

IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
APRIL 12, 2022 - 3:00 P.M.
101 WEST MAIN STREET
IONIA, MICHIGAN

THIS MEETING WILL BE HELD IN PERSON AND ZOOM

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment** (Three-minute time limit per-speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting (s)
- VII. Unfinished Business**
- VIII. New Business**
 - A. Reappointment to the Community Mental Health Services Board-3 Year Terms
 - Linda Purcey
 - Nancy Patera
 - Mary Barker
 - B. Appointment to the Community Mental Health Service Board-3 Year Term
 - Mariah Lab
 - C. Request Approval of Amendment #2 to the Agreement between the Board of Commissioners on behalf of the Health Department and the Michigan Department of Health and Human Services – Ken Bowen
 - D. Request Approval of the Grant Agreement between the Ionia County Health Department and the Michigan Center for Rural Health – Ken Bowen
 - E. Request Approval to Attend the National TB Conference – Ken Bowen
 - F. Request Approval of a Memorandum of Agreement between the Commission on Aging and MDHSS/HASA for Senior Project FRESH and Coupon Purchase – Carol Hanulcik
 - G. Request Ratification of Commission on Aging Signature on MDOT Project Agreement 2022-75 (CRRSAA Funding) and Approval of Corresponding Budget Amendment – Carol Hanulcik
 - H. Request Permission to Hire a Substitute Home Delivered Meals Driver for the Commission on Aging Home Delivered Meals Program – Carol Hanulcik

- I. Request Permission to Hire a Transportation Driver for the Commission on Aging Transportation Program – Carol Hanulcik
- J. Request to Increase the 911 Surcharge \$2.85 to \$3.00 Per Device Per Month – Lance Langdon
- K. Accept Bid to Provide Janitorial and Grounds Maintenance Services at the Portland and Saranac Rest Areas on I-96 – John Niemela
- L. Request Approval of the Tax Allocation Board Millage Authorization Request – Jason Eppler
- M. Request Approval of Soil Erosion, Sedimentation and Stormwater Control Permit Fee Schedule – Jason Eppler

IX. Department Reports

X. Reports of Officers, Boards, and Standing Committees

- A. Chairperson
- B. Board of Commissioners
- C. County Administrator

XI. Reports of Special or Ad Hoc Committees

XII. Public Comment (3-minute time limit per speaker)

XIII. Closed Session

- A. Closed Session to Review an Attorney-Client Privileged Written Opinion
- B. Closed Session to Discuss Strategy Associated with Negotiating a Collective Bargaining Agreement

XIV. Adjournment

Board and/or Commission Vacancies

- Economic Development Corporation/Brownfield Redevelopment Authority – Three- three-year terms.
- Tax Allocation Board – One –one-year term expired January 2021
- Board of Public Works-Two-three-year terms expired January 2021
- Central Dispatch-One-two-year term
- Commission on Aging Board-One-three-year term expired in September
- Parks Advisory Board- Two-Two-year terms, one serving as a Member-at-Large from Lyons Area and a Representative from the Fishing and Hunting Club
- West Michigan Regional Planning Commission-Two-One-year term
- Land Bank Authority- two-three-year term

Appointments for consideration in the month of April 2022:

- Economic Development Corporation/Brownfield Redevelopment Authority
- Land Bank Authority

Appointments for consideration in the month of May 2022:

- Midwest Michigan Trail Authority

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

MEETING DATE: APRIL 12, 2022

Request Approval of Amendment #2 to the Agreement between the Board of Commissioners on behalf of the Health Department and the Michigan Department of Health and Human Services

CONTACT:

Ken Bowen, Health Officer

DESCRIPTION:

Amendment 2 of the Agreement between Michigan Department of Health and Human Services and Ionia County Health Department for FY 10/1/21-9/30/22 revises Essential Local Public Health Services (ELPHS) and categorical budget details output measures and performance criteria and increases the Department's agreement amount

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

FINANCIAL ANALYSIS:

Increases PHEP funds from \$1,103,244 to \$1,132,657 (increase of \$29,413) – see attached e-mail.

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve Amendment #2 to the Agreement between the Ionia County Board of Commissioners on behalf of the Health Department and the Michigan Department of Health and Human Services covering Fiscal Year 2021-2022 and authorize Ken Bowen, Health Officer, to sign the agreement amendment on behalf of the County.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

Contract #: 20220344-01

Amendment Number: 2 to the
Between
Michigan Department of Health and Human Services
and
Ionia County Board of Commissioners
hereinafter referred to as the "Local Governing Entity"
on Behalf of Health Department
Ionia County Health Department

AMENDMENT PURPOSE AND JUSTIFICATION

1. The purpose of this amendment is to:

1. Add/revise information in Attachment I - Annual Budget Instructions;
2. Add/revise information in Attachment III - Program Specific Assurance and Requirements; and
3. Incorporate Attachment IV- Funding/Reimbursement Matrix as revised for the Essential Local Public Health Service (ELPHS) and categorical budget details, output measures and performance criteria.
4. Increase the Department's agreement amount from \$1,103,244 to \$1,132,657, as shown on the Attachment B budget pages.

2. Amendment Revisions:

The following are the additions/revisions to Attachment I and III

A) The following projects include additions/revisions as highlighted in Attachment I - Annual Budget Instructions:

No Change

B) The following projects include additions/revisions as highlighted in Attachment III - Program Specific Assurance and Requirements:

1. CLPP Lead Expansion - New
2. Community Blood Lead Testing - New
3. CSHCS Vaccine Initiative
4. Eastern Equine Encephalitis Virus Surveillance - New
5. Family Planning
6. Statewide Lead Case Management - New
7. Vector Borne Surveillance and Prevention
8. West Nile Surveillance

Following are adjustments to funding levels of the Local Health Department agreement as reflected in Attachment IV:

Budget line item changes are reflected in the attached budgets for the following elements:

<u>Project Title</u>	<u>Current Amount</u>	<u>Amended Amount</u>	<u>New Project Amount</u>
----------------------	-----------------------	-----------------------	---------------------------

Performance Level Adjustments

N/A

Budget category Adjustments

It is understood and agreed that all other conditions of the original agreement remains the same.

3. Signing this amendment

The individual or officer signing this amendment certifies by his or her signature that he or she is authorized to sign this amendment on behalf of the responsible governing board official or agency.

Signature Section

For Ionia County Health Department

Ken Bowen

Health Officer

Name

(please print)

Title

For the Michigan Department of Health and Human Services

Christine H. Sanches

12/06/2021

Christine H. Sanches, Director
Bureau of Purchasing

Date

Attachments

[Attachment I - Instructions for the Annual Budget](#)

[Attachment III - Program Specific Assurances and Requirements](#)

DRAFT

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
ATTACHMENT IV - Local Health Department - 2022
CONTRACT MANAGEMENT SECTION
Ionia County Health Department

Program Element/Funding Source (a)	MDHHS Source	Fed/St	Funding Amount	Reimbursement Method (b)	Performance Target Output Measurement	Total (c) Perform Expect	State (d) Funded Target Perform	State Funded Minimum Performance Number (e)	Percent	Contractor / Subrecipient (f)
Body Art Fixed Fee	Calc. Amt.		250.00/Numbers	Fixed Unit Rate (2)	N/A	N/A	N/A	N/A	N/A	Recipient
Children's Special Hlth Care Services (CSHCS) Care Coordination	Calc. Amt.		150.00/Various	Fixed Unit Rate (1), (7)	N/A	N/A	N/A	N/A	N/A	Subrecipient
Children's Special Hlth Care Services (CSHCS) Outreach & Advocacy	Reg. Alloc.	F	20,660	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
	Reg. Alloc.	S	20,660							
CSHCS Vaccine Initiative	Reg. Alloc.	F	4,958	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
EGLE Drinking Water and Onsite Wastewater Management	Reg. Alloc.	S	148,458	ELPHS (3), (6)	N/A	N/A	N/A	N/A	N/A	Recipient
Food ELPHS	Reg. Alloc.	S	97,847	ELPHS (3), (4)	N/A	N/A	N/A	N/A	N/A	Recipient
Harm Reduction Support Services	Reg. Alloc.	F	70,000	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
Hearing ELPHS	Reg. Alloc.	L	23,429	ELPHS (3), (6)	N/A	N/A	N/A	N/A	N/A	Recipient
HIV Prevention	Reg. Alloc.	F	1,100	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
	Reg. Alloc.	P	1,100							
	Reg. Alloc.	S	19,800							
Immunization Action Plan (IAP)	Reg. Alloc.	F	34,410	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
Immunization Fixed Fees	Calc. Amt.		300.00/Numbers	Fixed Unit Rate (2), (7)	N/A	N/A	N/A	N/A	N/A	Subrecipient
Immunization Vaccine Quality Assurance	Reg. Alloc.	S	9,938	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Recipient
MCH - All Other	Local MCH	S	35,805	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
MCH - Children	Local MCH	S	13,935	Local MCH (3), (6)	N/A	N/A	N/A	N/A	N/A	Subrecipient
MDHHS-Essential Local Public Health Services (ELPHS)	Reg. Alloc.	S	135,613	ELPHS (3),(6)	N/A	N/A	N/A	N/A	N/A	Recipient

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
 ATTACHMENT IV - Local Health Department - 2022
 CONTRACT MANAGEMENT SECTION
 Ionia County Health Department

Program Element/Funding Source (a)	MDHHS Source	Fed/St	Funding Amount	Reimbursement Method (b)	Performance Target Output Measurement	Total (c) Perform Expect	State (d) Funded Target Perform	State Funded Minimum Performance Percent Number (e)		Contractor / Subrecipient (f)
Public Health Emergency Preparedness (PHEP) 10/1 - 6/30	Reg. Alloc.	F	87,974	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
Tuberculosis (TB) Control	Reg. Alloc.	F	100	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
Vision ELPHS	Reg. Alloc.	L	23,428	ELPHS (3), (6)	N/A	N/A	N/A	N/A	N/A	Recipient
WIC Breastfeeding	Reg. Alloc.	F	38,684	Actual Cost Reimbursement	N/A	N/A	N/A	N/A	N/A	Subrecipient
WIC Resident Services	Reg. Alloc.	F	315,345	Performance (8)	# Average Monthly Participation	N/A	N/A	97	0	Subrecipient

TOTAL MDHHS FUNDING **1,103,244**

***SPECIFIC OUTPUT PERFORMANCE MEASURES WILL BE INCORPORATED VIA AMENDMENT**

[Attachment IV Notes](#)

DRAFT

Project Budgets
Summary of Budget

PROGRAM / PROJECT Local Health Department - 2022 / Local Health Department - 2022			DATE PREPARED 3/21/2022		
CONTRACTOR NAME Ionia County Health Department			BUDGET PERIOD From : 10/1/2021 To : 9/30/2022		
MAILING ADDRESS (Number and Street) 100 Main ST			BUDGET AGREEMENT ☐ Original ☒ Amendment		AMENDMENT # 2
CITY Ionia	STATE MI	ZIP CODE 48846-1651	FEDERAL ID NUMBER 38-6004857		

	Category	Total	Amount
DIRECT EXPENSES			
Program Expenses			
1	Salary & Wages	816,772.00	816,772.00
2	Fringe Benefits	474,282.00	474,282.00
3	Supplies and Materials	99,559.00	99,559.00
4	Travel	22,406.00	22,406.00
5	Communication	7,596.00	7,596.00
6	County-City Central Services	222,617.00	222,617.00
7	All Others (ADP, Con. Employees, Misc.)	123,595.00	123,595.00
Total Program Expenses		1,766,827.00	1,766,827.00
TOTAL DIRECT EXPENSES		1,766,827.00	1,766,827.00
INDIRECT EXPENSES			
Indirect Costs			
1	Cost Allocation Plan / Other	252,118.00	252,118.00
Total Indirect Costs		252,118.00	252,118.00
TOTAL INDIRECT EXPENSES		252,118.00	252,118.00
TOTAL EXPENDITURES		2,018,945.00	2,018,945.00

SOURCE OF FUNDS

	Category	Total	Amount	Cash	Inkind
1	Fees and Collections - 1st and 2nd Party	160,500.00	0.00	160,500.00	0.00
2	Fees and Collections - 3rd Party	83,200.00	0.00	83,200.00	0.00
3	Federal or State (Non MDHHS)	0.00	0.00	0.00	0.00
4	Federal Cost Based Reimbursement	101,000.00	0.00	101,000.00	0.00

5	Federally Provided Vaccines	150,000.00	0.00	150,000.00	0.00
6	Federal Medicaid Outreach	19,394.00	19,394.00	0.00	0.00
7	Required Match - Local	28,191.00	0.00	28,191.00	0.00
8	Local Non-ELPHS	80,000.00	0.00	80,000.00	0.00
9	Local Non-ELPHS	0.00	0.00	0.00	0.00
10	Local Non-ELPHS	0.00	0.00	0.00	0.00
11	Other Non-ELPHS	0.00	0.00	0.00	0.00
12	MDHHS Non Comprehensive	0.00	0.00	0.00	0.00
13	MDHHS Comprehensive	1,053,504.00	1,053,504.00	0.00	0.00
14	MCH Funding	49,740.00	49,740.00	0.00	0.00
15	Local Funds - Other	267,766.00	0.00	267,766.00	0.00
16	Inkind Match	0.00	0.00	0.00	0.00
17	MDHHS Fixed Unit Rate	25,650.00	25,650.00	0.00	0.00
	TOTAL	2,018,945.00	1,148,288.00	870,657.00	0.00

DRAFT

From: noreply@egrams-mi.net <noreply@egrams-mi.net>
Sent: Thursday, March 17, 2022 10:28 AM
To: Ingersoll, Brenda <bingersoll@ioniacounty.org>
Subject: MDHHS Local Health Department - 2022 Amendments

03/17/2022

Brenda Ingersoll, Accountant
Ionia County Health Department
100 Main ST
Ionia, MI 48846 1651

Dear Brenda Ingersoll:

The following lists the FY amendments for your organization for funding administered by the Michigan Department of Health and Human Services (MDHHS) through the Comprehensive Agreement. All projects must be budgeted and expended consistent with the requirements contained in your Comprehensive Agreement.

Amendment List

i-a. Allocation Changes – Existing Projects
N/A

i-b. New Allocation – New Projects

Project Title	Current Amount	Amended Amount	New Project
Public Health Emergency Preparedness (PHEP) 7/1-9/30	0.00	29,413.00	29,413.00
TOTAL :	0.00	29,413.00	29,413.00

ii. Budget Category changes
N/A

Next Steps

The next steps in the MI E-Grants system for amending your applications and budgets and submitting your Comprehensive Agreement Amendment for MDHHS approval are as follows:

1. The project manager will assign the agency users to any new Local Health Department - 2022 projects.

2. For your convenience you can access the "Comprehensive Agreement Training for Grantee" material on the home page by clicking "About EGrAMS" and downloading the PDF. Access the system using the URL: <https://egram-mi.com/MDHHS/>.
3. Login into MI E-Grants system.
4. Enter the application using the drop down menu's "Grantee>Grant Application>Enter Grant Application" and click on "Go".
5. Select the CO-2022/Local Health Department - 2022 program and click the "Go" button.
6. Select the hyperlink titled "Local Health Department - 2022".
7. Select hyperlink to various projects and amend the application sections. See page 59 for detailed instructions.
8. When the amended application has been entered, validated, and is error free it is ready for submission by the authorized official.

Additional Documents

To view your original and amended agreement use the drop-down menu's "Grantee> Project Director> Application Status" and click the 'Go' button. Select the Grant Program and click on the 'Find' button. Select the agreement from the dropdown menu located at the bottom of the screen. "Draft" is the pending amendment. Click on the 'View Contract' to access the selected agreement.

Technical Assistance

Technical assistance to complete the requested Grant Amendment is available through the Grants Section Help Desk at MDHHS-EGRAMS-HELP@michigan.gov or 517-335-3359 . For Programmatic questions, please contact your MDHHS Program Coordinator. You may also refer to your training materials and the yellow book and help icons within MI E-Grants for assistance.

Please complete the requested updates and have your Authorized Official submit the amended Grant Agreement through MI E-Grants within **two weeks**.

Sincerely,

Jason Hamblen
Bureau of Grants and Purchasing, Grants Support Section Manager
Michigan Department of Health and Human Services

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

MEETING DATE: APRIL 12, 2022

Request Approval of the Grant Agreement between the Ionia County Health Department
and the Michigan Center for Rural Health

CONTACT:

Ken Bowen, Health Officer
Aimee Keefer, Personal Health Director

DESCRIPTION:

Grant Agreement between Michigan Center for Rural Health and Ionia County Health Department awards one-time funding for the period of June 1, 2021-May 31, 2023, to be used for allowable costs (see Attachment A)

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

FINANCIAL ANALYSIS:

Grant amount is \$236,373

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the Grant Agreement between the Ionia County Health Department and the Michigan Center for Rural Health and authorize Ken Bowen, Health Officer, to sign the agreement on behalf of the Health Department.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

**MICHIGAN CENTER FOR RURAL HEALTH
Grant Agreement**

This Grant Agreement (“**Agreement**”) is entered into this 1st March, 2022 (“Effective Date”) by and between the Michigan Center for Rural Health, a Michigan Not For Profit Corporation, 909 Wilson Road, East Lansing, MI 48824 or its successor, hereinafter referred to as the "**MCRH**", and **Ionia County HD**, hereinafter referred to as the "**Grantee**", hereby agree as follows:

1. **Services/Obligations:**

- 1.1 The Grantee will provide the following services and agrees to act in compliance with all state and federal statutes and administrative rules applicable to the provision of services pursuant to this Agreement.
 - A. Will use funds in accordance with approved activities provided in Attachment A.
 - B. Submit reports as directed by the CDC or MCRH. Draft quarterly performance measures can be found in Attachment B.
 - C. Understands that acceptance of any Grant Funds makes Grantee subject to an on-site visit by MCRH staff.
- 1.2 In connection with the services described in 1.1, the MCRH will:
 - A. Disburse \$236,373 in Grant Funds to Grantee and Grantee shall use such Grant Funds in accordance with approved activities provided in Attachment A.
 - B. Provide the required information as outlined on Grantee’s CDC COVID Health Disparities grant program application and any subsequent information requested by the CDC or MCRH, if any.

2. **Term:**

- 2.1 The period of this grant agreement is June 1, 2021 – May 31, 2023.

3. **Compensation:**

- 3.1 The disbursements of Grand Funds shall not exceed a maximum amount of \$236,373 under this Agreement.
- 3.2 MCRH shall be obligated to disburse only such Grant Funds as distributed to MCRH by the CDC. Therefore, all obligations of MCRH hereunder will cease immediately without penalty if the federal funding source fails to appropriate sufficient funds for this grant Agreement.
- 3.3 The MCRH will compensate the Grantee on the following basis: upon execution of the grant Agreement.

3.4 The Grantee will provide its services in accordance with the application and budget, which shall be on file with the MCRH office prior to any disbursements hereunder.

4. **Notices:** All legal notices required or desired to be made by either party to this grant agreement shall be sent by certified mail return receipt requested to the following respective addresses or to such other address as either party may from time to time designate by notice to the other party.

To the Network: Michigan Center for Rural Health
909 Wilson Road, B-218 West Fee Hall
East Lansing, MI 48824
Attention: John Barnas, Executive Director

To the Grantee: Ken Bowen
Health Officer
Edwin C. Nash Building, 175 E. Adams St.
Ionia, MI 48846

5. **Federal Taxpayer Identification Number:** The Grantee certifies that #_38-6004857____ is Grantee's correct Federal Taxpayer Identification Number or Governmental Unit Code.
6. **Basic Grant Terms:** The parties understand and agree that the Basic Grant Terms, which are attached hereto as Exhibit A, are fully incorporated herein by reference and are binding upon both parties hereto.

Grantee: Ionia County HD

Michigan Center for Rural Health

Grantee Signature

John Barnas, Executive Director

Execution date: _____

EXHIBIT A
BASIC GRANT TERMS

1. This notice of award provides one-time funding for the identified period of performance made available by the CDC National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities (CDC-RFA-OT21-2103).
2. Funding may only be used for allowable costs. Examples of allowable costs include: Please see Attachment A.
3. You must maintain appropriate records and documentation to support the charges against the award.
4. If Local Public Health Departments determine they cannot use all or part of their funds or decide to relinquish their funding, those funds must be returned to the CDC. Please contact the Michigan Center for Rural for instructions.
5. Local Public Health Departments will report info on use of funds to the Michigan Center for Rural Health on a quarterly basis. Draft quarterly performance measures can be found in Attachment B.

Attachment A
CDC National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk
and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities

Funding Options

The Michigan Center for Rural Health (MCRH) and the Michigan Department of Health and Human Services (MDHHS) Office of Equity and Minority Health (OEMH) have received funds from the CDC to implement the *CDC State of Michigan COVID & Health Priorities Partnerships*. The purpose of these funds is to address COVID-19-related health disparities and advance health equity by expanding health departments capacity and services to prevent and control COVID-19 infection (or transmission) among underserved populations at higher risk for COVID-19, including racial and ethnic minority groups and people living in rural communities.

Each rural Local Public Health Department will be allocated funds (based on a formula taking into account population demographics, public health need including childhood immunization rates and COVID-19 case and vaccination rates, and primary care services) to implement one or more of the following:

1. Embedding a Community Health Worker program within the Local Public Health Department
 - a. training, hiring, and sustaining Community Health Workers (CHWs), frontline public health workers who have a close understanding of the community they serve. This trusting relationship enables them to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. Community health workers also build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy. CHWs will identify and support vulnerable/at-risk populations, support vaccine administration and testing, provide vaccine education to alleviate vaccine hesitancy, and connect community members with social and health resources.
2. Implementing the Healthy Families of Michigan Program
 - a. Focus on strengthening the parent-child relationship to assure healthy child growth and development. Home visitors support parents in cultivating and strengthening a nurturing, positive relationship with their baby at each visit. Parents receive information on topics like child development, infant care and keeping their baby healthy, and get connected to other events and programs in their communities that help to support new families. Services are culturally respectful, and home visitors are chosen on the basis of their ability to establish trusting relationships with participating families. These home visitors would emphasize the importance of COVID 19 vaccinations, along with other childhood immunizations and will connect families to the healthcare system.
3. Engaging with local school districts to implement a public health nurse
 - a. Training, hiring, and sustaining public health nurses within rural school districts, both remotely (via telehealth) and on-site on a rotating schedule, to reach vulnerable/at-risk populations, support vaccine administration and testing, provide vaccine education to alleviate vaccine hesitancy, and connect community members with social and health resources.

Attachment B

CDC National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities

Quarterly Performance Measures – Draft*

Performance Measures will only need to be reported for the activity/activities selected by the Health Department.

Activity 3.3 - Grant/subaward to local health department- Local Public Health Departments hire and train community health worker in rural area

- PM1.1 # of resources/service delivered by type
 - # of CHWs hired in rural area to support testing, provide vaccine education to alleviate hesitancy and connect community members with social and health resources
- PM3.1 # of improvements to infrastructure
 - # of community members trained as community health workers
 - # of CHWs trained
- PM4.1 # & proportion of new, expanded, or existing partnerships mobilized
 - # of rural CHW training opportunities engaging training centers as training partners and recruitment partners
 - # of CHWs trained utilizing the Michigan Community Health Worker Alliance and regional training sites such as Northern MI University

Activity 3.4 - Grant/subaward to local health department- Hire and train public health nurses

- PM1.1 # of resources/service delivered by type
 - # of public health nurse hired in rural area to support testing, provide vaccine education to alleviate hesitancy and connect community members with social and health resources
- PM3.1 # of improvements to infrastructure
 - # of public health nurses trained
- PM4.1 # & proportion of new, expanded, or existing partnerships mobilized
 - # of rural nursing school identified
 - # of identified public health nursing training opportunities and engage training centers as training partners and recruitment partners
 - # of schools that engage with public health nurses (on-site or telehealth)

Activity 3.7 - Grant/subaward to rural area Local Health Department- Implement family support programs (i.e., Healthy Families of MI) to high-risk individuals to increase health outcomes of children

- PM1.1 # of resources/service delivered by type
 - # of HVs addressing the importance of Covid vaccinations and other child immunizations
 - # of HVs connecting families to healthcare system
- PM3.1 # of improvements to infrastructure
 - # of trainings provided via HFA
 - Percentage/number of HFA RN supported
 - Sustainability model
- PM4.1 # & proportion of new, expanded, or existing partnerships mobilized
 - # of rural LPHs participate in HV using HFA model

**Performance measures are still in draft form and are subject to change. Further instructions will be provided.*

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Meeting Date: April 12, 2022

Request Approval to Attend the National TB Conference

CONTACT:

Ken Bowen, Health Officer

Aimee Keefer, Personal Health Director

DESCRIPTION:

The 2022 National TB Conference is being held in Palm Springs, CA from May 23-May 26, 2022, and we would like to send Yolanda Rivera, Public Health Nurse.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

FINANCIAL ANALYSIS:

Conference registration is \$700, hotel is \$901.95, airfare is to be determined if this request is approved by the Board since airfare is non-refundable. The State of Michigan will cover \$1900.00 towards conference fees and travel

LEGAL REVIEW:

None.

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the request submitted by the Health Department to permit Yolanda Rivera, Public Health Nurse, to attend the National TB Conference in Palm Springs, CA.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

MEETING DATE: APRIL 12, 2022

Request Approval of a Memorandum of Agreement between the Commission on Aging and
MDHHS/HASA for Senior Project FRESH and Coupon Purchase

CONTACT: Carol Hanulcik, Director

DESCRIPTION:

Senior Project Fresh Coupons help seniors purchase fresh, nutritious, unprepared, locally grown fruits and vegetables from authorized farmers markets and roadside stands.

For many years COA has annually purchased Senior Project Fresh Coupons and distributed them throughout Ionia County for Seniors with annual incomes of less than 185% of poverty. This year coupons will be distributed to clients in batches of \$25.00 consisting of five \$5.00 coupons.

COA budgeted \$12,000 to purchase coupons in FY 2022. Last year we were reimbursed \$11,000 of our \$12,000 purchase by MDHHS.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

This program benefits clients from many local agencies.

FINANCIAL ANALYSIS:

These funds are included in our 2022 budget.

LEGAL REVIEW:

None.

DEADLINE:

As soon as possible.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the Memorandum of Agreement between the Commission on Aging and MDHHS/HASA for Project FRESH and authorize the Commission on Aging Director to sign the MOA on behalf of the Commission on Aging/County and authorize the Director to purchase \$12,000 in Project FRESH coupons.

DEPARTMENT HEAD RECOMMENDATION:

I recommend ratification and purchase of coupons. This is a great program that directly benefits local seniors on fixed incomes.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

MEMORANDUM OF AGREEMENT
between the
Michigan Department of Health and Human Services
Health and Aging Services Administration
And
Ionia County Commission on Aging
For Senior Project FRESH/Market FRESH

Appendix 6

Purpose: The Senior Farmers Market Nutrition Program (Senior Project FRESH) will provide coupons for the purchase of fresh, nutritious, unprepared, locally grown fruits, vegetables and honey from authorized farmers markets and roadside stands to individuals age 60 years and older, or 55 years and older who belong to a Federally recognized Indian Tribe or Urban Tribal Group in Michigan, with gross incomes at or below 185% of the poverty level who reside in **Ionia** County. Coupons will be distributed on a first-come, first-served basis during the period May 1 through September 30, 2022 for redemption during the period May 1 through October 31, 2022.

The MDHHS Health and Aging Services Administration (HASA) agrees to:

- A. Provide coupon books based on federal, state, and local dollar allocations.
- B. Provide administrative direction and program coordination to local Senior Project FRESH program lead agencies.
- C. Provide training on the receipt, handling and processing of Senior Project FRESH coupons distributed by HASA.
- D. Provide computer-based applications for maintenance of application data.
- E. Conduct a bi-annual audit of program operations, and, when feasible, in-person. HASA reserves the right to evaluate more frequently, as needed.
- F. Provide at no charge, *"And Justice for All"* posters.
- G. Provide annual programmatic reports.
- H. Provide regular email updates regarding the program.
- I. Will refund non-spent monies used for purchase of program year 2022 books by the lead agency.

The Senior Project FRESH program site located in **Ionia** County assures that:

- A. Individuals enrolled in the Senior Project FRESH program are eligible according to established guidelines (income, age, residence).
- B. Program staff participate in HASA offered training in the handling and distribution of Senior Project FRESH/Market FRESH coupons.
- C. The program will be promoted and marketed within Ionia County.

- D. Nutrition education will be provided to all applicants regardless of eligibility. Acceptable nutrition education includes: written nutrition handouts, one-to-one counseling, telephonic and virtual education, group classes, market demonstrations, or other means as approved by HASA.
- E. Staff and volunteers working with the Senior Project FRESH program are trained according to USDA guidelines.
- F. Continued registration of participants up to September 30th, or until the lead agency's coupons have been distributed and HASA coupon allocations are exhausted.
- G. Signatures for attestation of income before coupons are distributed.
- H. Applicant data entered monthly into the Lead Agency Database <http://www.osapartner.net/leadagency> with all entries completed no later than October 15, 2022.
- I. Submit the coupon book numbers of the non-issued coupon books by October 15th.
- J. All applicants will be provided with referrals to nutrition counseling, congregate meals, home delivered meals, personal care and chore services, if requested.
- K. All information pertaining to the applicant will be maintained within a secure environment that provides complete client confidentiality.
- L. All applications will be kept by the lead agency for three calendar years in a secure location, as required by USDA guidelines.
- M. **Ionia County Commission on Aging** assures HASA that they are not on the "Excluded Parties List" and may receive coupons from federal funding sources. (<http://www.sam.gov>)
- N. Will provide copies of civil rights policies, nondiscrimination, hearings, appeals, judicial review rights procedures to applicants and participants upon request.
- O. Will display "*And Justice For All*" posters at all distribution sites.
- P. **Ionia County Commission on Aging** will comply with all state or federal laws regarding nondiscrimination on the basis of race, color, national origin, sex, age or disability (as described in the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Department of Agriculture regulation of nondiscrimination (7CFR Parts 15, 15a, and 15b).
- Q. **Ionia County Commission on Aging** will be accountable for the actions of their employees, especially in regard to civil rights compliance.

SIGNATURES:

Kate Massey
Director
Health and Aging Services Administration
MDHHS

Date

Signatory for Agency
Carol Hanulcik

Printed name of Signatory
Director

Title of Signatory

Date

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Meeting Date:

April 12, 2022

Request Ratification of COA Signature on MDOT Project Agreement 2022-0075
(CRRSAA Funding) and Approval of Corresponding Budget Amendment

CONTACT:

Carol Hanulcik, Director

DESCRIPTION:

The Ionia County Commission on Aging has been awarded \$12,658 in grant funding under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA).

This is special, one-time, operational funding which is targeted toward driver salaries, fuel or items having a useful life of less than one year, such as PPE or cleaning supplies.

Our intention is to use the funding for driver wages.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

The COA Transportation Program benefits clients from many local agencies.

FINANCIAL ANALYSIS:

Additional operational funding from MDOT, normally capped at \$25,176 per year.

LEGAL REVIEW:

None.

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the Commission on Aging's request for the Board of Commissioners' ratification of the Commission on Aging's signature on MDOT Agreement 2022-0075 and approve the corresponding budget amendment.

DEPARTMENT HEAD RECOMMENDATION:

I recommend ratification. Transportation is a core service provided by our agency.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

Date: February 21, 2022
Agreement No.: 2022-0075
Authorization No.: P1
Job No.: 213085NI
Agenda: DIR

**PROJECT AUTHORIZATION
IONIA COUNTY COMMISSION ON AGING
FY 2022 SECTION 5310
ENHANCED MOBILITY OF SENIORS AND
INDIVIDUALS WITH DISABILITIES PROGRAM
AND CORONAVIRUS RESPONSE AND RELIEF
SUPPLEMENTAL APPROPRIATIONS ACT**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and MDOT. The funds provided shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2021
Authorization Expiration Date: September 30, 2022
Fiscal Year of Effective Contract Clauses: 2022

The Federal grant associated with the PROJECT AUTHORIZATION is MI-2021-054-00.
Award Year: 2022

The Data Universal Numbering System (DUNS) number for the AGENCY is 083684910.

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Enhanced Mobility of Seniors and Individuals with Disabilities Program is 20.513.

For capital, the AGENCY agrees to prepare and submit to MDOT quarterly milestone reports due 10 days after the end of each quarter. The AGENCY also agrees to submit annual performance reports as required by the Federal Transit Administration.

Timely Expenditure of Funds

The funds included in this PROJECT AUTHORIZATION must be obligated (i.e., place orders for buses, issue third party contracts, purchase equipment, complete facility improvements) within six months of receiving an awarded PROJECT AUTHORIZATION. If funds have not been obligated within twelve months, MDOT may cancel this PROJECT AUTHORIZATION and the AGENCY will no longer have access to the funds. MDOT will not extend this PROJECT AUTHORIZATION beyond three years except for very unique circumstances as determined by MDOT. MDOT will allow for additional time for new facility construction projects if sufficient progress is being made to complete the project.

Ionian County COA
Agreement No.: 2022-0075
Authorization No.: P1
Job No.: 213085NI
Page: 2 of 2

<u>Line No.</u>	<u>Item</u>	<u>Line Item</u>	<u>Federal</u>	<u>Total</u>
1	Operating	30.09.08	\$12,658	\$12,658

Funding source: PRF No.: 2021-925
TW3354421/3120 \$12,658 (F)

IONIA COUNTY COMMISSION ON AGING

Signature

MICHIGAN DEPARTMENT OF TRANSPORTATION

Title: Department Director

AWARD DATE
Michigan Department of Transportation

APPROVED Director Agenda

Hanulcik, Carol

From: MDOT-OOR-OPT-Contracts <MDOT-OOR-OPT-Contracts@michigan.gov>
Sent: Friday, March 25, 2022 5:28 PM
To: Hanulcik, Carol
Cc: Arcuicci, Janet (MDOT)
Subject: Reply Requested ASAP - MDOT Contract 2022-0075/P1
Attachments: 2022-0075 P1.pdf

Attached is an electronic original of the contract between Ionia County Commission on Aging and the Michigan Department of Transportation (MDOT). Please have the contract digitally signed with the signer's MDOT-issued DocuSign signature. Your authorized signer(s) are Mel Haga, Board Chair.

For information on getting started and working with the basic functions of these applications, you can review the following documents:

[Using DocuSign Signature Appliance to Sign Documents](#)

[Using the DocuSign Mobile Application](#)

[Using the DocuSign Web Application](#)

- If you require multiple signatures, please forward to the next person for them to sign.
- If there is not one already on file with us, you must also attach a Certified Signature Resolution or Consultant Data and Signature Sheet (MDOT Form 5100J at <http://mdotcf.state.mi.us/public/webforms/public/5100J.pdf>). The Signature Resolution or Consultant Data and Signature Sheet must match the digital signer(s) that are on file with MDOT.
- **Return the fully signed document to MDOT-OOR-OPT-Contracts@michigan.gov as soon as possible.** Please be sure to copy your agency contact when returning the signed document to MDOT. An awarded copy will be forwarded to you upon MDOT's signature.

Please contact your project manager if you have any questions. If your project manager is unavailable, feel free to send an email to this group email box at MDOT-OOR-OPT-Contracts@michigan.gov and someone will respond to your inquiry as soon as possible or you can contact Kelly Villarreal, Contract Administrator, at (517) 342-4041.

Thanks,
Rail Safety & Administration
Office of Rail and Office of Passenger Transportation
Michigan Department of Transportation
MDOT-OOR-OPT-Contracts@michigan.gov

Kelly Villarreal, Contract Administrator
*(517) 342-4041 **New Cell Number***

COUNTY OF IONIA
BUDGET AMENDMENT REQUEST

4/12/2022

Department/Commission on Aging

Requestor: Carol Hanulcik

Purpose/Description of Request:

To record revenues and expenditures associated with MDOT
Project Authorization MI-2021-054-00, CRRSSAA Supplemental
Appropriation

Revenue Line Items				Debit	Credit
Fund	Activity	Account	Description	Decrease	Increase
273	672.002	539.270	MDOT Grant - Operating (CRRSSAA funding)		12,658.00

Appropriation Line Items				Debit	Credit
Fund	Activity	Account	Description	Increase	Decrease
273	672.002	701.020	WAGES - CLASSIFIED SUPPORT	12,658.00	
TOTALS				12,658.00	12,658.00
Amendment Balance (must be zero)					-

APPROVED

By Carol Hanulcik at 4:43 pm, 3/28/22

Department Head Approval _____

Date _____

Finance Office Use Only

Finance Officer Review _____

Date _____

County Administrator Approval _____

Date _____

Board Approval _____

Date _____

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Meeting Date: April 12, 2022

Request Permission to Hire a Substitute Home Delivered Meals Driver for the
Commission on Aging Home Delivered Meals Program

CONTACT:

Carol Hanulcik, COA Director

DESCRIPTION:

COA requests permission to hire a Substitute Home Delivered Meals Driver. Three "sub" meal drivers were previously approved by this Board in November 2019. One of these positions is currently filled, the second was previously approved to fill and a third recently became vacant. Because we also have a vacant, part-time Meals on Wheels driver position at approximately 20 hours per week, and no active volunteers, we are looking to fill this position as soon as possible.

These positions have 0 FTEs. Sub Meal drivers only work when other part-time staff are out, so the positions are budget neutral.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

FINANCIAL ANALYSIS:

Hours for Substitute HDM Drivers are offset by hours not worked by other staff. Position is COA Pay Grade 5, currently \$13.22/hour at Step 1. This is an on-call position when our other Meal Drivers and Sub Meal Drivers are unavailable with an FTE of 0. We have sufficient funding in our budget for these delivery hours.

LEGAL REVIEW:

None.

DEADLINE:

None.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the request from the Commission on Aging Director and authorize the hiring of a Substitute Home Delivered Meals Driver and, additionally, authorize the Director to fill these substitute positions throughout 2022 as vacancies may occur.

DEPARTMENT HEAD RECOMMENDATION:

I recommend approval. COA positions require vetting and training and the hours are irregular. The position also requires some regular lifting (25lbs+) and a clean driving record.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Meeting Date: April 12, 2022

Request Permission to Hire a Transportation Driver for the
Commission on Aging Transportation Program

CONTACT:

Carol Hanulcik, COA Director

DESCRIPTION:

COA requests permission to hire 1 part-time Transportation Driver. This position has an FTE of approximately .52 or 19.5 hours per week.

The position recently became vacant when the driver, who has a special full-time position split between COA's Transportation and In Home Departments (BOC approved Sept 2021), requested to transition to all In Home Services work. This is a big plus to the agency which has multiple In Home Aide positions which are vacant.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

FINANCIAL ANALYSIS:

Funds are available in our budget for the position. Transportation Drivers are COA CLS Grade 5, which at Step 1 is currently \$13.22 per hour. Positions are part-time and hourly.

LEGAL REVIEW:

None.

DEADLINE:

As soon as possible. We are currently in the process of filling another vacant Transportation Driver position which was approved by this Board during September 2021.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the request from the Commission on Aging Director and authorize the hiring of a soon to be vacant Transportation Driver position.

DEPARTMENT HEAD RECOMMENDATION:

I recommend approval. Transportation is a core service for our agency and demand for transportation continues to increase as we emerge from the pandemic.

While not previously presented to our board, our board has previously authorized me to fill staff vacancies as they arise.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

MEETING DATE: APRIL 12, 2022

Request to Increase the 911 Surcharge to \$3.00 per Device

CONTACT: Lance Langdon, ICCD

DESCRIPTION:

In August 2020, County voters renewed the 911 surcharge with an increase of up to \$3.00 per device. This new cap is valid through June 2027. On April 13, 2021, the BOC increased the surcharge from \$2.30 to \$2.85. Local and state surcharges are the primary funding source for Central Dispatch, being used to maintain operations of our center.

I did bring the topic of funding to the 911 Advisory Board meeting on March 2nd, discussing that current funding does not allow for any future planning for improvements, staffing increases or equipment replacement when it breaks down. I advised that we should look at this sometime in the future, noting that making the change takes time and funds are received during the following year. There was discussion amongst Advisory Board members which resulted in their recommendation that I submit a request for your consideration for increasing the surcharge to \$3.00 per device.

If the surcharge were increased to the maximum of \$3.00, it could be reduced in the future if the BOC felt that the fund balance had grown to an amount that was excessive. While this is not likely, it is an option.

The BOC can look at the 911 Center's expenditures and see that there has not been unnecessary spending, the Center being operated in a fiscally responsible manner. With an increase in funding this would not change.

There are currently 13 counties that are collecting the full \$3.00 surcharge: these include Alcona, Allegan, Alpena, Benzie, Gratiot, Isabella, Lenawee, Mecosta, Missaukee, Montmorency, Newaygo, Osceola, and Van Buren.

OTHER DEPARTMENTS/AGENCIES AFFECTED: None

FINANCIAL ANALYSIS:

The \$0.15 per device increase will provide approximately \$50,000.00 per year in new revenue. This increase to our citizens is \$1.80 per device per year. The \$3.00 surcharge rate is a total cost of \$36.00 per device per year, to run our Dispatch Center.

LEGAL REVIEW:

None needed.

DEADLINE:

This increase must be reported to the State prior to May 15, 2022, to be effective July 1, 2022.

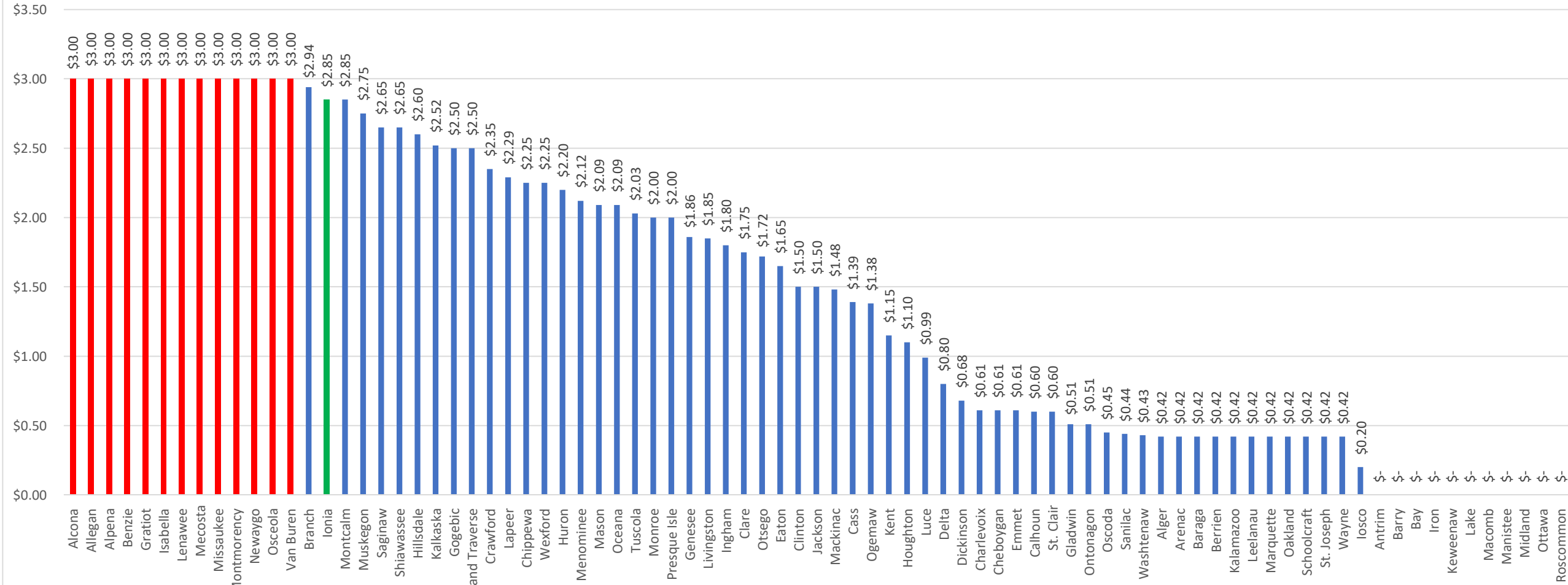
SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to accept the recommendation of the County's 911 Advisory Board and approve an increase to the local 911 surcharge of \$0.15 per device per month, for a new total per device monthly surcharge of \$3.00.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

Michigan Counties Monthly 911 Local Surcharge Amounts



**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Meeting Date: April 12, 2022

ACCEPT BID TO PROVIDE JANITORIAL AND GROUNDS MAINTENANCE SERVICES
AT THE PORTLAND AND SARANAC REST AREAS ON I-96

CONTACT:

John Niemela, Managing Director
Ionia County Road Department

DESCRIPTION:

The County has been asked by the Michigan Department of Transportation (MDOT) to bid out the janitorial and grounds maintenance services at the Portland and Saranac rest areas on I-96. One bid was received from Hi-Tec Building Services in the amount of \$173,390. Once this is approved by the County Board it will go MDOT for their approval.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

The costs associated with this project are fully paid for by the Michigan Department of Transportation.

LEGAL REVIEW:

N/A

DEADLINE:

April 12, 2022

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move that the bid from Hi-Tec Building Services for the janitorial and grounds maintenance services at the Portland and Saranac rest areas be accepted contingent on MDOT approval.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

REST AREA CONTRACT
JANITORIAL AND GROUNDS MAINTENANCE SERVICES

MICHIGAN DEPARTMENT OF TRANSPORTATION

GRAND REGION



PORTLAND & SARANAC REST AREAS – R531/R532

IONIA COUNTY

2022

SPECIAL PROVISIONS

JANITORIAL AND GROUNDS MAINTENANCE SERVICES FOR: IONIA County – PORTLAND & SARANAC Rest Areas

It is the intent of the Ionia County Road Department, on behalf of the Michigan Department of Transportation (MDOT), to contract maintenance activities for the following rest area:

R531 – Westbound I-96, 11100 I-96, Portland, Mi, 48875 (mile marker 79).
R532 – Eastbound I-96, 4001 I-96, Lake Odessa, Mi, 49336, (mile marker 63)

Maintenance responsibilities for this contract include the following sections from the TECHNICAL SPECIAL PROVISIONS:

- I. General Maintenance
- II. Building Maintenance
- III. General Grounds and Flower Bed Landscaping
- IV. Lawn Maintenance
- V. Rest Area Refuse Disposal

CONTRACT PERIOD

The term of the resulting contract will be for 35 weeks and will commence with the execution of the contract by both parties. The ESTIMATED contract period shall be from May 1, 2022, through December 31, 2022 (35 weeks).

PRE-BID MEETING

A PRE-BID MEETING will be held at the Saranac Rest Area on March 16, 2022, at 11:00 a.m. CONTRACTORS interested in bidding on this contract should attend the pre-bid meeting as scheduled.

BID DUE DATE/OPENING

Sealed bids will be accepted until 3:00pm on Wednesday, March 23rd, 2022, at the Ionia County Administration Office, 3rd Floor, 101 W. Main St., Ionia, MI. 48846. Late bids will not be accepted.

All bids are to be received on the bid form provided and in a sealed envelope plainly marked as to the item bid upon and the name of bidder and submitted to:

County of Ionia
Attn: David Hodges, Chairman
101 West Main Street
Ionia, Michigan 48846

AWARD OF BID

To be made to the lowest responsible bidder.

MEASUREMENT AND PAYMENT

The following represents a summary of the estimated work. The bid price includes all labor, materials, equipment, and incidentals to complete the work as specified. The completed work as measures for REST AREA MAINTENANCE, LAWN MAINTENANCE, AND SPRING AND FALL CLEANUP will be paid for at the contract unit prices for the following bid items.

BID ITEM DESCRIPTION	PAY UNIT	# OF UNITS
Rest Area Janitorial and Maintenance*	week	35
Rest Area Lawn Maintenance**	cycle	26

* To include Refuse Disposal

** To include Spring/Fall Cleanup

BILLING/PAYMENT

All CONTRACTOR work must be accomplished per specifications herein to the satisfaction of the Ionia County Road Department designated representative prior to payment for services. Daily inspections for compliance with Contract specifications shall be performed by Ionia County Road Department and or MDOT Contract Administrator designee. The CONTRACTOR shall submit the monthly invoice at the contract bid price to: John Niemela, Managing Director Ionia County Road Department, 170 East Riverside Dr, Ionia, MI 48846.

CONTRACT ADMINISTRATORS

Kurt R Fritz, Transportation Maintenance Coordinator
Michigan Department of Transportation
2660 Leonard Street, NE
Grand Rapids, MI 49525
Telephone Number 616-690-0304

John Niemela, Managing Director
Ionia County Road Commission
170 East Riverside Dr,
Ionia, MI 48846
Telephone Number 517-256-7943

HOURS OF WORK

REGULAR WEEKLY HOURS:

Normal staffing hours at the rest area during summer and winter seasons

REGULAR WEEKLY HOURS		
	SUMMER	WINTER
	May 1 st to September 30 th	October 1 st to April 30 th
Monday – Thursday	6:00 a.m. – 6:00 p.m.	6:00 a.m. – 6:00 p.m.
Friday – Sunday	6:00 a.m. – 8:00 p.m.	6:00 a.m. – 6:00 p.m.

HOLIDAY WEEKENDS SCHEDULE:

The following Holiday weekend dates (Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas) require additional coverage in which the CONTRACTOR shall provide two employees (one male employee to maintain the men's rest room and one female employee) to maintain the women's rest room at the rest area between the hours of 6:00 a.m. and 10:00 p.m. each day. No additional compensation will be provided. Coverage cost for these periods are to be included in the contract bid unit price.

HOLIDAY WEEKENDS		
2022		
<i>May 28, 29, 30</i>		
<i>July 2, 3, 4</i>		
<i>Sept. 3, 4, 5</i>		
<i>Nov. 25, 26, 27</i>		
<i>Dec. 23, 24, 25, 30,31</i>		

SEASONAL CLOSURE

The Michigan Department of Transportation reserves the right to close the Rest Area during the winter due to budget constraints. The MDOT will notify the CONTRACTOR 30 calendar days in advance of the scheduled closing date. The final Rest Area cleaning will follow the same procedures outlined in the specifications for the final contract cleaning.

BID FORM

State Rest Area - Building, Grounds, Lawn Maintenance and Refuse Disposal

PART I.	CONTRACTOR INFORMATION AND TOTAL COST
PART II.	PRICING SHEET SUMMARY
PART III.	BUSINESS PLAN FOR WEEKLY REST AREA EXPENSES*
PART IV.	REFUSE SERVICE
PART V.	LIST OF SUPPLIES TO BE USED
PART VI.	INFORMATION REQUIRED FROM BIDDERS

PART I. CONTRACTOR INFORMATION AND TOTAL COST

Furnish labor, equipment, and materials to maintain building and grounds – May 1, 2022 through December 31, 2022 (through December 2022 including renewals).

Cost Per Week

Portland Rest Area R531
Westbound I-96, 11100 I-96,
Portland, Mi, 48875 (mile marker 79). \$4,270.00 x 35 weeks

Saranac Rest Area R532
Eastbound I-96, 4001 I-96,
Lake Odessa, Mi, 49336, (mile marker 63)

Rest Area Lawn Maintenance \$ 920.77 x 26 weeks

Combined Total per Week* **\$ 4,954.00 TOTAL CONTRACT (35 weeks)**

** To include Refuse Disposal Services*

Company Name: Hi-Tec Building Services

Company Address: 6578 Roger Drive, Suite A
Jenison, MI 49428

Telephone Number: 616-662-1623 Fax #: 616-662-2166

Email: BHogan@hitec-services.com BLCarlson@hitec-services.com

Authorized Signature: Brian Hogan 
Written Typed/Printed

Title: President Date: 3/18/22

Federal Employer ID# or Social Security #: 38-3086608

PART II. PRICING SHEET SUMMARY

Company Name: Hi-Tec Building Services

CHECK ALL THAT APPLY	DESCRIPTION OF SERVICES <i>(as defined in the Technical Special Provisions)</i>	UNIT OF MEASURE	ESTIMATED SERVICES PER YEAR	PRICE PER OCCASION	ANNUAL PRICE
	Rest Area General Building Maintenance *	Week	35 weeks	\$ 4,270.00	\$ 149,450.00
	Rest Area General Grounds and Flower Bed Landscaping	Week	35 Weeks	\$ Included above	\$ Included above
	Rest Area Lawn Maintenance **	Cycle	26 cycles	\$ 920.77	\$ 23,940.00
ANNUAL TOTAL:					\$ 173,390.00

Quantities are estimates only; actual work performed based on Contract Administrator approval.** Sections I., II., and V. of the Technical Special Provisions (Janitorial Services and Refuse Disposal)****To include Spring and Fall Clean up and maintenance of Flower Bed Landscaping*

PART III. BUSINESS PLAN FOR WEEKLY REST AREA EXPENSES**Company Name:** Hi-Tec Building Services

Labor	\$ <u>2,817.26</u>
Paper Products	\$ <u>171.43</u>
Chemicals & Cleaners	\$ <u>85.71</u>
Plastic Products	\$ <u>85.71</u>
Miscellaneous Supplies	\$ <u>8.57</u>
(Gloves, signs, mops, etc.)	
Equipment	\$ <u>80.00</u>
Lawn Care	\$ <u>1,368.00</u>
Bark	\$ <u>34.29</u>
Refuse Service	\$ <u>114.29</u>
(2x Week Service)	
Travel	\$ <u>22.86</u>
Overhead	\$ <u>38.86</u>
Liability Insurance/Worker's Compensation	\$ <u>34.86</u>
Profit	\$ <u>92.17</u>
TOTAL*	\$ <u>4,954.00</u>

**TOTAL MUST EQUAL WEEKLY TOTAL AMOUNT BID*

Note: This information will be considered confidential.

PART IV. REFUSE SERVICE

Refuse Company Name: Granger Container Services/Waste Manangement

Refuse Company Address: 16980 WOOD ROAD
LANSING, MI 48906

Contact Person: NA

Telephone Number: 1-888-947-2643

Fax Number: NA

PART V. LIST OF SUPPLIES TO BE USED

Company Name: Hi-Tec Building Services

MATERIAL	BRAND NAME	PRODUCT NUMBER
Toilet Paper	1PLY JUMBO JR BATH TISSUE 9"/ BATH TISSUE 1PLY4.0X3.75 WHT 1M/RL 96/CS 30C/SK	NIC1295/ SCATS1636S
Liquid Hand Soap	PINK LOTION HAND SOAP 4/CS	NIC500-1
Scented Urinal pads	WAVE 2.0 URINAL SCREEN W/ENZYMES SP	NIC1020SA
Plastic Bag (Barrel Liners 55 gal)	38X60 17MIC FLAT LINER BLACK 60 GALLON 200/CS	NICZ7660XK
Sanitary Napkin Disposal Bag	WAXED BAG LINER RM#6141 F/6140 UNITS 250/CS	RRM25121298
Glass Cleaner	GLASS CLEANER #3 COTG 4-2L/CS	SNC4730
Toilet Bowl/Urinal Cleaner	SPARCLING,12QT/ CS THICK ACID DISINFECTANT	SNC3210-32
Rotary Floor Machine Liquid Cleaner	Whatever is Recommended	
Liquid Detergent Synthetic Disinfectant	GREEN SOLUTIONS HIGH DILUTION DISINFECT 2-4/C	SNC3516-2
De-Icing Chemical	ECONOBLEND BLUE ICE MELT 50LB/BG 49BG/SK	NAS56370
Marker/Vandal Remover	GRAFFITI REMOVER SOY & CORN RTU 12 QT/CS	1000

Latex Gloves	JOBSELECT PWD FREE BLUE NITRILE GLOVES MD 250/BX JOBSELECT PWD FREE BLUE NITRILE GLOVES LG 250/BX JOBSELECT PWD FREE BLUE NITRILE GLOVES XL 250/BX	FDH103-214-AP FDH103-216-AP FDH103-218-AP
--------------	---	---

<u>MATERIAL</u>	<u>BRAND NAME</u>	<u>PRODUCT NUMBER</u>
Personal Eye Wash	SWIFTEEZ EYE WASH SOLUTION 4OZ BOTTLE	AGSSH4240803
Wet Floor Signs	25" "WET FLOOR" SIGN YELLOW 6/CS	10000
Cotton Mops	MICROFIBER TUBE LOOP WET MOP- LG.5" HEADBAND BLUE	NET00704
Mop Handle	60" CLAMP MOP HANDLE PLASTIC HEAD/WOOD HANDLE	RDCH216
Scrub Pads	10" HI LO SCRUB BRUSH BLUE, 12EA/CS	5009
Handles	60"X15/16" METAL THREAD WOOD HANDLE, 12/CS	NET00675
Mop Bucket & Wringer	WAVEBREAK MOPPING COMBO 35QT BRN, SIDEPRESS	RDC7580-88BRN
Floor Squeegees	18" Squeegee Red "Scrub & Dry"	RDC9C44
Broom	18" FLOOR BROOM STYRENE GREY PUSH	5001

Window Squeegees & Extension	18" PRO WINDOW SQUEEGEE COMPLETE 10/CT	2020
Toilet Bowl Mop	TOILET BOWL SWAB ACRYLIC, 12" HANDLE 32 OZ PLASTIC BOTTLE W/GRADUATIONS 96/CS TRIGGER SPRAYER 9 7/8"BLUE/WHITE	NET00726
Spray Bottles	200/CS 3000 SCOTCH-BRITE POWER SPONGE 4.5X2.8"	ITP5032WG ITP5902
Sponges	20/CS	mmm3000
Cloths	BLUE HUCK TOWEL 25#/CS	ARW30-250ST
Air Blower	Laiden	Box Fan
Wet-Dry Vacuum		
	Viper	S20
175 RPM Rotary Floor Machine w/15" Brush Spread	Fuller	Grit 45
"Zim Grit" Rotary Brush Head		
Portable Pump-up Sprayer	48OZ JR. PUMP UP SPRAYER	2004

	Do it best	50 ft
Hose		
	Whatever is recommended	
Oil Dry		
	Werner	10 ft
Telescoping Ladder 6-9' OSHA Approved		
	Whatever is recommended	
Florescent Bulbs		
	Sani-jan	Commercial
Toilet Plunger		
	Whatever is Recommended	
Drain Snake		
	CHEWING GUM REMOVER	
Aerosol Gum Remover	AEROSOL 12/12 OZ CANS	1001
	Whatever is Recommended	
Flowers		
	Whatever is Recommended	
Soil Mix		
	Whatever is Recommended	
Mulch for Shrub Beds		
Snow Blower	Toro	724

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

MEETING DATE: APRIL 12, 2022

Request Approval of the Tax Allocation Board Millage Authorization Request

CONTACT: Jason Eppler, Interim County Administrator

DESCRIPTION:

Each year townships, the intermediate school district and the County submit requests for millage authorizations to the Tax Allocation Board which, if they desire, has the authority to change the base rate allocations for these governmental units as long as the total allocation is not increased. This year's request (as outlined in the attached report) is 4.3231 mills. Comparatively, the total request for 2020 was 4.6245 mills and for 2021 was 4.6247 mills.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

All departments that rely on property tax dollars for operations.

FINANCIAL ANALYSIS:

Outlined in the attached report.

LEGAL REVIEW:

None needed.

DEADLINE:

April 15, 2022

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the Millage Authorization Report as presented, authorize the Board Chair to sign the report on behalf of the County and direct the County Administrator to file the report with the County Clerk so that it may be considered by the Tax Allocation Board at its April 18, 2022 organizational meeting.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

COUNTY OF IONIA
FISCAL INFORMATION REQUEST
For Fiscal Year 2022
(January 1, 2022 to December 31, 2022)
Prepared For the Ionia County Tax Allocation Board

Taxable Value: \$1,933,138,680

Millage Request

1. Fund Balance (Prior Year Beginning)	\$1,919,076
2. Designated for Reserve	\$779,770
3. Designated for Prior Year Budget	\$0
4. Expected Beginning Fund Balance (Current Year)	\$1,139,306
5. Designated for Current Year Budget	\$0
6. Non-Property Tax Resources	\$6,547,793
7. Total General Fund Expenditures	\$14,905,047
8. Total Property Tax Revenue Requested	\$8,357,254
9. Requested Authorization in Mills	4.3231

Certification

I hereby certify that the Board of Commissioners has carefully estimated the amounts listed in this report, that the amounts listed represent actual requirements to the best of our knowledge and that this report was approved at a meeting of the Board of Commissioners held on Tuesday, April 12, 2022.

David Hodges, Chairman
Board of Commissioners

COUNTY OF IONIA
FISCAL INFORMATION REQUEST
For Fiscal Year 2022
(January 1, 2022 to December 31, 2022)
Prepared For the Ionia County Tax Allocation Board

General Fund Revenues

Taxes (not including property taxes)	\$0
Licenses & Permits	\$204,000
Fines & Forfeitures	\$85,000
Interest & Rent	\$160,900
Federal & State Grants	\$2,444,199
Charges for Service	\$1,688,881
Other	\$1,959,813
Total Revenue	\$6,547,793

General Fund Expenditures

Legislative	\$133,581
Judicial	\$3,058,288
General Government	\$4,785,781
Public Safety	\$5,582,365
Public Works	\$100,000
Health & Welfare	\$659,522
Community & Economic Development	\$25,000
Recreation & Culture	\$111,510
Other	\$449,000
Total Expenditures	\$14,905,047

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

MEETING DATE: APRIL 12, 2022

Request Approval of Soil Erosion, Sedimentation and Stormwater Control Permit Fee Schedule

CONTACT: Jason Eppler, Interim County Administrator

DESCRIPTION: At the November 9, 2021 meeting, Commissioners approved an agreement between the County and Associated Government Services (AGS) for AGS to perform all functions (administration/plan review/enforcement) associated with soil erosion and sedimentation control. County and AGS staff continue to work with the Michigan Department of Environment, Great Lakes and Energy (EGLE) to gain final approval from EGLE for the transferring of this function from the Drain Office to the Building Department (AGS). At the time of approving the AGS contract an updated permit fee schedule which supports the cost of paying AGS was not approved. EGLE requires that a permit fee schedule be adopted with the fees set at a level that cover the cost of the County's soil erosion and sedimentation program.

A copy of the proposed permit fee schedule is attached for your consideration. A copy of the County/AGS draft agreement is also attached (which will be signed and dated by AGS once EGLE approves the transfer).

For reference, per information from the Drain Office, the following permits were issued for the referenced cycle:

CYCLE	# Of Permits Issued
September 1, 2019 to August 31, 2020	45
September 1, 2020 to August 31, 2021	54
September 1, 2021 to Present	19

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Transition from Drain Office to Building Department (AGS).

FINANCIAL ANALYSIS:

Fee schedule is designed to cover the cost of the services to be provided by AGS.

LEGAL REVIEW:

None needed.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the Ionia County Soil Erosion, Sedimentation and Stormwater Control Permit Fee Schedule.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

Ionia County
SOIL EROSION, SEDIMENTATION AND STORMWATER CONTROL
PERMIT FEE SCHEDULE

One- or two-family dwellings and Associated Projects \$270.00

(Includes plan review, site visit prior to permit issuance, inspection of soil erosion controls prior to or upon commencement of excavation, Final inspection)

(Fee will be collected with the Application)

Periodic Site Inspections (Each Inspection) \$70.00

(Applicant will be invoiced for these inspections)

(Periodic Site Inspections will be Conducted Monthly on one- or two-family dwellings and after rain and ice melt events) **(Applicant will be invoiced for these inspections)**

Minor Earth Changes (As determined by Ionia County) \$140.00

Other than One- or Two-Family Projects

Fee will be calculated by the Plan Reviewer and will be collected when the permit is picked up by the applicant.

Permit fee will be based on the following:

1. Plan Review (\$70.00 or \$70.00 per hour whichever is greater)
2. Initial Site Visit (\$70.00)(Prior to permit issuance)
3. Inspection of Temporary Control Measures Prior to or on Commencement of Earth Change (\$70.00)
4. Periodic Inspections (\$70.00 for each Inspection) (Number of Inspections will be Estimated by the Plan Reviewer and will be based on the Time Frame provided by the Applicant.)(Any additional inspections **will be invoiced to the applicant**)
5. Final Inspection (When Permanent Soil Erosions Measures can be Approved)(\$70.00)
6. Other Inspections (\$70.00 for Each Inspection)(After rain and/or Snow Melt Events)
(Applicant will be invoiced for these inspections)

Other Fees \$70.00 per/Hour

Other fees will be assessed for time spent which do not fall into one of the above descriptions.

Excavation or Construction before permit is issued

One- or two-family dwellings and Associated Projects \$140.00

All other projects \$280.00

- * If the County determines that it is necessary to have a professional engineer to review plans submitted to the County, all review cost will be paid by the developer.
- * Refunds that are requested in writing will be reviewed and determined by the Building Department. Refunds will not be granted after the earth change has been started and if Permit expires.
- * Permit renewals/extensions will be approved if requested by the applicant prior to the permit's expiration date at no cost if acceptable to the Building Department.

AGREEMENT

EFFECTIVE DATE: _____

THIS AGREEMENT ENTERED INTO ON THE DATE SHOWN ABOVE, BETWEEN ASSOCIATED GOVERNMENT SERVICES, INC., a Michigan corporation, of 8721 Gull Road, Suite B, Richland, MI 49083, hereinafter referred to as "AGS", and IONIA COUNTY, a subdivision of the State of Michigan, with principal offices at 101 W. Main Street, Ionia, Michigan, 48846, hereinafter referred to as the "COUNTY".

WITNESSETH:

Whereas, AGS offers the services of qualified personnel registered with the State of Michigan to perform a variety of municipal services in accordance with the State laws; and local ordinance; and

Whereas, the COUNTY desires to employ AGS to perform certain services for the COUNTY;

IT IS HEREBY AGREED AS FOLLOWS:

1. SERVICES RENDERED.

- A. The COUNTY hereby employs AGS, its officers, agents and employees as its exclusive agent, for the purpose of performing the municipal service of Administration and Enforcement of its Soil Erosion and Sedimentation Control responsibilities as required by State Statute and County Ordinance.

2. COMPENSATION. In consideration for services rendered in accordance with paragraph 1A, the COUNTY agrees to pay AGS as follows:

- A. **PLAN REVIEW.** For Plan Review services for Soil Erosion and Sedimentation Control Plans the COUNTY agrees to pay AGS \$70.00 for each single or two family dwelling reviews. For Plan Reviews for other than single or two family dwellings the COUNTY agrees to pay AGS a flat fee of \$70.00 or \$70.00 per hour which ever is greater.
- B. **INSPECTION SERVICES.** The COUNTY agrees to pay AGS \$70.00 for each inspection of Soil Erosion and Sedimentation projects.
- C. **OTHER CHARGES.** From time to time, there will be services which do not fall into one of the above categories. Examples of OTHER CHARGES include, but are not limited to, time spent on permits issued prior to the effective day of this agreement, attendance at meetings, special or unusual letters, research and reports for special projects, violation letters, conference time with County attorney, preparation for court appearances. These OTHER CHARGES will be billed at the

current rate of \$70.00 per hour. The fees and other charges identified in this agreement shall be subject to annual review and revised as mutually agreed upon between the parties hereto.

AGS shall bill the COUNTY monthly for services rendered. The bill is due on receipt and payable by the first of the following month. Any balances unpaid at that time will be re-billed with a service charge added.

3. OTHER AGREEMENTS. The COUNTY and AGS mutually agree that this agreement to provide Administration and Enforcement of its Soil Erosion and Sedimentation Control responsibilities as required by State Statute is binding only if the agreement to provide CONSTRUCTION CODE INSPECTIONS AS RELATED TO THE BUILDING, ELECTRICAL, MECHANICAL & PLUMBING CODES remains in effect.

4. DOCUMENTATION FURNISHED BY COUNTY. Upon execution of this Agreement, the COUNTY shall furnish AGS with current certified copies of all municipal ordinances, codes, maps, rules and regulations applicable to the areas of service to be provided by AGS. Thereafter, during the term of the Agreement, the COUNTY shall furnish AGS with certified copies of any amendments to said codes, ordinances, rules and regulations within ten (10) days after the adoption of the same, but in any event, no later than the effective date of the code, ordinance, rule or regulation.

In addition, the COUNTY shall make available to AGS such other public records and documents as may be reasonably necessary for AGS to carry out its responsibilities under the provisions of this Agreement within a reasonable period of time after request thereof, provided that nothing herein shall be construed as requiring the COUNTY to release information to AGS which would otherwise be exempt from disclosure under the Freedom of Information Act.

5. RECORDS FURNISHED BY AGS. AGS, its officers, agents, and employees shall keep complete records on all permits issued and enforcement action taken under the terms of this Agreement. All original documents shall be maintained by AGS in files provided by the COUNTY, said files to be maintained on COUNTY premises. An itemized report on all of the permits covered during the monthly activity shall be submitted to the COUNTY. Said report shall include the name of the party who received the permit, the property to which it applies, and the amount of the permit fee.
6. TERM OF AGREEMENT. The parties agree to the terms of this Agreement which shall be for an indefinite period, commencing on the date first written above, and shall continue in effect until written notice of termination is issued by either party to the other at least sixty (60) days prior to the desired termination date or if the agreement to administer and enforce the CONSTRUCTION CODE AS RELATED TO THE BUILDING, ELECTRICAL, MECHANICAL & PLUMBING CODES is terminated by either party.

7. STATUS OF AGS. During the course of this Agreement, it is understood the COUNTY is the enforcing agency and AGS is carrying out a governmental function for and on the behalf of the COUNTY and shall for purposes be considered as an agent of the COUNTY. It is expressly understood and agreed that AGS is an independent contractor. AGS shall in no way be deemed to be and shall not hold itself out as an employee of the County and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health insurance, life insurance, paid vacation or sick leave or longevity. AGS shall be responsible for paying all applicable taxes arising from the compensation it receives under this Agreement, including, but not limited to, income and social security taxes, to the proper Federal, State and local governments.
8. TAXES. If AGS is found by a Federal or State court or administrative agency to be an employee of the County, AGS shall indemnify the County in full for any taxes, interest or penalties that the County is required to pay on compensation received by AGS under this Agreement prior to the commencement of withholding for taxes thereon.
9. NON-DISCRIMINATION. AGS, as required by law, shall not discriminate against an individual with respect to providing services, or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or with respect to a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, or marital status. Breach of this covenant may be regarded as a material breach of the Agreement and a cause for termination thereof.
10. INSURANCE. AGS shall procure and maintain during the term of this Agreement, the insurance coverages outlined below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage's shall be with insurance carriers acceptable to the County and who have a minimum A.M. Best Company's Insurance Reports Rating of A or A- (Excellent).
 - A. Worker's Disability Compensation Insurance:
Workers' Disability Compensation Insurance, including Employers Liability Coverage if required by and in accordance with all applicable statutes of the State of Michigan.
 - B. Commercial General Liability Insurance:
Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than One million dollars AND NO/100, DOLLARS (\$1,000,000.00) per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage. Coverage shall include the following:
 - (a) Broad Form General Liability Endorsement or equivalent if not in policy proper;
 - (b) Contractual Liability; and
 - (c) Independent Contractors Coverage.
 - (d) Benzie County Named as Additional Insured

C. Motor Vehicle Liability: Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than one million dollars AND NO/100 DOLLARS (\$1,000,000.00) per occurrence and annual aggregate, combined single limit, bodily injury and property damage. Coverage shall include all owned, non-owned and hired vehicles.

D. Cancellation Notice: All certificates of insurance shall contain an endorsement requiring the insurer to give the County thirty (30) days advance notice of cancellation, non-renewal, reduction and/or significant change to the insurances covered by the certificate. Such notice shall be sent to: County Administrator, 101 W. Main Street, Ionia, Michigan, 48846

E. Proof of Insurance: AGS shall provide to the County at the time the Agreement is returned by it for execution, with certificates of insurance showing its possession of each of the insurances listed above. The certificate of insurance shall be sent to: County Administrator, 101 W. Main Street, Ionia, Michigan, 48846

F. Continuation of Coverage: If any of the above coverage's expire during the term of this Agreement, AGS shall deliver renewal certificates and/or policies to the County at least ten (10) days prior to the expiration date.

11. BINDING EFFECT. This Agreement shall be binding upon the parties hereto, their successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

**ASSOCIATED GOVERNMENT
SERVICES, INC.**

By: Bert Gale
ITS: President

IONIA COUNTY



ITS: *Chair man*

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

MEETING DATE: APRIL 12, 2022

Closed Session – Review an Attorney-Client Written Opinion

CONTACT: Jason Eppler, Interim County Administrator

DESCRIPTION: Closed session to review an attorney-client written opinion.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

LEGAL REVIEW:

Prepared written opinion.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move that the Board of Commissioners meet in closed session pursuant to Section 8 of the Open Meetings Act to review with the County's Attorney an attorney-client privileged written opinion.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

MEETING DATE: APRIL 12, 2022

Closed Session – To Discuss Strategy Associated with Negotiating a Collective Bargaining Agreement

CONTACT: Jason Eppler, Interim County Administrator

DESCRIPTION: Closed session to discuss strategy associated with negotiations.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None.

LEGAL REVIEW:

None.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move that the Board of Commissioners meet in closed session pursuant to Section 8 of the Open Meetings Act to discuss strategy associated with negotiating a collective bargaining agreement.

ADMINISTRATOR'S RECOMMENDATION:

The Administrator recommends approval.