



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

**City of Ithaca
City Council
Regular Meeting Agenda
Tuesday, September 2, 2025 @ 5:30 PM**

1. Call to Order
2. Pledge of Allegiance to the American Flag
3. Approval of Minutes: Regular Meeting August 19, 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. Planning Commission Appointment
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
August 20, 2025
4:00 PM**

The rescheduled regular meeting of the City of Ithaca City Council was called to order by Mayor Brett Baublitz at 4:00pm. 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 Lombardi.

Additional staff present was Water & Sewer Superintendent Jarred Waldron.

Audience in attendance was Shannon McKnight.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held August 5, 2025. Motion carried.

Moved by Koppleberger, second by Hubbard to excuse Councilperson Lombardi. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Roethlisberger to approve the Agenda 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 included updates and information on Westwind Lots, Police Contract, US-27 Motor Tour, DPW Interviews, Pine River Street and B#4 Run/Walk.
- Ithaca Unit Report – July 2025.
- Financial Reports – July 2025.
- Claims submitted to the Ways and Means Committee by City Treasurer Klifman and recommended for payment: Accounts Payable Checks #50833-50872, #1037(A), 34(A), #1258 and Payroll Checks #17112-17116, DD #3378-3391, EFT #2041-2045 as listed in the Check Register Book.
- Correspondence received was none.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Lombardi

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that he received a call from a person who is relocating from the Lansing area, that is interested in purchasing a lot in Westwind's. A few days later, her realtor called with news that the same contractor/developer is interested in purchasing all six available lots to build houses on. He informed council that he has been in communications with this developer since then. Discussion was held. Council authorized Manager Conn to negotiate price and terms with the developer, to bring back to council for consideration.

Manager Conn informed council that he will be meeting with the Interim County Administrator next week to discuss the police services contract. He inquired if any council wanted to be in attendance with him at the meeting. Consensus of the Council was to just have himself meet with the county for negotiations and report back to council with the information.

Manager Conn provided an update on the DPW interviews to fill the open full-time position.

Unfinished Business

There was none.

New Business

Manager Conn presented the EGLE Administrative Consent Order Response draft from our legal team with their notes added on the side for our review. Discussion was held.

Moved by Hubbard, second by Andrew to approve the EGLE Administrative Consent Order Response as submitted and authorize its submission to EGLE. Motion carried.

Manager Conn presented the Isabella Corporation Change Order for the Pine River Street Project. The overall project with changes made came back to \$1,350 in the city's favor.

Moved by Andrew, second by Endter to accept the change order from Isabella Corporation. Motion carried.

Clerk Cameron requested Council to appoint Treasurer Klifman to the Election Commission for the November General Election 2025. By Charter the City Assessor will also serve on the commission.

Moved by Kopplesberger, second by Hubbard to appoint Treasurer Klifman to the Election Commission. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz asked Water & Sewer Superintendent Waldron a few questions regarding EGLE.

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

The meeting adjourned at 4:19pm.

Cathy Cameron

Cathy Cameron, City Clerk



CITY OF ITHACA, MICHIGAN
City Manager Report to the City Council
September 2, 2025

1. **DUMP TRUCK:** DPW Superintendent Smith has listed the 2006 Sterling L7500 dump truck on Ranger Bid. Open bidding will begin on September 15, 2025. The winning bidder is responsible for a 15% (3% cash discount) buyer's premium.
2. **DPW INTERVIEWS:** The second round of interviews for the open DPW position have been scheduled for September 3rd.
3. **CITY LOTS UPDATE:** I have entered into a letter of interest agreement with the developer regarding the Westwind lots. He is in the process of meeting with builders to discuss options and specifics of homes and timelines. The agreement spans ninety days, and we will work together to develop mutually beneficial build timelines and a final sale price.
4. **POLICE SERVICES:** I met with Interim County Administrator Woods to discuss financials on a possible new contract. After he has some internal conversations, we plan to meet again with the sheriff in the coming days.
5. **FREE TIRE COLLECTION:** The Gratiot County Conservation District is holding its third annual tire collection on September 20th, 2025, at the Gratiot County Fair for Youth Fair Grounds in Alma. Prior reservations are required for drop-off, with a maximum of 8 passenger/truck tires or 4 semi-truck tires.
6. **ITHACA PROMOTIONAL COMMITTEE:** ROWE will be sponsoring a team again for this year's IPC golf scramble (Best Golf Outing in the USA) to represent the City of Ithaca. The event will take place on September 5th, with a 9:00 AM shotgun start at North Star Golf Course.
7. **HARVEST FEST 2025:** This year's festival will be held on September 20th in downtown Ithaca. Featured activities include the Harvest Market with food trucks, live music, community garage sales, a kid zone, a quilt show, and a tractor show.
8. **BARK IN THE PARK:** Alma Arbor is hosting its 5th annual "Bark in the Park" at Woodland Park on September 21st at 2:00 PM. The event includes an agility course, games, prizes, and giveaways.

Respectfully submitted,
 Jamey Conn

Alma Arbor Presents



5th Annual BARK IN THE PARK

When: Sunday, September 21, 2025—2:00 pm

Where: Woodland Dog Park
540 W. Center St., Ithaca, MI

- What:**
- Dog parade at 2:15
 - Dress to impress
 - Games
 - Agility course
 - Passion Gotham of
Primal Bliss Dog Training
 - Prizes
 - First 25 receive a doggie bag



Like us on Facebook
Get a Bone-Us

Gleaner Life:
Alma Arbor

Must be fully vaccinated

Gleaner
Life Insurance Society

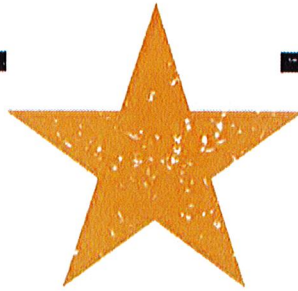
www.gleanerlife.org



ITHACA PROMOTIONAL COMMITTEE PRESENTS

HARVEST FEST 2025

DOWNTOWN
ITHACA



SEPT 20TH
2025

HARVEST MARKET

VENDORS,
FOOD TRUCKS
& LIVE MUSIC



COMMUNITY GARAGE SALES

QUILT SHOW & RAFFLE

TRACTOR SHOW & KID ZONE

The Ithaca Promotional Committee presents



Team Name _____

Captain _____

2. _____

3. _____

4. _____

Captain phone _____ Email _____

HOLE SPONSOR
(CIRCLE ONE)
YES / NO

TOTAL ENCLOSED

\$ _____

Make checks payable to "Gratiot Area Chamber of Commerce & Note "IPC Golf Outing"
Email High-Quality Logo to josh@miazmarketingsolutions.com for Hole Sponsorship

\$300/TEAM
4-PERSON
SCRAMBLE

8:30AM REGISTRATION
9AM SHOTGUN START

\$100 HOLE
SPONSORSHIP

PRIZES! RAFFLES! CONTESTS! GOLF!
HOT DOGS AT THE TURN & MEAL PROVIDED IMMEDIATELY FOLLOWING



GRATIOT
CONSERVATION
DISTRICT

AGENDA

FREE TIRE COLLECTION

**SATURDAY
SEPTEMBER 20th, 2025**

Gratiot County Conservation District
invites all Gratiot County to join us for our 3rd
annual free tire collection event!

Residents are allowed to bring:

8 Passenger/Truck Tires OR 4 Semi Truck Tires

***If the trailers are not full by noon, additional tires will
be taken on a first come first serve basis by phone call
only.

Sponsored by a grant from **EGLE** and donations from
Invenergy and **Tractor Supply**



**Gratiot County Fair for Youth Fair Grounds
701 S. Lincoln Ave.
Alma, MI 48801**



8:00am to 12:00pm



989-875-3900

**SCAN HERE TO REGISTER
FOR A DROP OFF TIME**



To register, please scan the QR Code or call our office. The
day of the event, please arrive at your designated drop off
time with your tire(s) and proof of residence (license or mail).
From there, our volunteers will direct you to the trailer and
will unload your tires to be loaded by us into the tire disposal
trailer. If you have any questions, please let us know!



**We Accept the
Following Tires:**



Passenger Tires



Light Truck Tires



Semi Truck Tires

***Will **not** accept OTRs
(loader tires, airplane tires,
solid/gel filled tires, forestry
tires, logging tires, mining
tires, earth mover tires, golf
tires, rubber tracks of any kind,
nor tires with excessive dirt
and parts or shreds of tires.



08/29/2025 09:38 AM
User: JAMIE
DB: Ithaca

CHECK REGISTER FOR CITY OF ITHACA
CHECK DATE FROM 09/03/2025 - 09/03/2025

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AGENDA

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL FUND					
09/03/2025	GEN	50873	2580	AUTO VALUE ITHACA	11.18
09/03/2025	GEN	50874	7599	BARBARA BAILEY	745.35
09/03/2025	GEN	50875	7161	BLARNEY CASTLE FLEET	5,053.04
09/03/2025	GEN	50876	3298	BRUCE WALDRON EXCAVATING	25,320.00
09/03/2025	GEN	50877	2524	CITY OF MT. PLEASANT	175.00
09/03/2025	GEN	50878	7296	CMS INTERNET LLC	376.58
09/03/2025	GEN	50879	1319	ENVIRONMENTAL SYSTEMS RESEARCH	810.00
09/03/2025	GEN	50880	1512	JEFFERY GLYNN	186.20
09/03/2025	GEN	50881	7598	HEATHER CONN	1,760.00
09/03/2025	GEN	50882	1937	I FEEL YOUR PANE	60.00
09/03/2025	GEN	50883	0799	ITEDIUM INC	648.40
09/03/2025	GEN	50884	2381	MEDLER ELECTRIC COMPANY	211.52
09/03/2025	GEN	50885	2517	MILLER, CANFIELD, PADDOCK AND STONE	1,320.00
09/03/2025	GEN	50886	7305	TROY MEPHAM	120.00
09/03/2025	GEN	50887	2087	NAPA AUTO PARTS	3.98
09/03/2025	GEN	50888	2910	RENT-RITE INC	115.00
09/03/2025	GEN	50889	7534	SHRED EXPERTS LLC	60.00
09/03/2025	GEN	50890	7453	UNIFIED NETWORK CONSULTING	3,900.00
09/03/2025	GEN	50891	0241	VC3 INC	429.87
09/03/2025	GEN	50892	7427	WEX BANK	30.74
09/03/2025	GEN	50893	3381	WINN TELECOM	96.18
09/03/2025	GEN	50894	1748	APPLIED INNOVATION	196.24
09/03/2025	GEN	50895	1453	CENGAGE LEARNING INC / GALE	120.70
09/03/2025	GEN	50896	1081	DEMCO	159.56
09/03/2025	GEN	50897	7305	ALLEGAN DISTRICT LIBRARY	22.99

GEN TOTALS:

Total of 25 Checks:	41,932.53
Less 0 Void Checks:	0.00
Total of 25 Disbursements:	41,932.53

Bank WSDBT WATER SEWER BOND DEBT

09/03/2025	WSDBT	35 (A)	3235	US BANK	49,950.00
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WSDBT TOTALS:

Total of 1 Checks:	49,950.00
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	49,950.00

REPORT TOTALS:

Total of 26 Checks:	91,882.53
Less 0 Void Checks:	0.00
Total of 26 Disbursements:	91,882.53

08/29/2025 09:37 AM
User: JAMIE
DB: Ithaca

INVOICE APPROVAL REPORT FOR CITY OF ITHACA
EXP CHECK RUN DATES 09/03/2025 - 09/03/2025
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

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AGENDA

INVOICE NUMBER	DESCRIPTION	AMOUNT	NOTES
VENDOR NAME: ALLEGAN DISTRICT LIBRARY			
32044151	DAMAGED ITEM	22.99	
TOTAL VENDOR ALLEGAN DISTRICT LIBRARY		22.99	
VENDOR NAME: APPLIED INNOVATION			
2901399	QUARTERLY COPIES & SERVICE CONTRACT - LI	196.24	
TOTAL VENDOR APPLIED INNOVATION		196.24	
VENDOR NAME: AUTO VALUE ITHACA			
308-776274	FOG LIGHT BULB	11.18	
TOTAL VENDOR AUTO VALUE ITHACA		11.18	
VENDOR NAME: BARBARA BAILEY			
001	7/8 - 8/15 2025 SERVICES	745.35	
TOTAL VENDOR BARBARA BAILEY		745.35	
VENDOR NAME: BLARNEY CASTLE FLEET			
C449867	3/2025 FUEL	1,370.37	
C450666	4/2025 FUEL	916.01	
C451182	5/2025 FUEL	1,042.40	
CC451859	6/2025 FUEL	906.48	
C452643	7/2025 FUEL	817.78	
TOTAL VENDOR BLARNEY CASTLE FLEET		5,053.04	
VENDOR NAME: BRUCE WALDRON EXCAVATING			
1736	MATERIAL CRUSHING	25,320.00	
TOTAL VENDOR BRUCE WALDRON EXCAVATING		25,320.00	
VENDOR NAME: CENGAGE LEARNING INC / GALE			
999100742013	BOOKS	41.98	
999100788293	BOOKS	25.49	
999100790923	BOOKS	53.23	
TOTAL VENDOR CENGAGE LEARNING INC / GALE		120.70	
VENDOR NAME: CITY OF MT. PLEASANT			
19762	7/2025 BACT TESTING	175.00	
TOTAL VENDOR CITY OF MT. PLEASANT		175.00	
VENDOR NAME: CMS INTERNET LLC			
B5783-100	9/2025 CHARGES	376.58	
TOTAL VENDOR CMS INTERNET LLC		376.58	
VENDOR NAME: DEMCO			
7681364	BOOKMARKS, BAGS, COVERS	159.56	
TOTAL VENDOR DEMCO		159.56	
VENDOR NAME: ENVIRONMENTAL SYSTEMS RESEARCH			
900073737	GIS DESKTOP MAINTENANCE	810.00	
TOTAL VENDOR ENVIRONMENTAL SYSTEMS RESEARCH		810.00	
VENDOR NAME: GLYNN JEFF			
INVOICE	MILEAGE - MAMC CONFERENCE	186.20	
TOTAL VENDOR GLYNN JEFF		186.20	
VENDOR NAME: HEATHER CONN			
INVOICE	8/2025 CLEANING - LIBRARY	960.00	
INVOICE	8/2025 CLEANING - CITY HALL	800.00	
TOTAL VENDOR HEATHER CONN		1,760.00	
VENDOR NAME: I FEEL YOUR PANE			
INVOICE	8/2025 WINDOW CLEANING	60.00	
TOTAL VENDOR I FEEL YOUR PANE		60.00	
VENDOR NAME: ITEDIUM INC			
9861210	ANNUAL COBRA ADMINISTRATION	648.40	
TOTAL VENDOR ITEDIUM INC		648.40	

08/29/2025 09:37 AM
User: JAMIE
DB: Ithaca

INVOICE APPROVAL REPORT FOR CITY OF ITHACA
EXP CHECK RUN DATES 09/03/2025 - 09/03/2025
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 2/2

AGENDA

INVOICE NUMBER	DESCRIPTION	AMOUNT NOTES
VENDOR NAME: MEDLER ELECTRIC COMPANY		
55577885.001	FUSE	211.52
TOTAL VENDOR MEDLER ELECTRIC COMPANY		211.52
VENDOR NAME: MILLER, CANFIELD, PADDOCK AND STONE		
1706707	7/2025 SERVICES	1,320.00
TOTAL VENDOR MILLER, CANFIELD, PADDOCK AND STONE		1,320.00
VENDOR NAME: NAPA AUTO PARTS		
577473	RFD PINS	3.98
TOTAL VENDOR NAPA AUTO PARTS		3.98
VENDOR NAME: RENT-RITE INC		
204897DP-1	7/2025 PORTABLE BATHROOM - WOODLAND PARK	115.00
TOTAL VENDOR RENT-RITE INC		115.00
VENDOR NAME: SHRED EXPERTS LLC		
160735	8/2025 SHREDDING	60.00
TOTAL VENDOR SHRED EXPERTS LLC		60.00
VENDOR NAME: TROY MEPHAM		
INVOICE	REIMBURSE COMMUNITY CENTER FEE	120.00
TOTAL VENDOR TROY MEPHAM		120.00
VENDOR NAME: UNIFIED NETWORK CONSULTING		
2414	IT SUPPORT	3,900.00
TOTAL VENDOR UNIFIED NETWORK CONSULTING		3,900.00
VENDOR NAME: US BANK		
2977334	2016 UTGO BOND INTEREST	49,950.00
TOTAL VENDOR US BANK		49,950.00
VENDOR NAME: VC3 INC		
INV3563500VC3	SSL CERTIFICATE RENEWAL	150.00
VC3-216898	8/2025 MICROSOFT SUPPORT	176.87
VC3-216899	8/2025 CLOUD PROTECTION	51.50
VC3-212544	7/2025 CLOUD PROTECTION	51.50
TOTAL VENDOR VC3 INC		429.87
VENDOR NAME: WEX BANK		
106734237	8/2025 FUEL	30.74
TOTAL VENDOR WEX BANK		30.74
VENDOR NAME: WINN TELECOM		
04100000682	9/2025 CHARGES	96.18
TOTAL VENDOR WINN TELECOM		96.18
GRAND TOTAL:		91,882.53

MEMO

To: Mayor Baublitz & Council

From: Cathy Cameron, City Clerk

Date: August 28, 2025

RE: Board and Commission Appointments



As required, a notice has been posted at city hall and on the city website for anyone interested in serving on various Boards and Commissions for the city. All members currently serving in these positions have been e-mailed or mailed letters stating that their terms are expiring and requesting if they have interest in continuing for another term. The following is a list of those interested applicants for the open positions, with terms to fill.

❖ **Planning Commission – 3 Positions** *(3-year term ending 6/30/2028)*

- Meghan Downham – *New Applicant*
- *Vacancy for term ending June 30, 2025*
- *Vacancy for term ending June 30, 2026*



129 W. Emerson Street, Ithaca, Michigan 48847
Phone: 989-875-3200 email: clerk@ithacami.com

APPLICATION FOR APPOINTMENT AS COMMISSION OR BOARD MEMBER

Name: Meghan Downham Date: August 6, 2025
Address: 445 S. Ithaca City: Ithaca MI Zip: 48847
Email: meghandownham@gmail.com
Phone: 989-289-2351 Best time to call: Before 5p.

Which Commission/Committee are you applying for?

☐ Zoning Board of Appeals

☒ Downtown Development Authority

☒ Planning Commission

☐ Election Commission

☐ Thompson Home Public Library Board

☐ Board of Review

Why are you interested in serving on this Commission/Committee? Are there current events that have spurred your interest? Having been born and raised here,

I care deeply about the quality of life, growth and sustainability of our city and it's potential. I want to be a part of shaping decisions that reflect the needs of those who live here & continued

What particular skills and/or background do you feel that you could bring to this success in appointment? What other, if any, commissions or committees have you served on? meeting the Capital Plan goals.

I hold a master's degree in Business Administration & a

working background of leading projects within Ford Motor, Community Specialist & Business Office Specialist. My strengths fall under leading strategy & change, plus how to communicate to large audiences.

I would be proud to contribute to the decisions that preserve our city's unique identity & strong Community Bond.