spicer Group. Once completed, documents will be forwarded to City Manager Jason Eppler for his review. Spicer Group will be scheduling meetings with MDOT regarding the project. Board meeting guest John Krueger noted his concerns of the cost of the project and if it meets the needs of the community.

3. Former Berger property: Title search of the property noted a portion is listed as belonging the DDA. Discussion included providing a deed transfer of the said property to the current owner. No costs will be associated with the transfer for the DDA.
4. Redevelopment Ready Communities: RRC / MEDC is now beginning the evaluation process of the City of Ionia’s application. The DDA was asked to provide contact information of 3-5 individuals that have recently undergone construction / site review plans and submitted special permit use applications. Each will be contacted by a RRC representative to discuss their experiences with the process. Once this portion of the evaluation is complete, the DDA will be provided with recommendations accordingly. Board meeting guest Heather Sizemore noted concerns on what determines Ionia’s destination initiatives. DDA Director provided an overview on the RRC’s “sense of place” programming and recommendations.

5. Master Plan Goals and Actions: Copies of the current DDA goals and actions were provided to the Board for review. Notes on the progress of each were also included. The Master Plan’s Citizen Survey will be open April 2 – 23, 2018. Several questions on the survey are related to DDA initiatives. Once the results are tabulated, the DDA will begin the process of developing new goals and plans of action for each in addition to updating the current list. It was noted that a number of the goals provided in the 2012 MP have been completed.

6. Summer in the City Guide publication: The DDA has an opportunity to partner with the Sentinel Standard on creating a summer guide for upcoming Ionia special events and activities. The DDA would be responsible for selling ads and meeting with event groups to include their information within the guide. Funds beyond the publication costs would be directed to marketing the Wizard of Oz Festival. A mass printing of 10,000 copies would be distributed within the county. Member Hemenway noted that hard copy advertising campaigns are being replaced in many cases with digital format. Michigan One Community Credit Union contracts with FOX 17 for their digital programming. The DDA Director will contact FOX to discuss options.

7. Cell phone signal: Member Hemenway prompted a discussion on the lack of adequate cell phone signal within the downtown areas. It was suggested a conversation with Verizon may be warranted. Meeting guest John Krueger recently contracted with “We Boost” for an antenna / cable program that has been successful within his business located on Main Street. The cost related to that programming is $500.

ADJOURNMENT:

It was moved by Member Hemenway, seconded by Member Cook to adjourn the meeting at 8:55am.

MOTION CARRIED.

Respectfully Submitted,
Dave Cook, Secretary
Linda Curtis, DDA Director
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: NB#1
Meeting Date: May 1, 2018

TO: Mayor Balice and Councilmembers

FROM: Jason Eppler, City Manager

DATE: April 25, 2018

RE: Accept – Bid for Trailhead Park Project

FACTS: 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, changes to the project scope were made and the project was re-bid. Bids were opened on Tuesday, April 24th with the following bids received:

<table>
<thead>
<tr>
<th>City of Ionia - Trailhead Park Bids</th>
<th>April 24, 2018</th>
<th>Feb 22, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder Name</td>
<td>Base Bid</td>
<td>Base Bid</td>
</tr>
<tr>
<td>LJ Trumble LLC</td>
<td>$667,700.00</td>
<td></td>
</tr>
<tr>
<td>CL Trucking &amp; Excavating LLC</td>
<td>$474,283.00</td>
<td>$832,490.00</td>
</tr>
<tr>
<td>Metro Construction</td>
<td>$676,393.00</td>
<td></td>
</tr>
<tr>
<td>Apex Construction</td>
<td>$686,100.00</td>
<td></td>
</tr>
<tr>
<td>Ter Horst &amp; Rinzema Construction</td>
<td>$718,500.00</td>
<td>$814,500.00</td>
</tr>
<tr>
<td>Griffith Builders</td>
<td>$748,000.00</td>
<td></td>
</tr>
<tr>
<td>Katerberg VerHage</td>
<td>$792,309.00</td>
<td>$849,719.00</td>
</tr>
</tbody>
</table>

The bids were reviewed by the City’s project consultant, RJM Design, who has 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.
RECOMMENDED ACTION: 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.

Motion By: ___________________________ Seconded By: ___________________________

Roll Call Vote Milewski ______ Patrick ______
               Winters ______ Millard ______
               Kelley ______ Gustafson ______
               Paton ______ Waterman ______
               Balice ______
April 25, 2018

Jason Eppler, Manager
City of Ionia
114 N. Kidd Street
Ionia, MI 48846

Re: Trailhead Park & Robinson Park Bids

Dear Jason,

We received seven bids for each park and while the low bid is much better, it is still considerably over our original estimate.

For both Park Projects we recommend the low bidder, LJ Trumble LLC.

Enclosed are bid summaries for both parks showing the February bids and the April bids and a copy of LJ Trumble LLC proposal.

Please let me know if you have any questions or need additional information.

Sincerely,

R. James Morgan
STAFF REPORT FOR COUNCIL AGENDA ITEM
Agenda Item: NB#2
Meeting Date: May 1, 2018

TO: Mayor Balice and Councilmembers

FROM: Jason Eppler, City Manager

DATE: April 25, 2018

RE: Accept – Bid for Robinson Park

FACTS: 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, changes to the project scope were made and the project was re-bid. Bids were opened on Tuesday, April 24th with the following bids received:

**City of Ionia - Robinson Park Bids**

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Base Bid</th>
<th>Base Bid</th>
</tr>
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<tbody>
<tr>
<td>LJ Trumble LLC</td>
<td>$ 273,300.00</td>
<td></td>
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<tr>
<td>Apex Construction</td>
<td>$ 278,700.00</td>
<td></td>
</tr>
<tr>
<td>CL Trucking &amp; Excavating LLC</td>
<td>$ 296,590.00</td>
<td>$ 362,815.41</td>
</tr>
<tr>
<td>Griffith Builders</td>
<td>$ 302,000.00</td>
<td></td>
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<tr>
<td>Ter Horst &amp; Rinzema Construction</td>
<td>$ 316,500.00</td>
<td>$ 364,500.00</td>
</tr>
<tr>
<td>Metro Construction</td>
<td>$ 338,934.00</td>
<td></td>
</tr>
<tr>
<td>Katerberg VerHage</td>
<td>$ 346,869.00</td>
<td>$ 340,172.00</td>
</tr>
</tbody>
</table>

The bids were reviewed by the City’s project consultant, RJM Design, who has 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.
RECOMMENDED ACTION: 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 documents.

Motion By: ___________________________ Seconded By: ___________________________

Roll Call Vote

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<th>Milewski</th>
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</tbody>
</table>
April 25, 2018

Jason Eppler, Manager
City of Ionia
114 N. Kidd Street
Ionia, MI 48846

Re: Trailhead Park & Robinson Park Bids

Dear Jason,

We received seven bids for each park and while the low bid is much better, it is still considerably over our original estimate.

For both Park Projects we recommend the low bidder, LJ Trumble LLC.

Enclosed are bid summaries for both parks showing the February bids and the April bids and a copy of LJ Trumble LLC proposal.

Please let me know if you have any questions or need additional information.

Sincerely,

R. James Morgan
STAFF REPORT FOR COUNCIL AGENDA ITEM
Agenda Item: NB#3
Meeting Date: May 1, 2018

TO: Mayor Balice and Councilmembers
FROM: Jason Eppler, City Manager
DATE: April 25, 2018
RE: Approve – Scheduling a FY18-19 Budget Public Hearing

FACTS: The City Charter requires that the City Council adopt the fiscal year budget by June 15th 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.

I have attached a notice of the Public Hearing which is proposed to be held as part of the Tuesday, June 5, 2018 Council Meeting. If scheduled, notice of the Public Hearing will be published in the Saturday, May 5, 2018 edition of the Sentinel-Standard Weekender.

RECOMMENDED ACTION: 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.

Motion By: _______________________________ Seconded By: _______________________________

Roll Call Vote

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Milewski</td>
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<td>Winters</td>
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<td>Kelley</td>
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<td>Millard</td>
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<td>Gustafson</td>
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<td>Waterman</td>
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</tbody>
</table>
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:

<table>
<thead>
<tr>
<th></th>
<th>Revenues</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Operating Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$559,000</td>
<td></td>
</tr>
<tr>
<td>Income Taxes</td>
<td>$2,400,000</td>
<td></td>
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<tr>
<td>State Revenues</td>
<td>$1,085,000</td>
<td></td>
</tr>
<tr>
<td>Charges for Service</td>
<td>$1,026,700</td>
<td></td>
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<tr>
<td>License and Permits</td>
<td>$98,000</td>
<td></td>
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<tr>
<td>Interest</td>
<td>$25,000</td>
<td></td>
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<tr>
<td>Miscellaneous</td>
<td>$73,100</td>
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<tr>
<td>Council</td>
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<td>$33,900</td>
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<td>City Manager</td>
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<td>$335,300</td>
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<td>Elections</td>
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<td>$8,200</td>
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<td>Accounting</td>
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<td>$372,700</td>
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<tr>
<td>Independent Audit</td>
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<td>$3,700</td>
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<tr>
<td>Income Tax Administration</td>
<td></td>
<td>$102,100</td>
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<tr>
<td>Front Office</td>
<td></td>
<td>$209,700</td>
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<tr>
<td>Planning &amp; Zoning</td>
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<td>$30,075</td>
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<td>Assessor</td>
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<td>$44,500</td>
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<td>City Legal Fees</td>
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<td>Board of Review</td>
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<td>$1,000</td>
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<tr>
<td>Festivals &amp; Events</td>
<td></td>
<td>$6,950</td>
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<td>Data Processing Department</td>
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<td>$130,000</td>
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<tr>
<td>Clerk</td>
<td></td>
<td>$31,250</td>
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<tr>
<td>Building - Grounds</td>
<td></td>
<td>$243,200</td>
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<tr>
<td>Other Offices</td>
<td></td>
<td>$234,000</td>
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<tr>
<td>Ambulance</td>
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<td>$39,500</td>
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<tr>
<td>Public Safety</td>
<td></td>
<td>$2,586,125</td>
</tr>
<tr>
<td>Street Lights</td>
<td></td>
<td>$94,000</td>
</tr>
<tr>
<td>Storm Sewer</td>
<td></td>
<td>$250,000</td>
</tr>
<tr>
<td>Contributions - Other Funds</td>
<td></td>
<td>$690,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$5,266,800</strong></td>
<td><strong>$5,481,200</strong></td>
</tr>
</tbody>
</table>
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 $3,506,000 $3,721,100
Ionia Regional Utilities Authority Fund $2,015,350 $2,015,350
Central Garage Fund $443,200 $439,300

**Capital/Debt Service Funds**

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 $2,360,000 $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:

<table>
<thead>
<tr>
<th>FUND</th>
<th>PURPOSE</th>
<th>MILLAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>General Operating</td>
<td>3.00</td>
</tr>
<tr>
<td>General Fund</td>
<td>Public Safety Apparatus</td>
<td>1.15</td>
</tr>
<tr>
<td>General Fund</td>
<td>Street System</td>
<td>1.00</td>
</tr>
<tr>
<td>General Fund</td>
<td>Parks System Improvements</td>
<td>1.00</td>
</tr>
<tr>
<td>Solid Waste Fund</td>
<td>Solid Waste Disposal</td>
<td>2.00</td>
</tr>
<tr>
<td>Environmental Response</td>
<td>Operating</td>
<td>.1008</td>
</tr>
<tr>
<td>Dial-A-Ride</td>
<td>Public Transportation</td>
<td>.7492</td>
</tr>
</tbody>
</table>

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.
STAFF REPORT FOR COUNCIL AGENDA ITEM
Agenda Item: NB#4
Meeting Date: May 1, 2018

TO: Mayor Balice and Councilmembers
FROM: Jason Eppler, City Manager
DATE: April 25, 2018
RE: Approve – Introduction and First Reading – Ordinance No.537 – Utility Rates
FACTS: 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.

RECOMMENDED ACTION: 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.

Motion By: __________________________ Seconded By: __________________________

Roll Call Vote

Milewski ——  Patrick ——
Winters ——  Millard ——
Kelley ——  Gustafson ——
Paton ——  Waterman ——
Balice ——
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:

<p>| | | | |</p>
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<thead>
<tr>
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<tbody>
<tr>
<td>000 to 100,000 gallons</td>
<td>1 REU</td>
<td>$23.00/qtr</td>
<td>$24.00/qtr</td>
</tr>
<tr>
<td>100,000 gal. to 300,000 gallons</td>
<td>5 REU</td>
<td>$115.00/qtr</td>
<td>$120.00/qtr</td>
</tr>
<tr>
<td>300,000 gal. to 1 million gallons</td>
<td>13 REU</td>
<td>$299.00/qtr</td>
<td>$312.00/qtr</td>
</tr>
<tr>
<td>1 million gal. to 2 million gallons</td>
<td>45 REU</td>
<td>$1,695.00/qtr</td>
<td>$1,680.00/qtr</td>
</tr>
<tr>
<td>2 million gal. to 10 million gallons</td>
<td>90 REU</td>
<td>$2,070.00/qtr</td>
<td>$2,160.00/qtr</td>
</tr>
</tbody>
</table>

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 metered 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:**

<table>
<thead>
<tr>
<th>Gallons Range</th>
<th>Facilities</th>
<th>Rate/Quarter</th>
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</thead>
<tbody>
<tr>
<td>000 to 100,000</td>
<td>1 REU</td>
<td>$43.50/quarter</td>
</tr>
<tr>
<td>100,000 gal. to 1 million</td>
<td>5 REU</td>
<td>$217.50/quarter</td>
</tr>
<tr>
<td>1 million gal. to 2 million</td>
<td>45 REU</td>
<td>$1,957.50/quarter</td>
</tr>
<tr>
<td>2 million gal. to 4 million</td>
<td>90 RFU</td>
<td>$3,915.00/quarter</td>
</tr>
<tr>
<td>4 million gal. to 8 million</td>
<td>180 RFU</td>
<td>$7,830.00/quarter</td>
</tr>
<tr>
<td>8 million gal. to 10 million</td>
<td>360 RFU</td>
<td>$15,660.00/quarter</td>
</tr>
</tbody>
</table>
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: ____________________________

Notice of Public Hearing: ____________________________

Public Hearing, Second Reading, Adoption: ____________________________

Effective: ____________________________

May 1, 2018
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: NB#5
Meeting Date: May 1, 2018

TO: Mayor Balice and Councilmembers

FROM: Jason Eppler, City Manager

DATE: April 25, 2018

RE: Approve – City Assessor’s Service Agreement

FACTS: 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.

I have attached 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).

RECOMMENDED ACTION: 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.

Motion By: ________________________________ Seconded By: ________________________________

Roll Call Vote

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<tr>
<th>Milewski</th>
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<tbody>
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<td>Winters</td>
<td>Millard</td>
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<td>Kelley</td>
<td>Gustafson</td>
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<td>Paton</td>
<td>Waterman</td>
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<tr>
<td>Balice</td>
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</tr>
</tbody>
</table>
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

________________________
BY: Jason Eppler, City Manager

CITY ASSESSOR

________________________
BY: Randy Jewell
STAFF REPORT FOR COUNCIL AGENDA ITEM

TO: Mayor Balice and Councilmembers
FROM: Jason Eppler, City Manager
DATE: April 25, 2018
RE: Approve – General Policy No. 1-025 – Auditing Procedures for Exempt Properties

FACTS: The City Assessor has 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.


Motion By: __________________________ Seconded By: __________________________

Roll Call Vote

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<td>Winters</td>
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<td>Millard</td>
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<td>Kelley</td>
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<td>Gustafson</td>
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<td>Balice</td>
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</tbody>
</table>
I. PURPOSE
The State Tax Commission, per MCL 211.10f, has jurisdiction in the State to determine substantial compliance of local units of government with the requirements of the General Property Tax Act. Minimum assessing requirements established by the Commission is the requirement for local units of government to have a written policy relating to the auditing of properties that are considered exempt from property tax.

II. SCOPE
This policy shall apply to City Assessor as he or she audits properties located in the City that are considered exempt from property taxes.

III. POLICY
In an effort to comply with the requirement of auditing properties considered exempt from property taxes, the City Assessor shall annually comply with the following plan of action:

a. In conjunction with the annual inspection of twenty percent (20%) of the properties located in the City, the City Assessor shall also conduct an audit of exempt properties within the particular area of the City being inspected that particular year.

b. Develop a questionnaire to be sent to each exempt property asking questions pertinent to determining the eligibility of the exemption status.

c. Reclassify properties from "exempt" to "taxable" based on the audit and questionnaire response.

d. Developing an application to be completed by any property owner requesting exempt status for his or her property. The application shall be submitted to the City Assessor by March 1st of the year the exemption is being requested.

Effective – May 1, 2018
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: NB#7
Meeting Date: May 1, 2018

TO: Mayor Balice and Councilmembers

FROM: Jason Eppler, City Manager

DATE: April 25, 2018

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

FACTS: The City Assessor has also 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 advises that these documents are commonly filed by the title companies and there has not been a problem getting the information we need to perform our annual valuation studies.

RECOMMENDED ACTION: To approve General Policy No. 1-026 – Waiver of Property Transfer Affidavit Fees, dated May 1, 2018.

Motion By: ___________________________ Seconded By: ___________________________

Roll Call Vote

<table>
<thead>
<tr>
<th>Milewski</th>
<th>Patrick</th>
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<tr>
<td>Winters</td>
<td>Millard</td>
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<td>Kelley</td>
<td>Gustafson</td>
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<td>Paton</td>
<td>Waterman</td>
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<tr>
<td>Balice</td>
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</tbody>
</table>
ASSESSING
Waiver of Property Transfer Affidavit Fees

I. PURPOSE
Michigan Compiled Law (MCL) 211.27B, the General Property Tax Act, addresses charging a fee for interest and penalty for failure to timely file Form 2766, the Property Transfer Affidavit, unless the local unit of government waives the charging of said fee.

II. SCOPE
To establish a Policy to be followed by the City Assessor regarding Property Transfer Affidavit fees.

III. POLICY
Traditionally, Form 2766 is filed by the title company handling a property transfer between two parties and seldom has there been a problem with the form being filed in a timely matter. Considering past experience, it is the policy of the City to NOT charge a penalty for the failure to file Form 2766 (Property Transfer Affidavit) within forty-five days for all transfers.

Therefore, the fee is WAIVED.

Effective – May 1, 2018
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: NB#8
Meeting Date: May 1, 2018

TO: Mayor Balice and Councilmembers

FROM: Jason Eppler, City Manager

DATE: April 25, 2018

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

FACTS: 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.

RECOMMENDED ACTION: To approve General Policy No. 1-027 – Letter Appeals to the Board of Review, dated May 1, 2018.

Motion By: ____________________________ Seconded By: ____________________________

Roll Call Vote

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ASSESSING
Letter Appeals to the Board of Review

I. PURPOSE
Pursuant to the General Property Tax Act and the City Charter, the Board of Review is charged with hearing various appeals, including valuation appeals.

II. SCOPE
Michigan Compiled Law (MCL) 211.30(7) authorizes the governing body of a local unit of government to permit the Board of Review to hear an appeal by letter, without a personal appearance before the Board by the property taxpayer or his or her agent.

III. POLICY
In order to ease the burden on property taxpayers, and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the City Council hereby authorizes the Board to receive and act on appeals submitted by letter rather than by personal appearance by the property taxpayer or his or her agent.

Effective – May 1, 2018
STAFF REPORT FOR COUNCIL AGENDA ITEM

Agenda Item: NB#9
Meeting Date: May 1, 2018

TO: Mayor Balice and Councilmembers

FROM: Jason Eppler, City Manager

DATE: April 25, 2018

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

FACTS: 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.

Ordinances are codified via a codification ordinance which is attached for Council’s review.

RECOMMENDED ACTION: 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.

Motion By: ____________________________ Seconded By: ____________________________

Roll Call Vote

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CITY OF IONIA
Ordinance No. 538

AN ORDINANCE APPROVING THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AND RESOLUTIONS AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES AND REPEALING ORDINANCES AND RESOLUTIONS IN CONFLICT THEREWITH

WHEREAS, American Legal Publishing Corporation has completed its most recent updating and revision of the Codified Ordinances of the City;

WHEREAS, various ordinances and resolutions of a general and permanent nature that have been passed by Council since the date of the last updating and revision of the Codified Ordinances (April 11, 2017) have been included in the Codified Ordinances of the City;

THE CITY OF IONIA ORDAINS:

Section 1. That the editing, arrangement and numbering or renumbering of the following ordinances and resolutions are hereby approved as parts of the various component codes of the Codified Ordinances of the City, so as to conform to the classification and numbering system of the Codified Ordinances:

<table>
<thead>
<tr>
<th>Ord. or Res. No.</th>
<th>Date</th>
<th>C.O. Section</th>
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</thead>
<tbody>
<tr>
<td>533</td>
<td>6-6-17</td>
<td>214.05</td>
</tr>
<tr>
<td>535</td>
<td>8-1-17</td>
<td>Pt. 12, Title 6, Appendix II-B</td>
</tr>
<tr>
<td>536</td>
<td>10-3-17</td>
<td>Repeals Chapter 866</td>
</tr>
<tr>
<td>Resolution</td>
<td>11-7-17</td>
<td>Note, Charter Section 6.02(d)(2)</td>
</tr>
</tbody>
</table>

Section 2. If any section, clause or phrase of this ordinance is declared to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 3. This ordinance shall be published and recorded as provided in the City Charter and shall take effect upon publication, but not less than ten (10) days after adoption by the City Council.

Date: ____________________________

BY: ____________________________

Ally H. Cook, City Clerk

Introduction and First Reading: May 1, 2018

Notice of Public Hearing:

Second Reading and Adoption: Effective:
TO: Mayor Balice and Councilmembers

FROM: Jason Eppler, City Manager

DATE: April 25, 2018

RE: Confirm – Council Representative to Zoning Board of Appeals/Sign Board of Appeals

FACTS: 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.

RECOMMENDED ACTION: To confirm the Mayor’s appointment to the Zoning Board of Appeals/Sign Board of Appeals.

Motion By: ____________________________ Seconded By: ____________________________

Roll Call Vote

Milewski _______ Patrick _______
Winters _______ Millard _______
Kelley _______ Gustafson _______
Paton _______ Waterman _______
Balice _______
### INVESTMENTS

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<tr>
<th>March</th>
<th>RATE</th>
<th>Mercantile</th>
<th>Independent Bank</th>
<th>Other-Outside City</th>
<th>Michigan One</th>
<th>Total</th>
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<tr>
<td>MERCANTILE Property Tax account 807</td>
<td>0.17%</td>
<td></td>
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<tr>
<td>INDEPENDENT Official Pay Deposit Acct 1021525</td>
<td>0.00%</td>
<td></td>
<td></td>
<td>combined w/ 1023399</td>
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<tr>
<td>MERCANTILE VISA Settlement Account 216649</td>
<td>0.10%</td>
<td></td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>INDEPENDENT H.S.A. Settlement 1030448</td>
<td>0.00%</td>
<td></td>
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<tr>
<td>MERCANTILE Payroll Account - 210742 &amp; 210191</td>
<td>0.04%</td>
<td></td>
<td>250,000</td>
<td></td>
<td></td>
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<tr>
<td>INDEPENDENT Pooled Cash 1023390</td>
<td>0.00%</td>
<td></td>
<td></td>
<td>1,134,114</td>
<td></td>
<td></td>
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<tr>
<td>INDEPENDENT Accounts Payable Acct 1001121</td>
<td>0.00%</td>
<td></td>
<td>20,000</td>
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</tr>
</tbody>
</table>

### INVESTMENT ACCOUNTS

| INDEPENDENT Eagle Advantage 1115745 | 0.25% |            | 350,000          |                   |              |          |
| MICHIGAN ONE Money Market Account | 0.70% |            |                  |                   |              |          |
| MERCANTILE 5800134354 Property Tax Escrow | 0.00% |            | 50               |                   |              |          |
| ASTERA Savings 0120041619-01 | 0.10% |            |                  |                   | 1,497        |          |
| MBIA - CLASS Pooled Investment | 0.93% |            |                  |                   | 1,751,045    |          |

### CERTIFICATE OF DEPOSIT ACCOUNTS

| MERCANTILE CD 4300041420 Maturity 4-22-18 | 1.08% |            | 431,464          |                   |              |          |
| INDEPENDENT BANK CD 9019874181/1 Maturity 6/2/18 | 1.30% |            | 250,000          |                   |              |          |
| INDEPENDENT BANK CD 9019874172/1 Maturity 7/2/1 | 1.40% |            | 250,000          |                   |              |          |
| INDEPENDENT BANK CD 9019874163/1 Maturity 1/3/19 | 1.65% |            | 750,000          |                   |              |          |
| MERCANTILE CD 4300021117 Maturity 4/6/18 | 0.89% |            | 504,512          |                   |              |          |
| MERCANTILE CD 4300068598 Maturity 8/5/18 | 1.55% |            | 250,000          |                   |              |          |
| MERCANTILE CD 4300068197 Maturity 10/31/18 | 1.60% |            | 250,000          |                   |              |          |
| MERCANTILE CD 4300068641 Maturity 2/5/19 | 1.63% |            | 250,000          |                   |              |          |

- **Total**: 1,937,026, 2,756,614, 1,752,542, 987,734, 7,433,915
- **Percentage of Total Portfolio**: 26.06%, 37.08%, 23.57%, 13.29%, 100.00%

### LIMIT

1. **Not more than 25% outside the city**: 1,858,479
2. **Not more than 60% with any one institution**: 4,460,349
3. **Not more than 10% with a savings and loan**: 743,392
4. **Not more than 25% in commercial paper**: 1,858,479
5. **Maturities shall not exceed two years**.
CITY OF IONIA
Dial-A-Ride

Monthly Update
April 2018

Operations

- Ionia Dial-A-Ride provided 192 lift equipped services for individuals with disabilities from March 1-31, 2018.


- Ionia Dial-A-Ride is providing transportation for 27 band students under the MOU with SSPP. In addition, on average 75 one-way and two-way trips are provided at the student rate daily.

- Tablets were delivered April 19, 2018 from PC Trans. Dispatch and drivers received training from PC Trans on April 19th and 20th. Training is ongoing as everyone is learning and adjusting to the new system.

- We are experiencing some issues with our server that does not have adequate storage currently to run the program and all tablets. A new server has been ordered with expected installation on May 21st or 22nd.

- The South Ionia Job Access Flexible Route began as planned on April 9, 2018. There have only been a few riders, but there has been a lot of interest in the route. We will evaluate the progress mid-June.

- A new incidental dispatcher has been hired.

Respectfully Submitted,

Heidi Wenzel
April Report
Ionia Parks and Recreation

Programs

- **Tae Kwon Do:** Classes are weekly on Tuesdays from 6:15-8:00 PM. Cost is $25 per month per student. Classes are instructed by Pat Ramos.
- **Zumba Exercise:** Classes are being run Mondays and Wednesdays at 6pm and Saturday mornings at 9am at the Armory Gym. Missy Millard is the instructor and her classes are a 50/50 split with the city.
- **Spring Soccer:** We have 145 boys and girls between the ages 4-10. The breakdown of divisions (4) U6 teams, (4) U8 teams, (4) U10 teams. All teams are co-ed. The games are played on Thursday evenings and start April 26th in front of the High School. Special thanks to Biggby Coffee sponsoring at $500.
- **Youth T-Ball:** There are 100 kids registered and will have 10 teams. Age divisions are (4) 3/4 teams and (6) 5/6 teams. Practices will begin the week of April 23rd. Games are played on Wednesdays at the Harwood Sports Complex starting May 9th. Special thanks to Meijer who sponsors this program for $1000. This is the 14th season they have done so.
- **Adult Softball:** Registration ended April 13th. There will be a 12 team Co-Ed league on Sunday and a 10 team league for Men’s on Tuesday nights. Games begin May 6th.
- **Gymnastics and Dance:** Spring session began April 10th. Will run 8 sessions. There are 42 kids participating from ages 12 and under. Classes are Tuesday evenings at the Armory, in the basement. This session the City’s 50% revenue was $980. Marissa Henry and Rachel Yenchar are the instructors.

Upcoming Programs: Summer Day Camp, 5k Race, Xterra Triathlon, Movies in the Park

Armory Rentals

- Gymnasium: April 21st, No Charge, SSPP Auction
- Gymnasium: April 28th, No Charge, Sparrow Hospital Charity Fundraiser

Submitted by,

Matt Painter
Director, Parks and Recreation
April 25, 2018

Honorable Mayor Daniel Balice
Members of Council
City Manager Jason Eppler

Officer Keith Swanson was dispatched to an address on Yeomans Ct for a missing health card complaint on April 2nd at 9:26 pm. The complainant had two warrants for her arrest, and Officer Swanson found her to also be in possession of marijuana. She was lodged at the Ionia County Jail on the warrants and possession charge.

On April 7th at 2:55 pm Officers Jerry Wineland and Mike Cronk were alert toned to a breaking and entering of a residence on Harter St. As Officers arrived on scene, several witnesses pointed the Officers in the direction that the suspect had run off to. The area was searched, with Officer Wineland having to chase the subject on foot, and then taking him into custody. The suspect became unresponsive and was turned over to Life EMS for medical care. It is believed that he ingested narcotics in an effort to get rid of evidence. After learning his identity, it was found that he was a Parole Absconder. He was turned over to the Department of Corrections after being medically cleared. We are seeking warrants for the Breaking and Entering, Resist / Obstruct Officers, and Possession of Narcotics.

For the month, the Department handled a total of one hundred and seventy two criminal complaints. The breakdown is below:

- Criminal Sexual Conduct – 1
- Assault – 4
- Breaking and Entering – 2
- Larceny – 5
- Stolen Vehicle – 1
- Damage to Property – 3
- Dangerous Drugs – 2
- Warrant Arrest / Probation or Parole Violation – 12
- Disorderly Conduct – 4
- Operating While Intoxicated / Drugs – 2
- License / Registration Violation – 5
- Health & Safety – 2
- K-9 Track / Search – 3
- Animal Complaint – 1
- Mental Health Complaints – 4
- Motor Vehicle Accidents – 3
- Abandoned Vehicle – 8
- Civil Complaints – 19
- Lost / Found Property – 2
- General Assistance – 25

We were dispatched to a structure fire at 1025 W Main St at 8:41 pm on April 14th. Officers arriving on scene advised that the house was fully engulfed on the east side, and that a man was suffering from smoke inhalation. Fire suppression began a few minutes later with the arrival of the first fire engine, and the crews did an outstanding job of keeping the fire from spreading to the two story (west) side of the house. This was also the night of the freezing rain, and that hampered us a little bit. The man that had smoke inhalation was treated and released at Sparrow-Ionia Hospital.

On April 19th at 5:25 pm we were sent to E Bluewater Hwy and Caroline St for a car and motorcycle injury accident. A motorcycle was westbound on E Bluewater Hwy when a vehicle turned north onto Caroline St from eastbound E Bluewater
I-196. The motorcyclist struck the rear passenger side of the vehicle and was thrown off his motorcycle and onto the pavement. He suffered a severe injury to his upper body. AeroMed was landed at the old Belco building parking lot, and the victim was flown to Spectrum Butterworth Hospital in Grand Rapids.

There were twenty four calls for fire service this month, and they are listed below:

- Structure Fire – 1
- Grass / Brush Fire – 2
- Fire, Other – 1
- Injury Accident – 3
- Non-injury Accident – 2
- Smoke Investigation – 1
- Electrical Issue – 1
- Wires Down / Arcing – 5
- Natural Gas Leak – 1
- Illegal Burn – 3
- False Alarm – 3
- Mutual Aid to Other Department – 1
- Medical Emergencies – 50

You will find a copy of our Police statistics for the month of March attached, as well as a list of all Fire, Rescue, and Medical emergency calls for that month. If you have any questions or concerns, please feel free to call, e-mail, or stop by the Department.

Sincerely,

Troy S Thomas

Troy S Thomas
Director
Ionia Department of Public Safety

Monthly Statistics
March 2018

Individual Assignments
Director
(1) Deputy Director / Captain
(1) Detective / Sergeant
(1) Sergeant
(1) Administrative Assistant
(1) Fleet Manager
(11) Public Safety Officers
(0) Part Time Public Safety Officers
(10) Paid On Call Firefighters

<table>
<thead>
<tr>
<th>Hours</th>
<th>Other Activity</th>
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<tbody>
<tr>
<td>Criminal Complaint Hours</td>
<td>Parking Violations 20</td>
</tr>
<tr>
<td>Traffic Related Hours</td>
<td>Verbal Warnings 116</td>
</tr>
<tr>
<td>Patrol Time</td>
<td>Property Inspections 319</td>
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<tr>
<td>Court &amp; Prosecutor Office</td>
<td>Liquor Inspections 22</td>
</tr>
<tr>
<td>Fleet Manager</td>
<td></td>
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<tr>
<td>Non-Criminal</td>
<td></td>
</tr>
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<td>Report Writing</td>
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<tr>
<td>Fire Service Hours</td>
<td></td>
</tr>
<tr>
<td>M.F.R. Hours</td>
<td></td>
</tr>
<tr>
<td>Training Hours</td>
<td></td>
</tr>
<tr>
<td>D.A.R.E. Hours</td>
<td></td>
</tr>
<tr>
<td>School Liaison Officer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Hours: 2243.5</td>
</tr>
<tr>
<td></td>
<td>Overtime Hours: 101.5</td>
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<tr>
<td></td>
<td>Total Arrests: 90</td>
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Moving Violations

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<tr>
<td>O.W.I. Arrests</td>
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<td>Radar Citations</td>
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<td>Seatbelt Violations</td>
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<td>Hazardous Citations</td>
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Complaints

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<td>Fire Service Runs</td>
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Fire Runs

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<td>Easton Township</td>
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<td>Mutual Aid</td>
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<td>Extrication (total)</td>
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<td>--------</td>
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</tr>
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<td>37</td>
<td>3/1/2018</td>
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<td>59</td>
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</table>
# City of Ionia Fire / Medical Runs

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Time</th>
<th>F/M</th>
<th>Location</th>
<th>Complaint</th>
</tr>
</thead>
<tbody>
<tr>
<td>223</td>
<td>3/30/2018</td>
<td>12:12 am</td>
<td>M</td>
<td>King St</td>
<td>Difficulty Breathing</td>
</tr>
<tr>
<td>228</td>
<td>3/30/2018</td>
<td>7:55 pm</td>
<td>M</td>
<td>W Main St</td>
<td>General Sickness</td>
</tr>
<tr>
<td>60</td>
<td>3/31/2018</td>
<td>9:23 pm</td>
<td>F</td>
<td>W Main St</td>
<td>Wires Down/Arcing</td>
</tr>
<tr>
<td>227</td>
<td>3/31/2018</td>
<td>11:45 pm</td>
<td>M</td>
<td>N Jefferson St</td>
<td>Abdominal Pain</td>
</tr>
<tr>
<td>229</td>
<td>3/31/2018</td>
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<td>Crawford St</td>
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<tr>
<td>226</td>
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<td>3:15 pm</td>
<td>M</td>
<td>Lafayette St</td>
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# Mutual Aid Runs

<table>
<thead>
<tr>
<th>Number</th>
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<th>F / M</th>
<th>Location</th>
<th>Complaint</th>
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<tbody>
<tr>
<td>43</td>
<td>3/8/2018</td>
<td>6:33 pm</td>
<td>F</td>
<td>Belding Rd</td>
<td>Mutual Aid to Other Dept.</td>
</tr>
<tr>
<td>61</td>
<td>3/31/2018</td>
<td>12:00 pm</td>
<td>F</td>
<td>Hayes Rd</td>
<td>Mutual Aid to Other Dept.</td>
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</table>
### Ionia Township Fire / Medical Runs

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Time</th>
<th>F / M</th>
<th>Location</th>
<th>Complaint</th>
</tr>
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<tbody>
<tr>
<td>40</td>
<td>3/5/2018</td>
<td>12:45 pm</td>
<td>F</td>
<td>E Bluewater Hwy</td>
<td>False Alarms</td>
</tr>
<tr>
<td>157</td>
<td>3/5/2018</td>
<td>5:48 pm</td>
<td>M</td>
<td>Kelsey Hwy</td>
<td>Falls</td>
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<tr>
<td>158</td>
<td>3/5/2018</td>
<td>7:12 pm</td>
<td>M</td>
<td>N State Rd</td>
<td>General Sickness</td>
</tr>
<tr>
<td>41</td>
<td>3/7/2018</td>
<td>10:56 am</td>
<td>F</td>
<td>Sunfield Hwy</td>
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</tr>
<tr>
<td>163</td>
<td>3/8/2018</td>
<td>7:05 am</td>
<td>M</td>
<td>Bates Rd</td>
<td>Difficulty Breathing</td>
</tr>
<tr>
<td>165</td>
<td>3/8/2018</td>
<td>2:10 pm</td>
<td>M</td>
<td>N State Rd</td>
<td>Possible Drug Overdose</td>
</tr>
<tr>
<td>167</td>
<td>3/9/2018</td>
<td>4:29 am</td>
<td>M</td>
<td>Prairie Creek Rd</td>
<td>Difficulty Breathing</td>
</tr>
<tr>
<td>169</td>
<td>3/9/2018</td>
<td>2:08 pm</td>
<td>M</td>
<td>Prairie Creek Rd</td>
<td>General Sickness</td>
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<tr>
<td>45</td>
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<td>F</td>
<td>Stage Rd</td>
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<tr>
<td>46</td>
<td>3/11/2018</td>
<td>8:12 pm</td>
<td>F</td>
<td>Bellevue Dr.</td>
<td>Wires Down/Arcing</td>
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<tr>
<td>171</td>
<td>3/11/2018</td>
<td>3:10 am</td>
<td>M</td>
<td>N State Rd</td>
<td>Unconscious/Unresponsive</td>
</tr>
<tr>
<td>173</td>
<td>3/11/2018</td>
<td>10:11 am</td>
<td>M</td>
<td>S Stage Rd</td>
<td>Possible Drug Overdose</td>
</tr>
<tr>
<td>181</td>
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<tr>
<td>186</td>
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<tr>
<td>192</td>
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<td>9:10 am</td>
<td>M</td>
<td>N Jefferson St</td>
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<tr>
<td>200</td>
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<tr>
<td>201</td>
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<td>Horizon Dr</td>
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<td>51</td>
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<td>M</td>
<td>E Tuttle Rd</td>
<td>Smoke Investigation</td>
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<td>53</td>
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<td>6:45 pm</td>
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<td>E Bluewater Hwy / Stage Rd</td>
<td>Wires Down/Arcing</td>
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<tr>
<td>208</td>
<td>3/24/2018</td>
<td>7:05 pm</td>
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<td>N Jefferson St</td>
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<td>211</td>
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<td>E Stage Rd</td>
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<td>217</td>
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<tr>
<td>221</td>
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<td>2:00 pm</td>
<td>M</td>
<td>E Tuttle Rd</td>
<td>Seizure</td>
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<tr>
<td>222</td>
<td>3/29/2018</td>
<td>4:29 pm</td>
<td>M</td>
<td>E Parmeter Rd</td>
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<tr>
<td>58</td>
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<tr>
<td>225</td>
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<td>5:36 pm</td>
<td>M</td>
<td>N State Rd</td>
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### Easton Township Fire / Medical Runs

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Time</th>
<th>F / M</th>
<th>Location</th>
<th>Complaint</th>
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<tbody>
<tr>
<td>36</td>
<td>3/1/2018</td>
<td>5:02 pm</td>
<td>F</td>
<td>W Bluewater Hwy / Johnson Rd</td>
<td>Vehicle Fires</td>
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<tr>
<td>151</td>
<td>3/3/2018</td>
<td>10:20 am</td>
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<td>Haynor Rd</td>
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<tr>
<td>153</td>
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<td>Yeomans St</td>
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<tr>
<td>160</td>
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<td>5:48 am</td>
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<td>W Bluewater Hwy / Bellamy Rd</td>
<td>Vehicle Accident w/Injury</td>
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<td>161</td>
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<td>8:30 am</td>
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<td>W Main St</td>
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<tr>
<td>162</td>
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<td>1:42 pm</td>
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<td>170</td>
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<td>1:34 am</td>
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<tr>
<td>176</td>
<td>3/12/2018</td>
<td>10:20 pm</td>
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<td>Sayles Rd</td>
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<tr>
<td>180</td>
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<td>10:30 am</td>
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<td>N King St</td>
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<tr>
<td>184</td>
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<td>189</td>
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<tr>
<td>190</td>
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<td>Yeomans St</td>
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<tr>
<td>197</td>
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<td>204</td>
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<td>Yeomans St</td>
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<td>210</td>
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<td>N Johnson Rd</td>
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<td>212</td>
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<td>Yeomans St</td>
<td>Diabetic</td>
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<td>57</td>
<td>3/26/2018</td>
<td>2:40 pm</td>
<td>F</td>
<td>N Bellamy Rd / Lyle Rd</td>
<td>False Alarms</td>
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</table>
CITY OF IONIA

Department of Public Utilities

Chris Kenyon, Director

Staff: Jeff Porta, Dennis Allen, Shannon Courter, Joshua Ewalt, Joe Lasler, Geoff Petersen, Cullen Badder, Dan Bonnett

April 2018

Produced 51.9 million gallons of water in March 2018

Treated million 68.2 gallons of waste water in April 2018

DPU

- Received three year recertification from the DEQ to continue as a “State Certified Drinking Water Laboratory”
- Responded to 47 work orders
- Performed 75 MISS DIGS.
- Changed, repaired or installed 20 water meters.
- Conducted 5 water system cross connection inspection.
- Weekly generator inspections at Wells 10, 13, 14, BPS, WWTP, Lift Station, Tower Site and IDAR.
- Assisted the Ionia County Jail and contractors with the replacement of their water shut-off valves.
- Assisted with Library St. construction project.
- Worked with engineers on upcoming and future street construction projects.

WWTP

- Copper and Cyanide testing per the NPDES Permit.
- Analyzed several neighboring community lagoon discharges.
- Worked with FTCH on the bids for the replacement projects for the next budget year. (1991 Sludge pumps, 1965-77-91 valves, 1965 exterior stairway by the digesters and the retaining wall around the one million gallon sludge storage tank)
- Meadowbrook Insurance MIOSHA compliance visit with Dave Sperry on 4/18/18. No issues or concerns. Reminder on seat belts.
- DEQ conducted a NPDES Compliance audit and tour of the WWTP 4/19/18. No issues found.
- Repaired the south primary sludge pump.
- Working with FTCH on the DEQ PFAS requirements for NPDES Permit.

Well Field

- Analyzed several bacteriological samples for surrounding community and private water systems.
- Monthly maintenance.(Clean chemical injectors and well pre-lube lines)
- DEQ required bacteriological sampling of all the wells and distribution system.
- Fire hydrant flushing and valve turning.
- Repaired the sodium hypochlorite chemical feed pump to Well #5.
- Repaired the broken pre-lubrication line in the valve pit to Well #12.
- RS Technical Inc. replaced the failed computer to the SCADA system at the Well Field.
- Repaired the pressure regulator on the Harter St. controlling pit.
CITY OF IONIA

Department of Public Works

Staff: Gary Cunningham, Timothy Reisbig, David Cunningham, Griff Lamphere, Christopher Springsteen, Richard Edwards, Scott Baker and Scott Ruehs

Monthly Report

April 2018

- Patching pot holes
- Replacing City signs
- Repairing City street lights
- Applied mulch in the DDA flower beds
- Repaired six (6) fire hydrants
- Assisted the DPU-WWTP with the DPW vac truck
- Salted icy streets
- Jetting City sewers
- Replaced gateway sign in the DDA district
- Picked up trash along the roadside
- Cutting trees
- Trimming trees
- Hauled scrap from the DPW yard
- Put up tennis nets (Perry Park/Jackson St)
- Assisted MTU prison with the City DPW vac truck
- Swept City streets

Respectfully submitted,

Gary Cunningham, DPW Director