



City Council Chamber
129 W. Emerson St
Ithaca, MI 48847

**City of Ithaca
City Council
Regular Meeting Agenda
Tuesday, March 4, 2025 @ 7:00 PM**

1. Call to Order
2. Pledge of Allegiance to the American Flag
3. Approval of Minutes: Regular Meeting February 18, 2025
4. Approval of Agenda (including the Consent Agenda)
5. Public Comments (*General comments, including items on this Agenda*)
6. *Consent Agenda (Roll Call Vote)
 - a. City Manager's Written Report
 - b. Claims and Accounts
 - c. Correspondence (*none*)
7. Department/Committee Reports (*none*)
8. City Manager Comments
9. Unfinished Business (*none*)
10. New Business
 - a. Alleyway Paving
11. Public Comments
12. Announcements
13. Adjournment

Cathy Cameron
City Clerk

**All matters listed under Item 6, Consent Agenda, are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered separately.*

**CITY OF ITHACA
CITY COUNCIL MEETING
February 18, 2025
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Brett Baublitz at 7:00pm. and followed by the Pledge of Allegiance to the Flag.

Present were Mayor Brett Baublitz, Councilpersons James Andrew, Rob Endter, Clark Hubbard, Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Alison Jerome.

Audience in attendance was Shannon McKnight.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held February 4, 2025. Motion carried.

Moved by Andrew, second by Hubbard to excuse Councilperson Jerome. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to add Ellens Property to the agenda under New Business. Mayor Baublitz placed it as item 10g.

Moved by Hubard, second by Koppleberger to approve the Agenda (as amended by adding item 10g. Ellens Property) including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

Moved by Hubbard, second by Andrew to approve the consent agenda items as listed:

- **City Manager's written report, which included updates and information on MML Loss Control Meeting, Michigan Tax Tribunal, Meters and Readers, Mini Excavator and Speed Radar Signs.**
- **Ithaca Unit Report for January 2025.**
- **Financial Reports for January 2025.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50462-50496); and Payroll Checks #17045-17049, DD #3169-3183, EFT #1950-1954 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (6) Roethlisberger, Andrew, Endter, Hubbard, Koppleberger, Baublitz

Nos: (0) None

Absent: (1) Jerome

Committee/Department Reports

Mayor Bublitz reported on the Committee of the Whole meeting held on February 5th to discuss Strategic Planning for 2025. The committee recommended the following: Consider replacement of the exhibit barn roof; Replace roadway on Pine River for SRF; Purchase Mini Excavator and New Water Meters; and Engineer storm

drain in 200 block of North Elm. The committee further recommended that there be no change in city elections being held on odd years.

Moved by Koppleberger, second by Roethlisberger to accept the Committee of the Whole report and recommendations to Council. Motion carried.

City Manager Comments

Manager Conn provided an update on the Michigan Tax Tribunal filed by Gemini Capital, which has since been withdrawn.

Unfinished Business

There was none.

New Business

Manager Conn presented the quote from Ferguson Waterworks for purchase of new water meters and radio frequencies in the amount of \$57,423.90. The cost will come from the ARPA funds.

Moved by Endter, second by Andrew to approve the purchase of water meter supplies from Ferguson Waterworks in the amount of \$57,423.90 using ARPA funding. Motion carried.

Manager Conn presented the quote from Ellens Equipment for purchase of a mini excavator in the amount of \$50,000. This is the same mini excavator the DPW crew has been using for the past year, which was acquired using a lease program that will soon be discontinued. The cost will come from the ARPA funds.

Moved by Koppleberger, second by Hubbard to approve the purchase of the mini excavator from Ellens Equipment in the amount of \$50,000 using ARPA funding. Motion carried.

Manager Conn presented the Michigan Earned Sick Time Act Policy, which is set to go into effect on February 21, 2025. At this time, both the Michigan House of Representatives and the Michigan Senate have proposed amendments that could significantly revise the Act. Governor Whitmer has urged both House and Senate leaders to reach a compromise on the proposed changes prior to the effective date. She has called for a delay in the Act's implementation date until July 1, 2025, to give the legislature time to work out a compromise and allow Michigan businesses time to comply. Discussion was held. Councilperson Hubbard suggested that the city policy be approved as presented, however it would be void if the Act is altered at the state level.

Moved by Hubbard, second by Koppleberger to approve the Michigan Earned Sick Time Act Policy as presented with condition that it be void should the Act be altered at the state level. Motion carried.

Clerk Cameron presented the following policies/guidelines as submitted by the City Assessor, which are required to be approved and/or adopted annually.

- Res 2025-04: STC Partial Poverty Exemption Guidelines
- Res 2025-05: Poverty Income & Assets 2025
- Res 2025-06: Adopt Alternate Dates for Board of Review

Moved by Hubbard, second by Roethlisberger to adopt Resolution 2025-04: State Tax Commission Partial Poverty Exemption Guidelines.

Motion carried by Roll Call vote:

Ayes: (6) Andrew, Endter, Hubbard, Koppleberger, Roethlisberger, Baublitz

Nos: (0) None

Absent: (1) Jerome

Moved by Hubbard, second by Andrew to adopt Resolution 2025-05: Poverty Income & Assets 2025.

Motion carried by Roll Call vote:

Ayes: (6) Endter, Hubbard, Koppleberger, Roethlisberger, Andrew, Baublitz

Nos: (0) None

Absent: (1) Jerome

Moved by Andrew, second by Hubbard to adopt Resolution 2025-06: Adopt Alternate Dates for Board of Review.

Motion carried by Roll Call vote:

Ayes: (6) Hubbard, Koppleberger, Roethlisberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (1) Jerome

Manager Conn provided an update on the vacant property negotiations with Ellens Equipment. The owners of Ellens have stated their final offer of \$15,000 for the parcel or they would move their equipment off the property. Discussion was held. Council directed Manager Conn to stand firm with the city offer of \$20,000, or to include the mini excavator quote within the negotiations.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Hubbard commended the DPW crew on their snow removal process. Manager Conn expressed his gratitude to the Council for allowing him to miss recent meetings as he was attending his son's basketball games as a senior at the high school.

Moved by Hubbard, second by Roethlisberger to adjourn. Motion carried.

The meeting adjourned at 7:18pm.

Cathy Cameron
City Clerk



CITY OF ITHACA, MICHIGAN
City Manager Report to the City Council
March 4, 2025

1. **BURNING PERMITS**: As in years past we have had requests from property owners on the outskirts of town for burn permits from the Fire Department. Chief Nelson is inquiring about the allowability of continuing to issue these permits on the perimeters of the city.
2. **SRF CONSTRUCTION UPDATE**: Weight restrictions are set to go into effect on Monday, March 3rd. Isabella Corporation has started delivering material to the DPW yard for the upcoming projects. Currently, they are planning on commencing work on March 17th and will likely begin on Barnes St followed by Pine River and then St. Charles Rd.
3. **MARCH B.O.R.**: City Assessor has scheduled this year's March Board of Review for the following dates and times.

March 10 th	9:00 AM – 3:00 PM
March 11 th	9:00 AM – 3:00 PM
March 12 th	3:00 PM – 9:00 PM
4. **APPRECIATION LETTERS**: Deputy Clerk Moffitt recently received appreciation messages from a business and a resident. Shelly plays a key role for the city in business relations and is one of the first points of contact with our residents. Excellent job!
5. **ALLEY PAVING**: We have the opportunity to pave the alley between Sparrow Medical Office and Mercantile this fiscal year. The bank is redoing its parking lot, and this would be a good time to complete the often-used Alleyway stretching from Center Street to Emerson Street. The construction is planned for June, if approved we would need an amendment to this year's budget.
6. **CAPITAL IMPROVEMENT PLAN**: Staff had a follow-up meeting for the C.I.P. We will have the final draft ready to take to the Planning Commission for the March 11 meeting. After approval from the commission, we will bring it to the Council for review and approval at our second March meeting.

Respectfully submitted,
 Jamey Conn



Dear City of Khaca
 Downtown
 Development

We would like to thank
 you for the laminated
 newspaper articles
 you sent to us.
 It was a wonderful sur-
 prise, and very much
 appreciated by both
 of us.

Sincerely,
 Nancy & Heidi

Dear Shelly,

Thank you for
 working with me
 regarding the "Red ebn
 issue w/ Commercial
 Bank.

It is so nice to
 find/work with a person
 who is able and
 willing to be flexible
 when necessary.

You are AWESOME!
 Gina Becker

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL FUND					
03/05/2025	GEN	50497	0095	ABC FASTENER GROUP, INC.	133.62
03/05/2025	GEN	50498	0190	ALLEY T	30.00
03/05/2025	GEN	50499	7097	ALMA TIRE SERVICE, INC	183.00
03/05/2025	GEN	50500	1748	APPLIED INNOVATION	159.40
03/05/2025	GEN	50501	2580	AUTO VALUE ITHACA	87.79
03/05/2025	GEN	50502	7510	BLACKSTONE PUBLISHING	103.97
03/05/2025	GEN	50503	0806	CINTAS CORP.	155.07
03/05/2025	GEN	50504	2524	CITY OF MT. PLEASANT	125.00
03/05/2025	GEN	50505	7296	CMS INTERNET LLC	376.58
03/05/2025	GEN	50506	7343	COMPASS MINERALS AMERICA INC	3,301.15
03/05/2025	GEN	50507	1240	E&S GRAPHICS INC	60.00
03/05/2025	GEN	50508	1377	FISHBECK, THOMPSON CARR & HUBE	2,655.50
03/05/2025	GEN	50509	1610	GRATIOT AREA CHAMBER OF	35.00
03/05/2025	GEN	50510	1991	ITHACA DDA	400.00
03/05/2025	GEN	50511	2440	MML WORKERS' COMP FUND	1,259.00
03/05/2025	GEN	50512	2910	RENT-RITE INC	115.00
03/05/2025	GEN	50513	3060	SHULTS EQUIPMENT, INC.	165.00
03/05/2025	GEN	50514	7167	STATE INDUSTRIAL PRODUCTS	1,918.15
03/05/2025	GEN	50515	2826	TOWN & COUNTRY GROUP	1,373.11
03/05/2025	GEN	50516	7398	TRINITY TRUCK & TRAILER SERVICE	1,979.16
03/05/2025	GEN	50517	0241	VC3 INC	700.00
03/05/2025	GEN	50518	3381	WINN TELECOM	96.31
03/05/2025	GEN	50519	7546	WORTHINGTON DIRECT	1,799.47

GEN TOTALS:

Total of 23 Checks:	17,211.28
Less 0 Void Checks:	0.00
Total of 23 Disbursements:	17,211.28

Bank WSDBT WATER SEWER BOND DEBT

03/05/2025	WSDBT	30 (A)	7585	MICHIGAN FINANCE AUTHORITY	455.56
03/05/2025	WSDBT	31 (A)	3235	US BANK	197,850.00

WSDBT TOTALS:

Total of 2 Checks:	198,305.56
Less 0 Void Checks:	0.00
Total of 2 Disbursements:	198,305.56

REPORT TOTALS:

Total of 25 Checks:	215,516.84
Less 0 Void Checks:	0.00
Total of 25 Disbursements:	215,516.84

INVOICE NUMBER	DESCRIPTION	AMOUNT	NOTES
VENDOR CODE: 0095 A576401	ABC FASTENER GROUP, INC. SUPPLIES	133.62	
TOTAL VENDOR 0095 ABC FASTENER GROUP, INC.		133.62	
VENDOR CODE: 0190 55060	ALLEY T EMBROIDERY - LAPTOP CASES	30.00	
TOTAL VENDOR 0190 ALLEY T		30.00	
VENDOR CODE: 0241 VC3-191283	VC3 INC FIREWALL SECURITY	700.00	
TOTAL VENDOR 0241 VC3 INC		700.00	
VENDOR CODE: 0806 5256269709	CINTAS CORP. 2/2025 FIRST AID	155.07	
TOTAL VENDOR 0806 CINTAS CORP.		155.07	
VENDOR CODE: 1240 86635	E&S GRAPHICS INC BUSINESS CARDS - L. KLIFMAN	60.00	
TOTAL VENDOR 1240 E&S GRAPHICS INC		60.00	
VENDOR CODE: 1377 448544	FISHBECK, THOMPSON CARR & HUBE 1/2025 SERVICES	2,655.50	
TOTAL VENDOR 1377 FISHBECK, THOMPSON CARR & HUBE		2,655.50	
VENDOR CODE: 1610 2025	GRATIOT AREA CHAMBER OF 2025 YOUNG PROFESSIONALS MEMBERSHIP - L.	35.00	
TOTAL VENDOR 1610 GRATIOT AREA CHAMBER OF		35.00	
VENDOR CODE: 1748 2744335	APPLIED INNOVATION 11/2024 - 2/2025 COPIES - LIBRARY	159.40	
TOTAL VENDOR 1748 APPLIED INNOVATION		159.40	
VENDOR CODE: 1991 INVOICE	ITHACA DDA REIMBURSE DDA DOLLARS	400.00	
TOTAL VENDOR 1991 ITHACA DDA		400.00	
VENDOR CODE: 2440 2657207	MML WORKERS' COMP FUND 4TH QTR PREMIUM	1,259.00	
TOTAL VENDOR 2440 MML WORKERS' COMP FUND		1,259.00	
VENDOR CODE: 2524 18766	CITY OF MT. PLEASANT 1/2025 BACT TESTING	125.00	
TOTAL VENDOR 2524 CITY OF MT. PLEASANT		125.00	
VENDOR CODE: 2580 308-765525 308-765516	AUTO VALUE ITHACA CREDIT - REFUND PM AW46 HYDRAULIC	(87.79) 175.58	
TOTAL VENDOR 2580 AUTO VALUE ITHACA		87.79	
VENDOR CODE: 2826 37140	TOWN & COUNTRY GROUP REPAIR LIGHTS AT SLED HILL	1,373.11	
TOTAL VENDOR 2826 TOWN & COUNTRY GROUP		1,373.11	
VENDOR CODE: 2910 204897DJ-1	RENT-RITE INC 2/2025 PORTABLE BATHROOM - WOODLAND PARK	115.00	
TOTAL VENDOR 2910 RENT-RITE INC		115.00	
VENDOR CODE: 3060 0108959-IN	SHULTS EQUIPMENT, INC. SHEAR PIN	165.00	
TOTAL VENDOR 3060 SHULTS EQUIPMENT, INC.		165.00	
VENDOR CODE: 3235 2810621	US BANK UTGO BOND PAYMENT	197,850.00	
TOTAL VENDOR 3235 US BANK		197,850.00	
VENDOR CODE: 3381	WINN TELECOM		

02/28/2025 10:10 AM
User: JAMIE
DB: Ithaca

INVOICE APPROVAL REPORT FOR CITY OF ITHACA
EXP CHECK RUN DATES 03/05/2025 - 03/05/2025
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT	NOTES
VENDOR CODE: 3381 0410000682	WINN TELECOM 3/2025 CHARGES - CITY	96.31	
TOTAL VENDOR 3381 WINN TELECOM		96.31	
VENDOR CODE: 7097 989056174	ALMA TIRE SERVICE, INC TIRE REPAIR	183.00	
TOTAL VENDOR 7097 ALMA TIRE SERVICE, INC		183.00	
VENDOR CODE: 7167 903688691	STATE INDUSTRIAL PRODUCTS 2/2025 WASTE WATER PROGRAM	1,918.15	
TOTAL VENDOR 7167 STATE INDUSTRIAL PRODUCTS		1,918.15	
VENDOR CODE: 7296 N5783-105	CMS INTERNET LLC 3/2025 CHARGES	376.58	
TOTAL VENDOR 7296 CMS INTERNET LLC		376.58	
VENDOR CODE: 7343 1456804	COMPASS MINERALS AMERICA INC ROAD SALT	3,301.15	
TOTAL VENDOR 7343 COMPASS MINERALS AMERICA INC		3,301.15	
VENDOR CODE: 7398 189047	TRINITY TRUCK & TRAILER SERVICE WIRING HARNESS	1,979.16	
TOTAL VENDOR 7398 TRINITY TRUCK & TRAILER SERVICE		1,979.16	
VENDOR CODE: 7510 2187590	BLACKSTONE PUBLISHING BOOKS ON CD	103.97	
TOTAL VENDOR 7510 BLACKSTONE PUBLISHING		103.97	
VENDOR CODE: 7546 INV419578-THO2113	WORTHINGTON DIRECT CHILDREN'S AREA FURNITURE	1,799.47	
TOTAL VENDOR 7546 WORTHINGTON DIRECT		1,799.47	
VENDOR CODE: 7585 7814-01	MICHIGAN FINANCE AUTHORITY 24-DWSRF SEMIANNUAL PAYMENT	455.56	
TOTAL VENDOR 7585 MICHIGAN FINANCE AUTHORITY		455.56	
GRAND TOTAL:		215,516.84	



ASPHALT, INC.

900 S. BRADLEY • BOX 389 • MT. PLEASANT, MI 48858
 PHONE (989) 772-0720 • FAX (989)773-7640



"AN EQUAL OPPORTUNITY EMPLOYER"

To: CITY OF ITHACA	Contact: Brandon Smith
Address: 129 W. EMERSON ITHACA, MI 48847	Phone:
Project Name: 2025 City Of Ithaca Alley Paving	Fax: (989) 875-4064
Project Location: Center St. North To End Of North Parking Lot.	Bid Number:
	Bid Date:

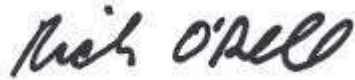
Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1		Cold Milling HMA Surface	900.00	SY	\$7.66	\$6,894.00
2		HMA, 13A	75.00	TON	\$134.50	\$10,087.50
Total Bid Price:						\$16,981.50

Notes:

- Price quoted is for HMA paving and coldmilling.
- No removal, cutting, grading, or other incidental work is included, unless stated above.
- Prime Contractor to have gravel grade ready for HMA including any gravel headers removed.
- This Proposal may be withdrawn by us if not accepted within: **30 Days**
- We do not guarantee drainage on less than 1% slope grade.
- 2 Week notice required for all scheduling.
- Payment invoiced will be based on final quantities placed in the field with HMA tickets and/or field measurements.

Payment Terms:

100% upon completion, due 20 days from invoice date, a carrying charge of 1.5% (18% Annually) shall accrue on all past due accounts. If paying by credit card there will be a 4% additional processing fee.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Central Asphalt, Inc</p> <div style="text-align: right;">  Authorized Signature: </div> <p>Estimator: Rich O'Dell (989) 513-9310 rodell@thefisher.co</p>
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DPW Superintendent

From: Nick Maguire <noreply@opserve.com>
Sent: Monday, November 18, 2024 12:33 PM
To: DPW Superintendent
Subject: Yeager Estimate for 219 E.Center St from Yeager Asphalt

Hello,

Here is the quote you requested from Yeager Asphalt for your project. Please give Yeager Asphalt a call if you have any questions or concerns. Please confirm that you have received this email.

Have a Great Day!!

COMMERCIAL



YEAGER ASPHALT

Driveway and Parking Lot Experts

Toll Free..... 1-866-YEAGER1
(932-4371)

Toll Free.... 1-866-YEAGER1 - Fax... 1-866-YEAGER2
(932-4371) (932-4372)

PROPOSAL SUBMITTED TO Brandon Smith	PHONE (989) 763-0935	DATE
BUSINESS City of Ithaca		
SERVICE ADDRESS - STREET, CITY, STATE, ZIP CODE 219 E.Center St, Ithaca, MI 48847		
CROSS STREETS		
EMAIL dpw@ithacami.com	HEARD ABOUT US	

Check us out at www.yeagerasphalt.com

Yeager Asphalt, Inc. ("Yeager" or "we" or "us") hereby submits specifications and estimates to the above-name customer (the "Customer") for the following:

- ✓ **Cold Mill & Recap**
Cold mill existing asphalt and dispose. Clean and apply SS-1 Tack. Install **1.5 inches** commercial grade asphalt and then roll and tamp edges.

Price \$ 14,000.00

✓ **Special Notes**
Includes traffic

Unknown Site Conditions

If the conditions at the site include (a) subsurface or other physical conditions (including but not limited to: the thickness of existing asphalt or concrete; the inadequacy of existing stone and/or base material; or the existence of any tree stumps, curbs, or any object that interferes with grading and excavation and, in Yeager's sole discretion, require removal) which are materially different from those discoverable to Yeager at the time of making this proposal, or (b) unusual of unknown physical condition which are materially different from conditions ordinarily encountered and generally recognized as inherent in the project. Yeager may either (1) adjust the contract price and completion date to account for the additional costs and time associated with the changed conditions, or (2) stop work and give immediate notice of the condition to the Customer. If Yeager Asphalt and the Customer cannot agree upon the adjustment to the contract price or completion date, the parties shall submit the dispute to binding arbitration according to paragraph 18 of this contract.

We Propose to furnish materials and labor to complete the Work in exchange for payment from Customer of: \$ 14,000.00

All Yeager employees are covered by Worker's Compensation. Yeager Asphalt carries all necessary licenses and insurances.

Payment to be made as follows: 50% Down, Balance upon completion. All checks to be made payable to Yeager Asphalt, Inc. Customer acknowledges that Yeager will incur costs associated with rebilling and collecting payment of past due accounts. Before any work is scheduled, 50% of the total contract amount shall be tendered as a deposit. The balance of the contract amount shall be paid in FULL upon completion of the job. (NOTE, Should any balance NOT be paid in full on the day of completion, the following terms will apply.) Interest will accrue at 7% APR if customer is an individual or sole proprietor, and will increase to 25% APR if customer is any other entity.

Authorized Signature Nick Maguire (989) 484-6015

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Cancellation Charges (Liquidated Damages):

Customer may cancel this contract by providing written notice to Yeager at any time prior to midnight of the third business day after the date of acceptance set forth below. However, Customer acknowledges that after Customer accepts the proposal, Yeager will incur costs related to procuring the goods and services necessary to complete the Work under this agreement. Customer understands that Yeager must schedule delivery of materials and labor several days in advance and that if Customer cancels this contract without providing timely notice to Yeager, Yeager will incur losses related to such cancellation which it cannot otherwise recover. Therefore, if Customer fails to give Yeager timely written notice of such cancellation, Yeager is entitled to liquidated damages equal to twenty-five (25%) of the contract price set forth above, and Customer acknowledges that such liquidated damages are intended to reimburse Yeager for the losses suffers due to Customer's cancellation.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the **Work** as specified. Payment will be made as outlined above

Date of Acceptance _____ Signature [Click to Sign \(Customer\)](#)



