IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
AUGUST 27, 2024 – 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)
   B. Approve per diem and mileage
   C. Approve payments of Common Cash and General Fund Payroll for the month of July 2024- $2,338,979.07
   D. Approve payments of Health Department payroll and accounts payable for the month of July 2024-$ 130,587.47
   E. Approve payments of Road Department payroll and accounts payable for the month of July 2024-$ 2,245,288.16
   F. Approve payments from Trust and Agency for the month of July 2024- $669,466.35

VII. **Unfinished Business**
   A. Approval to Replace the Walk-In Freezer Equipment at the Jail- Rod Steel

VIII. **New Business**
   A. Presentation from Milestone
   B. Request Approval of First and Second Quarter Budget Amendments-Bernadette Blonde
   C. Request Approval to Personnel Policy-Priscilla Walden
   D. Request Approval for Secondary Road Patrol & Traffic Accident Prevention Program Grant Agreement-Sheriff Charlie Noll

IX. **Department Reports**
   A. MSU Extension-William Hendrian

B. Conservation District-Melissa Eldridge

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-NONE

XIV. Adjournment

Board and/or Commission Vacancies

- Economic Development Corporation/Brownfield Redevelopment Authority – One- three-year terms.
- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative

Appointments for consideration in the month of August 2024:

- Substance Use Disorder Oversight Policy Board

Appointments for consideration in the month of September 2024:

- Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services Emergency Coordinator
- Commission on Aging Board

IONIA COUNTY BOARD OF COMMISSIONERS
David Hodges, Chairman

August 13, 2024, 3:00 p.m.
Minutes

Members Present: County Commissioner David Hodges, County Commissioner Scott Wirtz, County Commissioner Larry Tiejema, County Commissioner Phil Hesche, County Commissioner Gordon Kelley, County Commissioner Terence Frewen

Members Absent: County Commissioner Jack Shattuck

Others Present: County Administrator Patrick Jordan, County Clerk Greg Geiger

I. Call to Order
Hodges called the meeting to order at 3:05 p.m.

II. Pledge of Allegiance
Hodges led the pledge of allegiance.

III. Invocation
Hodges led the invocation.

IV. Approval of Agenda
Board discussed the agenda.
Motion to Approve Agenda, added item regarding walk in freezer at jail.
Moved by Frewen
Supported by Tiejema
Motion carried by voice vote

V. Public Comment
Gary Pitsch commented on appointments to Materials Management Planning Committee.
Melissa Eldridge commented on appointments to Materials Management Planning Committee.
Lisa Coe commented on a local road issue.

VI. Action on the Consent Calendar
Consent Agenda was approved by unanimous consent as amended.

VII. Unfinished Business

Board discussed changes to Commissioner's compensation. Jordan presented the changes and recommended approval. Board tabled discussion for future meeting.

VIII. New Business

Board discussed appointment of Don Johnson, Steve Blayer, Dan Tietema, Michael T. Lamphere, Kristie Warner, John Feuerstein, Doug Hyland, Lynelle Wilson, Dan Schoonmaker, Christian Jensen and Jack Shattuck to Materials Management Planning Committee. Conservation District Director Melissa Eldridge presented the candidates and recommended approval.

Motion to Appoint
Moved by Tiejema
Supported by Kelley
Motion carried by voice vote

Board discussed appointment of Linda Willson to the Brownfield Redevelopment Authority.

Motion to Appoint
Moved by Frewen
Supported by Tiejema
Motion carried by voice vote

Board discussed approval of Emerging Threats Agreement with Michigan Department of Health and Human Services and Health Department. Heath Department Director Chad Shaw presented the agreement and recommended approval.

Motion to Approve Agreement
Moved by Wirtz
Supported by Frewen
Motion carried by voice vote

Board discussed approval of Agreement with Michigan Department of Health and Human Services and Health Department. Heath Department Director Chad Shaw presented the agreement and recommended approval.

Motion to Approve Agreement
Moved by Kelley
Supported by Tiejema
Motion carried by voice vote

Board discussed approval of Speech Therapy Referral Agreement. Health Department Director Chad Shaw presented the agreement and recommended approval.

Motion to Approve Agreement
Moved by Frewen
Supported by Kelley
Motion carried by voice vote

Board discussed request by Prosecutor's Office to represent local municipality. Prosecutor Kyle Butler presented the request and recommended approval.

Motion to Approve Agreement Between Ionia Township and the Ionia County Prosecutor's Office
Moved by Frewen
Supported by Wirtz
Motion carried by voice vote

Board discussed approval of contract amendment for Commission on Aging. Jordan presented the amendment and recommended approval.

Motion to Approve AAAWM Contract Amendment
Moved by Kelley
Supported by Tiejema
Motion carried by voice vote

Board discussed request to provide motor grader training for Road Department employees. Road Department Director Linda Pigue presented the request and recommended approval.

Motion to Approve up to $10,000
Moved by Frewen
Supported by Wirtz
Motion carried by voice vote

Board discussed request to dispose of Road Department surplus equipment. Road Department Director Linda Pigue presented the request and recommended approval.

Motion to Approve Bid to Sell Surplus Equipment
Moved by Frewen
Supported by Wirtz
Motion carried by voice vote

Board discussed request to accept steel beam guardrail and post bids. Road Department Director Linda Pigue presented the request and recommended accepting bid from RMD Holding.

Motion to Accept Bid from RMD Holdings
Moved by Frewen
Supported by Tiejema
Motion carried by voice vote

Board discussed request to accept plastic culvert bids. Road Department Director Linda Pigue presented the request and recommended accepting bid from Vandervelde Sales & Service.

Motion to Accept Bid from Vandervelde Sales & Service
Moved by Frewen
Supported by Kelley
Motion carried by voice vote

Board discussed request to reject metal culvert bids. Road Department Director Linda Pigue presented the request and recommended rejecting all bids.

Motion to Reject Bids
Moved by Frewen
Supported by Tiejema
Motion carried by voice vote

Board discussed request to reject rotating carbide moldboard bit bids. Road Department Director Linda Pigue presented the request and recommended rejecting all bids.

Motion to Reject Bids
Moved by Frewen
Supported by Tiejema
Motion carried by voice vote

Board discussed request to reject grader and snowplow blade bids. Road Department Director Linda Pigue presented the request and recommended rejecting all bids.

Motion to Reject Bids
Moved by Frewen
Supported by Wirtz
Motion carried by voice vote

Board discussed recommendation from Finance committee for request for proposals regarding the management of the pension plan. Jordan presented the recommendation. Board discussed use of third party to assist in drafting of policy.

Board discussed purchase of walk-in freezer for jail. Maintenance Director Rob Steel presented the request the recommended approval. Board discussed the merits of repair versus replacement. Steel recommended bid from Keyes Refrigeration

Motion to Accept Bid from Keyes Refrigeration
Moved by Tiejema
Supported by Wirtz
Motion defeated by roll call vote
Yes - Wirtz, Tiejema, Kelley
No - Hodges, Hesche, Frewen

IX. Department Reports

Health Department Director Chad Shaw presented written report.

X. Reports of Officers, Boards, and Standing Committees

Hesche commented on complaints regarding central dispatch.
Board discussed complaints regarding central dispatch.
Board discussed repair of walk-in freezer for jail.
Frewen commented on personnel committee.
Jordan commented on number of hours for employee and North Plains Township meeting regarding transmission lines.

XI. Reports of Special or Ad Hoc Committees

No Special or Ad Hoc Committee reports.

XII. Public Comment

Robert Van Lente commented on role of a Board.

XIII. Closed Session

Board discussed entering closed session to discuss Union Contract.

Motion to Enter Closed Session
Moved by Kelley
Supported by Frewen
Motion carried by roll call vote
Yes- Hodges, Wirtz, Tiejema, Hesche, Kelley, Shattuck, Frewen
No –

Closed Session

Motion to exit closed session
Moved by Tiejema
Supported by Frewen
Motion carried by voice vote

Board discussed ratification of contract with road department teamsters' union.

Motion to Ratify Contract
Moved by Kelley
Supported by Wirtz
Motion carried by voice vote

XIV. Adjournment

Motion to Adjourn at 5:28 pm
Moved by Kelley
Supported by Wirtz
Motion carried by voice vote

David Hodges, Chairman

Greg Geiger, County Clerk

County of Ionia
Request for Per Diem and Mileage

Commissioner Hesche

July **2024**

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting 3:00	9-July	2	50		24 miles
Commissioners Meeting 3:00	23-July	2	50		24-miles
Special Board Meeting					
Facilities Committee					
Grievance Hearing Committee					
Lake Board-Morrison Lake	24-July	2	50		14
Mid-West Trail Authority	25-July	1	50		84 miles
Tax Allocation Board					
Lake Board	27-July	2	50		14
Other					
					160

Total Per Diem Requested: 250

Total Mileage Requested: 107.20

Signed

13-Aug-24
Date

Per Diem Rates: $50 for meetings up to three hours; $75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

County of Ionia
Request for Per Diem and Mileage

Commissioner Chairman Hodges

June **2024**

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	6-11		50.00	38	
Commissioners Meeting	6-25		50.00	38	
Special Board Meeting					
Facilities Committee					
Grievance Hearing Committee					
Airport Board	6-11		50.00	0	
Community Mental Health	6-17		50.00	38	
Emergency Management Council					
Park Advisory Board					
SW Michigan Alliance for Region Three					
West Michigan Regional Planning Comm	6-21		50.00	40	
Other: Mental Health	6-24		50.00	38	
				154	

Total Per Diem Requested: $300.00

Total Mileage Requested: $103.18

David R Hodges
Signed

6-30-24
Date

Per Diem Rates: $50 for meetings up to three hours; $75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

County of Ionia
Request for Per Diem and Mileage

Commissioner Chairman Hodges

July **2024**

Board/Commission	Date	Hours	Per Diem	Miles	Mileage
Commissioners Meeting	7-9		50.00	38	
Commissioners Meeting	7-23		50.00	38	
Special Board Meeting					
Facilities Committee					
Grievance Hearing Committee					
Airport Board	7-9		50.00	0	
Community Mental Health	7-22		50.00	38	
Emergency Management Council					
Park Advisory Board					
SW Michigan Alliance for Region Three					
West Michigan Regional Planning Comm					
Other: Audit Meeting	7-18		50.00	38	
Finance Meeting	7-23		50.00	0	
				152	

Total Per Diem Requested: $300.00

Total Mileage Requested: $101.84

Signed David R Hodges

Date 7-23-24

Per Diem Rates: $50 for meetings up to three hours; $75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

County of Ionia
Request for Per Diem and Mileage

Commissioner Kelley

July **2024**

Board/Commission	**Date**	**Hours**	**Per Diem**	**Miles**	**Mileage**
Commissioners Meeting	7/9		50		
Commissioners Meeting	7/23		50		
Special Board Meeting					
Facilities Committee					
Personnel Committee	7/9	1	50		
Brownfield Redevelopment Authority	7/23	1	50		
Commission on Aging Board	7/18	1-1/2	50		
Mid-West Trail Authority	7/25	1	50	37	24.79
Road Department Meeting	7/1	1-1/2	50		
West Michigan Regional Planning Comm					
City Ionia Brownfield	7/8	1-1/2	50		
Other:					
TWP Officers ASSN	7/8	1-3/4	50		
Road Dept	7/15	1-3/4	50		
M-66 Corridor	7/26	1	50		

Total Per Diem Requested: 550-

Total Mileage Requested: 24.79

Signed Kelley

8/1/2024
Date

Per Diem Rates: $50 for meetings up to three hours; $75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

County of Ionia
Request for Per Diem and Mileage

Commissioner Wirtz

July **2024**

Board/Commission	**Date**	**Hours**	**Per Diem**	**Miles**	**Mileage**
Commissioners Meeting	7-9-24		50		
Commissioners Meeting	7-23-24		50		4.69
Special Board Meeting					
Audit Committee	7-18-24		50		4.69
Airport Board	7-9-24		50		4.69
Board of Public Works					
Community Correction Advisory Board	7-19-24		50		4.69
Long Lake Board					
Other:					

Total Per Diem Requested: $250

Total Mileage Requested: $18.76

Signed [signature]

Date 8-8-24

Per Diem Rates: $50 for meetings up to three hours; $75 for meetings more than three hours

Mileage for 2024 is .67 cents per mile.

MEMO

Date: 08/21/2024

To: Ionia County Board of Commissioners

From: Jaakko Kasko, Milestone Wealth Management

Subject: Clarification of the Investment Policy Statement

Dear Commissioners,

It was brought to my attention that the word "Policy" in the Investment Policy Statement (IPS henceforth) caused some concern and confusion as to the nature of the document, and that perhaps Milestone was involved in writing policy for the county. This is not the case.

To provide clarity, let me start by outlining what the **IPS is not:**

- A contract.
- A legal document.
- Official binding policy.

The IPS should perhaps be named "A documentation of investor wishes, expectations, and goals and how the investment advisor plans on acting in order to meet them, along with important background information regarding the investor." In other words, the IPS is a communication aid that serves to create alignment between the investor and the advisor. (See the Introduction section of the IPS document on Page 2)

The above phrase is perhaps a bit too long for the name of a document, so the financial industry settled on calling it the IPS. In a somewhat ironic twist, the document that was intended to aid in communication seems to have caused a communication issue, and perhaps I should have made more emphasis on this point in my presentation to the board.

Hopefully this explanation allows you to look at the IPS in a new light and read it as the guidelines for our mutual expectations and approach to managing the pension plan, as it was intended.

Sincerely,

Jaakko "Jack" Kasko
Private Wealth Manager
Milestone Wealth Management

IONIA COUNTY PENSION PLAN

Investment Policy Statement
August 2024

Presented by:

Jaakko Kasko, CFP®, CRPC®
Milestone Wealth Management
2610 Lakeshore Drive
St. Joseph, MI 49085
Phone: 269-985-0200
Fax: 269-985-0227
Jaakko@MilestoneWM.com
MilestoneWM.com

INVESTMENT POLICY DISCUSSION

Prepared by: *Jaakko Kasko, CFP®, CRPC®*
Milestone Wealth Management

WHAT IS AN INVESTMENT POLICY?
An investment policy statement (IPS) outlines and prescribes a prudent and acceptable investment philosophy and sets out the investment management procedures and long-term goals for the investor.

THE NEED FOR A WRITTEN POLICY
Requirements to which company retirement plans were subject originally created the need for written investment policies, as described below. We have found the process so useful for plan sponsors that we have expanded the concept and now make use of written investment policies for all investment management clients.

We recognize that the Ionia Pension Plan is not subject to ERISA. Nevertheless, ERISA is instructive and provides a helpful set of guidelines for management. With the enactment of ERISA in 1974, plan fiduciaries became liable for breaches in prudence and diversification standards. ERISA 402(b) (1) states, "Every employee benefit plan shall provide a procedure for establishing and carrying out a funding policy and method consistent with the objectives of the plan and requirements of this title."

A written IPS allows our clients, whether they are individual or plan fiduciaries, to clearly establish the prudence and diversification standards which they want the investment process to maintain. Plan sponsors must develop a written policy whether they take an active role in the investment of pension assets, delegate the task to outside investment managers, or provide the participants with the right to direct their own accounts. The net effect of the written policy is to increase the likelihood that the plan will be able to meet the financial needs of its investors and, if applicable, the plan beneficiaries through the development of specific objectives and establishment of specific and repeatable tasks.

INVESTMENT MANAGER PERFORMANCE EVALUATION

Measuring the time-weighted return is not enough; the risk of each investment portfolio should also be considered. A portfolio that slightly underperforms the S&P 500 but carries only half the overall risk is superior on a risk-adjusted basis to a portfolio that slightly outperforms the S&P 500 but carries a full amount of market risk. Deciding when to replace a portfolio manager is often subjective as much as objective. Just because a manager had a down year or two is not a valid reason for replacement. This document lays out the procedures to be followed in order to create a system for making such decisions.

INTRODUCTION

The purpose of this Investment Policy Statement (IPS) is to establish a clear understanding between the Trustees of Ionia County Defined Benefit Pension Plan ("Investor") and the investment consultant(s) ("Consultant") as to the investment objectives and policies applicable to the Investor's investment portfolio. This Investment Policy Statement will:

- Establish reasonable expectations, objections and guidelines in the investment of the Portfolio's assets

- Set forth an investment structure detailing permitted asset classes and expected allocation among asset classes

- Encourage effective communication between the Investor and the Consultant

- Create the framework for a well diversified asset mix that can be expected to generate acceptable long-term returns at a level of risk suitable to the Investor.

This IPS is not a contract. This IPS is intended to be a summary of an investment philosophy that provides guidance for the Investor.

STATEMENT OF OBJECTIVES

After reviewing current and expected financial requirements, the plan Trustees have established the following objectives:

1. To continuously maintain a fully funded status, based on actuarial assumptions at the time. Fully funded status shall be with regard to both accumulated benefit obligations and projected benefit obligations.
2. To have the ability to pay all benefit and expense obligations when due.
3. To retain a reserve over and above any immediate obligations to provide for unanticipated changes in the investment or funding environment and/or any changes in future benefits or plan expenses and/or any changes in future interest rate assumptions.
4. To exceed actuarial earnings assumptions, which currently assume annualized returns of 6.71%.

TIME HORIZON

For the purposes of planning, the time horizon for investments is to be in excess of ten years. Capital values do fluctuate over shorter periods and the Investor recognizes that the possibility of capital loss does exist. However, historical asset class return data suggest that the risk of principal loss over a holding period of at least three to five years can be minimized with the long-term investment mix employed under this IPS.

TOLERANCE

The Trustees of the COUNTY Plan wish to take a moderate stance with regard to these investment assets. At the same time, the Investor recognizes that prudent investing requires reasonable risks in order to raise the likelihood of achieving the targeted investment returns.
As a result of the Investor's recognition that higher returns involved the necessity of experiencing some volatility, the Investor has indicated a willingness to tolerate declines in the value of the Investor's portfolio of between 15% and 20% in any given year, although would not willingly accept losses as often as three out of ten times to achieve higher returns.
The Portfolio will be managed in a manner that seeks to minimize principal fluctuations over the established horizon and is consistent with the stated objectives. Financial research has demonstrated that risk is best minimized through diversification of assets, including international and alternative investments.

DIVERSIFICATION

Investment of the COUNTY Plan's shall be limited to the individual marketable securities or packaged products (for example, mutual funds, exchange traded funds (ETF) or unit investment trusts (UIT)) in the following categories:

A. Permitted Investment Categories

1. Cash and cash equivalents, including money market funds
2. Bonds (corporate, U.S. government, or foreign government)
3. Bank certificates of deposit
4. Stocks (U.S. and foreign-based companies)
5. Mutual Funds and/or Exchange Traded Funds
6. Precious metals & Currencies (Only through mutual funds)
7. Real estate only through Real Estate Investment Trusts (or instruments that invest in REITs)
8. Secured bank loans, pooled accounts (commonly known as Prime Rate Trusts)

B. Excluded Categories for Investment

1. Equipment leasing
2. Direct natural resources
3. Venture Capital
4. Individual Real Estate Holdings

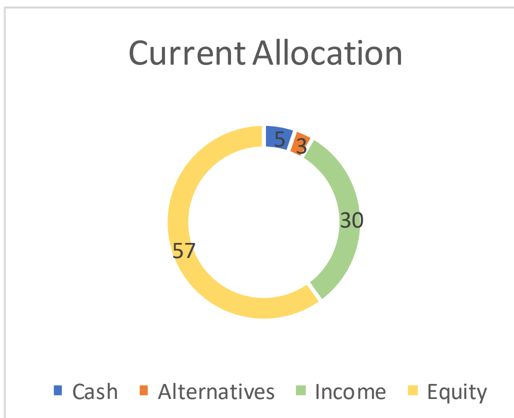
In addition, investments in limited partnerships and other vehicles that do not have readily available objective valuations shall not be permitted.

C. Minimum Number of Investment Categories
At all times there must be a minimum of three investment categories represented among the plan assets. There shall be no maximum limit to the number of categories.

ASSET ALLOCATION

Academic research suggests that the decision as to how to allocate total assets among various asset classes will far outweigh security selection and other decisions in terms of impact upon portfolio performance.

After reviewing the long-term performance and risk characteristics of various asset classes and balancing the risks and rewards of market behavior, the following asset classes were selected to achieve the objectives of the investor's portfolio:



No guarantees can be given about future performance and this IPS shall not be construed as offering such a guarantee. It should be recognized that the Portfolio may invest in both passive and actively managed investment accounts and/or mutual funds, that the actual weightings of these investments can and will vary and, as a result, actual returns can be higher or lower than the current target return of 6.71% per year (see 2023 Actuarial Valuation Report).

The selection of the individual holdings is reviewed on an annual basis. See the annual fund recommendation provided with regard to performance and various other statistical data on the portfolio.

FREQUENCY OF REVIEW

The Investor recognizes that all investments go through cycles; and, therefore, there will be periods of time in which the investment objectives are not met or when specific managers fail to meet their expected performance targets. Recognizing that no manager is perfect all the time and that good years help to make up for bad ones, the Investor acknowledges the principal that managers must be given an opportunity to make up for poor periods and that unless there are extenuating circumstances, patience will often prove appropriate when performance has been disappointing.

On an overall portfolio basis, the Investor establishes a goal of achieving the stated investment return objectives over a ten-year period of time. A shorter time frame would contradict the principal that mangers should generally be given the opportunity to overcome poor performance with subsequent excellent performance.

LIQUIDITY

This plan is a qualified retirement plan and is, therefore, required to ensure that liquid assets be readily available to permit all required payments to former employees with vested holdings. Current benefit payments to participants are $665,386 per year and the Trustees should plan on this payment to rise to a high of $1.2M per year over the next 15 years (See page 5 of 2023 actuarial report). Furthermore, since payments are generally made on a monthly basis, and that the underlining investments are highly liquid, the Trustees feel they have an adequate "early warning system" with regard to upcoming required payouts. Current distributions from the investment fund are $30,000 per month to cover the benefit payments.

Despite the above facts, the Investor has determined that cash balances (money market funds, bank certificates of deposit with maturities of less than twelve months, and U.S. Treasury Bills) shall always be maintained at a level of no less than 2%, of total Plan assets, and shall generally be no more than 5%. The current level of cash in the portfolio is at 5%. As a result of the current high short-term interest rate environment, the cash portfolio has a healthy 4.5% yield and is thus not heavily detrimental to long-term performance. If the interest rate environment changes drastically, we will revisit the cash amount.

MARKETABILITY OF ASSETS

Due to the Investor's long-term investment horizon, the Investor has determined that, as appropriate, none of its assets can be invested in illiquid, long-term investments, to include but not to be limited to deferred annuities, public non-traded investments and bank certificates of deposit with extended maturities.

STATEMENT OF LIMITATIONS

The Ionia County Pension Plan is a plan qualified under Section 401(a) of the internal revenue code and must be operated in accordance with those requirements. In addition, all retirement plans of political subdivisions of the state of Michigan must operate within the limitations of the

Michigan Public Employer Retirement System Investment Act (MI-PERSIA), MCL Section 38.1132, et. Seq. Finally, County plans must satisfy the requirements of MCL Section 46.12a, the County Retirement Plan provisions.

THE PLAN SPONSOR

County of Ionia, hereafter known as "County"
100 West Main Street
Courthouse
Ionia, MI 48846
Main Contact: Timothy Dame; County Finance Director

INVESTOR HISTORY

Ionia County, located in the State of Michigan, provides critical services to its residents and visitors. Ionia County is home to a variety of natural resources, parks, and family events, among them being the world famous Ionia Free Fair. Within its boundaries, it has a State of Michigan Recreational Area – Sessions Lake, with over 4500 acres of beautiful rolling hills, babbling brooks, open meadows, forested ridges, a lake nestled in the hills and a river winding its way through woods and fields. Bertha Brock Park is also located in Ionia County. It was established in 1931 with donations of property from local citizens, and initial development with the help of Michigan's Department of Transportation. Early additions to the park, such as the picturesque stone bridges and rustic Palmer Lodge, were built in the early 1930s by the WPA.

Ionia County is rich in historical tradition, with links to the Grand Rapids furniture-making industry and the home of a former Michigan Governor, Fred Warren Green (1927-1930) a former Michigan Lieutenant Governors, Allen E. Stebbins, (1933-1934) and, Brian Calley, (2011-2018). Brian also served on the Ionia County Board of Commissioners (2003-2006.)

PLAN TRUSTEES

The persons ultimately responsible for making all decisions with regard to the administration of the COUNTY Plan, including the management of the Trust assets, and for carrying out this Investment Policy Statement. The Trustees are:

County Commissioner – District # 1 Chair; currently David Hodges
County Commissioner – District # 2 currently Scott Wirtz
County Commissioner – District # 3 currently Larry Tiejema
County Commissioner – District # 4 currently Phillip Lee Hesche
County Commissioner – District # 5 currently Gordon L. Kelley
County Commissioner – District # 6 currently Jack Shattuck
County Commissioner – District # 7 currently Terence Michael Frewen

Currently the Board acts as the Pension Advisory Committee.

ACTUARIAL ASSUMPTIONS

To fully satisfy long-term obligations to the employees of COUNTY and participants in the COUNTY Defined Benefit Pension Plan, the plan sponsor assumes a 6.71% annualized rate of return on an average return basis for the portfolio. This required return is based on current assumptions regarding morbidity and mortality of the participants, a retirement age of 65, and continued full funding by COUNTY.

KEY CONTACTS FOR PLAN

Custodian for Trust Assets:
National Financial Services
c/o Commonwealth Financial Services (800) 237-0081
29 Sawyer Road
Waltham, MA 02453-3483

Finance Officer (to the plan):
Bernadette Blonde (616) 527-8204
100 West Main Street
Courthouse
Ionia, MI 48846

Finance Officer shall be responsible for keeping Trust documents in compliance with current laws, for providing quarterly reports to all trustees, and for preparing appropriate tax returns and other compliance documents. Finance Director shall also be responsible to be the first contact for benefit claims for retirement, disability or beneficial claims.

Attorney:
Frank Berrodin (616) 831-1769
Miller Johnson Attorneys
250 Monroe Ave NW Suite 800
Grand Rapids, MI 49501-0306

Attorney shall review the COUNTY Plan with regard to issues relating to the qualification of the Plan under IRS regulations and the design and documentation of the Plan.

Investment Consultant:
Jaakko Kasko, CFP®, CRPC® (269)-985-0200
Milestone Wealth Management,
2610 Lakeshore Drive, St. Joseph, MI 49085
(Securities and Advisory Services provided by Commonwealth Financial Network; Member FINRA/SIPC; A Registered Investment Adviser)

The Investment Consultant shall provide on-going strategic investment advice, specific investment recommendations, and annual performance reports.

<u>Actuarial Services</u>
Chris Veenstra *(616) 456-9696*
Walkins Ross Company
200 Ottawa Ave NW Suite 600
Grand Rapids, MI 49503

Prepare regular actuarial studies and valuations for this defined benefit plans – pension and other post-employment benefit (OPEB) plans. In addition, assist with ongoing design, monitoring and assisting in other calculations requiring actuarial expertise. Also guide the Trustees in their decision making processes and advising them on the pension's operational and compliance related issues.

ADDITIONAL ADVISORY DUTIES & RESPONSIBILITIES

Jaakko Kasko; Milestone Wealth Management,
Jaakko Kasko (Consultant) is responsible for assisting the Investor in making an appropriate asset allocation decision based on the particular needs, objectives, and risk profile of the Investor.

Consultant is an Investment Advisory Representatives; (IAR) affiliated with Commonwealth Financial Network, and shall act as the investment consultant to the Investor until the Investor decides otherwise.

Consultant shall be responsible for:

1. Advising the Investor about the selection and allocation of asset categories
2. The identification of specific assets and investment managers within each asset category
3. Providing the Investor with the current prospectus for each investment proposed for the Portfolio
4. Monitoring the performance of all selected assets
5. Recommending changes to any of the above
6. Periodically reviewing the suitability of the investments for the investor
7. Being available to meet with the Investor at least twice each year, and being available at such other times within reason as the Investor requests
8. Preparing and presenting appropriate reports

Consultant will not take title to any assets nor shall Milestone Wealth Management, exercise discretionary control over any of the Investor's assets. Consultant shall be responsible only to make recommendations to the Investor and to implement investment decisions as directed by the Investor.

Rebalancing Procedures

From time to time, market conditions may cause the Portfolio's investment in various asset classes to vary from the established allocation. To remain consistent with the asset allocation guidelines established by this IPS, each asset class in which the Portfolio invests shall be reviewed on an annual basis by the Trustees of the COUNTY Plan. This review shall take place during the annual IPS review. The Consultant shall monitor the portfolio for possible opportunities to rebalance through the course of the year. By following the guidelines of rebalancing back to the recommended weighting if the weighting is off by 25% or more relative to the model weighting (e.g. if model has a 10% weight, and actual weight is off by more than 2.5%). Rebalancing during the course of the year is an option for implementation, not a requirement.

Adjustment in the Target Allocation

The approved asset allocation displayed previously indicates both an initial target allocation and a range for each broad investment category. From time to time, based on changing economic circumstances and the various relative investment opportunities as perceived by the Plan Trustees and Consultant, it may be desirable to make changes in the target allocation. The Plan Trustees and Consultant may determine such changes, as long as they are within the acceptable ranges also listed previously. Subsequent investment changes, which the Investor must approve prior to any changes actually being put in place, will reflect the updated allocation

ACKNOWLEDGMENT & ADOPTION

The Investor

The Investor shall provide Consultant with all relevant information on financial condition, net worth, and risk tolerances, and shall notify Milestone Wealth Management, promptly of any changes to this information. The Investor should read and have a general understanding of the information contained in the prospectus of each investment in the Portfolio.

ADOPTION

Adopted by the below signed Investor at _____________ this _____ day of ___________, 2024.

David Hodges, Chair Greg Geiger, County Clerk

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

1st & 2nd Quarter of 2024 - Budget Amendments
8/27/2024

CONTACT:
Bernadette Blonde

DESCRIPTION:
1st and 2nd quarter budget amendments are detailed in the attached document. These amendments result from revenue and expenditures that were unknown during the original budget process.

FINANCIAL ANALYSIS:
The proposed amendments to the 2024 General Fund include several revenue adjustments. These adjustments account for bond forfeiture, investment revenue from ARPA funds, bond fees, juror pay reimbursements, juvenile court fees, equalization fees, scrap metal sales, and marijuana tax revenues, along with the addition of new grants. Collectively, these changes result in a total revenue increase of $267,813. On the expenditure side, adjustments include costs associated with HSA Contributions, life insurance, paid time out, the purchase of a marine boat, and the MERS merger costs. These expenditure changes total an increase of $931,210.

The projected Fund Balance for the General Fund

Fund Balance at December 31,2023	$4,065,203
Original budgeted use of Fund Balance 2024	($152,548)
1st & 2nd Quarter budget amendments	($663,398)
Projected use of Fund Balance	($815,946)
Projected Fund Balance on December 31, 2024	$3,249,257

Amendments to the General Fund Designated include an increase in investment revenue, monies received from a grant for the Body-Worn cameras, and donations received for the conservation of the Civil War Flag. Corresponding expenses include the costs for furniture for MSU Extension and the required matching funds for the grants and donations.

Amendments to the Special Revenue Funds include an increase in investment revenue, as well as grants received for the Community Correction Fund and funds received from the Opioid Settlements. An increase in HSA and life insurance expenses that were not known during the budget process. Also includes the disbursement of Opioid Settlement funds awarded as grants to applicants.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):
Move to approve the 1st and 2nd quarter budget amendment with a decrease in budgeted fund balance for the general fund in the amount of $663,398, which projects a use of fund balance of $815,946. Based on the 2023 results, the projected fund balance at December 31,2024 will be $3,249,257.

ADMINISTRATOR'S RECOMMENDATION:
County Administrator recommends approval of this request.

1st 2nd Quarter Budget Amendments
2024 Budget
Ionia County

GL NUMBER	DESCRIPTION	Budget Amendment Amount	Explanation
Revenue			
Expenditures			
	Dept 000.000 - GENERAL		
101-000.000-655.501	BOND FORFEITURE	*5,000*	Higher than expected
101-000.000-664.001	INVESTMENT INTEREST	*(100,000.00)*	Moving ARPA interest to correct line item
101-000.000-664.005	ARPA INVESTMENT INTEREST	*263,000*	
	Dept 101.000 - BOARD OF COMMISSIONERS		
101-101.000-715.001	BENEFITS - FICA	*2,192*	Higher than expected
101-101.000-715.270	BENEFITS - HSA EMPLOYER	*3,300*	Amount not know when creating the budget
101-101.000-715.275	BENEFITS - LIFE INSURANCE	*300*	Higher than expected
		5,792	
	Dept 131.000 - CIRCUIT COURT		
101-131.000-715.270	BENEFITS - HSA EMPLOYER	*5,000*	Amount not know when creating the budget
101-131.000-715.275	BENEFITS - LIFE INSURANCE	*2,450*	Higher than expected
		7,450	
	Dept 131.003 - CIRCUIT COURT RECORDER		
101-131.003-715.270	BENEFITS - HSA EMPLOYER	*1,100*	Amount not know when creating the budget
101-131.003-715.275	BENEFITS - LIFE INSURANCE	*900*	Higher than expected
		2,000	
	Dept 136.000 - DISTRICT COURT		
101-136.000-600.201	BOND FEE	*500*	Higher than expected
101-136.001-539.111	JUROR PAY REIMBURSEMENT	*1,100*	Higher than expected
101-136.000-715.270	BENEFITS - HSA EMPLOYER	*13,100*	Amount not know when creating the budget
101-136.000-715.275	BENEFITS - LIFE INSURANCE	*4,353*	Higher than expected
		17,453	
	Dept 137.000 - COURTS - GENERAL		
101-137.000-600.105	COURT FEES - DOMESTIC RELATIONS	*1,000*	Higher than expected
		1,000	
	Dept 146.000 - JURY COMMISSION		
101-146.000-726.001	SUPPLIES - OFFICE	*400*	Reallocation of Budgeted Expenditures
101-146.000-850.001	OPERATING - POSTAGE	*400*	Reallocation of Budgeted Expenditures
101-146.000-955.016	OTHER - PER DIEM BOARD	*(800)*	Reallocation of Budgeted Expenditures
		0	
	Dept 148.000 - PROBATE COURT		
101-148.000-715.270	BENEFITS - HSA EMPLOYER	*1,600*	Amount not know when creating the budget
101-148.000-715.275	BENEFITS - LIFE INSURANCE	*2,400*	Higher than expected
101-148.000-801.100	SERVICES - CONTRACTUAL	*(300)*	Will not spend in 2024
		3,700	
	Dept 149.000 - JUVENILE COURT		
101-149.000-600.200	FEES	*1,000*	Higher than expected
101-149.000-715.270	BENEFITS - HSA EMPLOYER	*1,895*	Amount not know when creating the budget
101-149.000-715.275	BENEFITS - LIFE INSURANCE	*3,215*	Higher than expected
101-149.000-850.199	OPERATING - MEMBERSHIPS	*245*	Reallocation of Budgeted Expenditures
101-149.000-850.910	OPERATING - TRAVEL	*(245)*	Reallocation of Budgeted Expenditures
		5,110	
	Dept 149.002 - JUVENILE COURT - RAISE THE AGE		
101-149.002-715.270	BENEFITS - HSA EMPLOYER	*105*	Amount not know when creating the budget
101-149.002-715.275	BENEFITS - LIFE INSURANCE	*165*	Higher than expected
		270	
	Dept 172.000 - ADMINISTRATION		
101-172.000-701.080	WAGES - OVERTIME	*286*	Unexpected overtime costs (Covered by reallocation of budgeted expenditures)
101-172.000-715.270	BENEFITS - HSA EMPLOYER	*1,300*	Amount not know when creating the budget
101-172.000-715.275	BENEFITS - LIFE INSURANCE	*1,500*	Higher than expected
101-172.000-715.500	BENEFITS - WORKERS COMP	*500*	Higher than expected
101-172.000-726.001	SUPPLIES - OFFICE	*(501)*	Reallocation of Budgeted Expenditures
101-172.000-801.151	SERVICES - LABOR RELATIONS	*(57,250)*	Reallocation of Budgeted Expenditures
101-172.000-801.154	ADMINISTRATION LAWYER SERVICES	*15,000*	Reallocation of Budgeted Expenditures
101-172.000-801.155	SHERIFF LAWYER SERVICES	*15,000*	Reallocation of Budgeted Expenditures
101-172.000-801.156	ROAD DEPARTMENT LAWYER SERVICES	*8,000*	Reallocation of Budgeted Expenditures
101-172.000-801.157	DISTRICT COURT LAWYER SERVICES	*500*	Reallocation of Budgeted Expenditures
101-172.000-801.158	HEALTH DEPARTMENT LAWYER SERVICES	*7,000*	Reallocation of Budgeted Expenditures
101-172.000-801.159	CENTRAL DISPATCH LAWYER SERVICES	*5,000*	Reallocation of Budgeted Expenditures
101-172.000-801.162	COA LAWYER SERVICES	*2,750*	Reallocation of Budgeted Expenditures

1st 2nd Quarter Budget Amendments
2024 Budget
Ionia County

GL NUMBER	DESCRIPTION	Budget Amendment Amount	Explanation
101-172.000-801.164	CLERK LAWYER SERVICES	500	Reallocation of Budgeted Expenditures
101-172.000-801.165	BERTHA BROCK PARK LAWYER SERVICES	500	Reallocation of Budgeted Expenditures
101-172.000-801.166	ANIMAL SHELTER LAWYER SERVICES	500	Reallocation of Budgeted Expenditures
101-172.000-801.167	INDIGENT DEFENSE FUND LAWYER SERVICES	500	Reallocation of Budgeted Expenditures
101-172.000-801.168	AIRPORT LAWYER SERVICES	1,000	Reallocation of Budgeted Expenditures
101-172.000-801.169	JAIL LAWYER SERVICES	1,000	Reallocation of Budgeted Expenditures
101-172.000-850.199	OPERATING - MEMBERSHIPS	215	New membership - National Association of Counties (Covered by reallocation of budgeted expenditures)
		3,300	
	Dept 191.000 - FINANCE		
101-191.000-701.010	WAGES - CLASSIFIED, MANAGEMENT	125,000	Finance Director and Accountant were budgeted in Support line
101-191.000-701.020	WAGES - CLASSIFIED, SUPPORT	(125,000)	Finance Director and Accountant were budgeted in Support line
101-191.000-701.080	WAGES - OVERTIME	1,000	Unexpected overtime costs (Covered by reallocation of budgeted expenditures)
101-191.000-701.097	WAGES - PAID TIME OUT	13,327	Employee resigned - paid out Vacation and Sick time
101-191.000-715.100	BENEFITS - HEALTH INSURANCE	8,100	Higher than expected
101-191.000-715.270	BENEFITS - HSA EMPLOYER	2,812	Amount not know when creating the budget
101-191.000-715.275	BENEFITS - LIFE INSURANCE	2,580	Higher than expected
101-191.000-715.801	BENEFITS - RETIREMENT, COUNTY PLAN	1,000	Higher than expected
101-191.000-726.001	SUPPLIES - OFFICE	(1,000)	Reallocated costs to cover higher than expected expenses
101-191.000-801.050	SERVICES - CONSULTANTS	(26,849)	Reallocated cost for consultants to other line items
101-191.000-801.053	SERVICES - AUDITOR	(3,000)	Cost were lower than expected
101-191.000-850.153	OPERATING - TRAINING	3,250	Membership to MGFOA, GFOA, AGA for Finance Director and Accountant, MGFOA Fall institute (Covered by reallocation from Consultant line item)
101-191.000-955.000	OTHER EXPENSES	9,000	Fines from 2019, 2020 and 2021 Form 740 not being filed
101-191.000-955.010	OTHER - BANK FEES	(1,000)	Will not spend in 2024
		9,220	
	Dept 192.000 - HUMAN RESOURCES		
101-192.000-801.153	SERVICES - PRE-EMPLOYMENT	12,000	Moved Budgeted Amount from Insurance and Bonds - corrected department
	Dept 215.000 - CLERK		
101-215.000-715.270	BENEFITS - HSA EMPLOYER	6,300	Amount not know when creating the budget
101-215.000-715.275	BENEFITS - LIFE INSURANCE	1,750	Higher than expected
		8,050	
	Dept 253.000 - TREASURER		
101-253.000-715.270	BENEFITS - HSA EMPLOYER	3,200	Amount not know when creating the budget
101-253.000-715.275	BENEFITS - LIFE INSURANCE	2,024	Higher than expected
		5,224	
	Dept 257.000 - EQUALIZATION		
101-257.000-600.200	FEES	3,100	Higher than expected
101-257.000-715.270	BENEFITS - HSA EMPLOYER	1,100	Amount not know when creating the budget
101-257.000-715.275	BENEFITS - LIFE INSURANCE	438	Higher than expected
101-257.000-850.001	OPERATING - POSTAGE	500	Reallocation of Budgeted Expenditures
101-257.000-850.910	OPERATING - TRAVEL	(500)	Reallocation of Budgeted Expenditures
		1,538	
	Dept 261.000 - MSU EXTENSION		
101-261.000-671.400	REIMBURSEMENTS	290	Riembursement for internet costs
101-261.000-850.001	OPERATING - POSTAGE	(400)	Unused line item for the prior two years
101-261.000-850.301	OPERATING - TELEPHONE	576	Expenses that occurred in April and May - MSU now pays for telephone service
101-261.000-850.800	OPERATING - UTILITIES	1,000	Consumers Bill for MSU Extension Building
101-261.000-850.910	OPERATING - TRAVEL	(50)	Unused line item for the prior two years
		1,126	
	Dept 262.000 - ELECTIONS		
101-262.000-701.080	WAGES - OVERTIME	4000	Reallocation of Budgeted Expenditures
101-262.000-726.001	SUPPLIES - OFFICE	(4,000)	Reallocation of Budgeted Expenditures
		0	
	Dept 265.000 - BUILDINGS & GROUNDS		
101-265.000-671.000	OTHER REVENUE	600	Scrap Metal
101-265.000-701.011	WAGES-CLASSIFIED-JANITORIAL	85,000	Newly created department for janitorial services for the county
101-265.000-701.012	WAGES-JANITORIAL MANAGEMENT	40,000	Newly created department for janitorial services for the county
101-265.000-701.020	WAGES - CLASSIFIED, SUPPORT	(185,000)	Reallocation of Budgeted Expenditures
101-265.000-701.080	WAGES - OVERTIME	1,636	Unbudgeted overtime (covered by the reallocation of budgeted expenditures)
101-265.000-701.097	WAGES - PAID TIME OUT	402	Resignation of Employee pay out
101-265.000-715.270	BENEFITS - HSA EMPLOYER	8,100	Amount not know when creating the budget
101-265.000-715.275	BENEFITS - LIFE INSURANCE	3,720	Higher than expected
101-265.000-726.800	SUPPLIES - BUILDING MAINTENANCE	(24,312)	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024

1st 2nd Quarter Budget Amendments
2024 Budget
Ionia County

GL NUMBER	DESCRIPTION	Budget Amendment Amount	Explanation
101-265.000-726.801	SUPPLIES - JANITORIAL	10,000	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.803	SUPPLIES - GROUNDS	150	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.804	SUPPLIES - JAIL MAINTENANCE	6,000	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.805	SUPPLIES-BM ADMIN BUILDING	1,000	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.806	SUPPLIES-BM AIRPORT	500	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.807	SUPPLIES-BM ANIMAL SHELTER	10,000	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.808	SUPPLIES-BM BUILDINGS AND GROUNDS	500	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.809	SUPPLIES-BM BERTHA BROCK PARK	1,000	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.810	SUPPLIES-BM CENTRAL DISPATCH	500	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.811	SUPPLIES-BM CLERKS OFFICE	500	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.812	SUPPLIES-BM COA	100	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.813	SUPPLIES-BM COURTHOUSE	10,000	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.814	SUPPLIES-BM HEALTH DEPARTMENT	500	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.816	SUPPLIES-BM MAINTENANCE GARAGE	750	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.817	SUPPLIES-BM MSU BUILDING	500	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.818	SUPPLIES-BM PUBLIC DEFENDERS OFFICE	250	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.820	SUPPLIES-BM DISTRICT COURT	500	Reallocation of Budgeted Expenditures for cost allocation purposes for 2024
101-265.000-726.900	SUPPLIES - VEHICLE	3,000	Higher than expected (covered by reallocation of budgeted expenditures)
101-265.000-726.910	SUPPLIES - GASOLINE	4,000	Higher than expected (covered by reallocation of budgeted expenditures)
101-265.000-801.100	SERVICES - CONTRACTUAL	20,000	Higher than expected (covered by reallocation of budgeted expenditures)
101-265.000-801.801	SERVICES - JANITORIAL	704	Higher than expected (covered by reallocation of budgeted expenditures)
		0	
Dept 267.000 - PROSECUTING ATTORNEY			
101-267.000-539.121	ATTORNEY REIMB LOCAL UNITS	425	Higher than expected
101-267.000-701.020	WAGES - CLASSIFIED, SUPPORT	(58,000)	Reallocation of Budgeted expenditures
101-267.000-701.070	WAGES - ELECTED OFFICIALS	58,000	Reallocation of Budgeted expenditures
101-267.000-715.270	BENEFITS - HSA EMPLOYER	2,500	Amount not know when creating the budget
101-267.000-715.275	BENEFITS - LIFE INSURANCE	4,600	Higher than expected
101-267.000-850.001	OPERATING - POSTAGE	108	Higher than expected
101-267.000-850.199	OPERATING - MEMBERSHIPS	6,609	PACC/PAAM Dues
		13,817	
Dept 267.001 - PROSECUTING ATTORNEY - CRIME VICTIMS			
101-267.001-715.275	BENEFITS - LIFE INSURANCE	550	Higher than expected
Dept 267.002 - PROSECUTING ATTORNEY - FAMILY SUPPORT			
101-267.002-715.270	BENEFITS - HSA EMPLOYER	500	Amount not know when creating the budget
101-267.002-715.275	BENEFITS - LIFE INSURANCE	500	higher than expected
101-267.002-726.001	SUPPLIES - OFFICE	56	Reallocated Expenses
101-267.002-850.001	OPERATING - POSTAGE	(56)	Reallocated Expenses
		1,000	
Dept 268.000 - REGISTER OF DEEDS			
101-268.000-701.097	WAGES - PAID TIME OUT	10,875	Employee moved to a new position
101-268.000-715.270	BENEFITS - HSA EMPLOYER	2,200	Amount not know when creating the budget
101-268.000-715.275	BENEFITS - LIFE INSURANCE	1,953	Higher than expected
		15,028	
Dept 275.000 - DRAIN COMMISSIONER			
101-275.000-600.200	FEES	(1,500.00)	No fees collected
101-275.000-715.270	BENEFITS - HSA EMPLOYER	2,200	Amount not know when creating the budget
101-275.000-715.275	BENEFITS - LIFE INSURANCE	1,140	Higher than expected
		3,340	
Dept 277.000 - ABSTRACTING			
101-277.000-715.100	BENEFITS - HEALTH INSURANCE	18,000	Employees moved to county insurance during enrollment - not know during budget process
101-277.000-715.270	BENEFITS - HSA EMPLOYER	1,200	Amount not know when creating the budget
		19,200	
Dept 292.000 - FLEET MAINTENANCE			
101-292.000-671.400	REIMBURSEMENTS	1,596	Reimbursement from an invoice paid twice in 2020
101-292.000-701.060	WAGES - NON-CLASSIFIED	(7,000)	Reallocation of Budgeted expenditures
101-292.000-701.080	WAGES - OVERTIME	7,000	Reallocation of Budgeted expenditures
		0	
Dept 301.000 - SHERIFF - ADMINISTRATION			
101-301.000-439.001	MARIJUANA TAX	1,181	Higher than expected
101-301.000-701.097	WAGES - PAID TIME OUT	8,013	Employee payout and Employee Retirement payout
101-301.000-715.270	BENEFITS - HSA EMPLOYER	4,477	Amount not know when creating the budget

1st 2nd Quarter Budget Amendments
2024 Budget
Ionia County

GL NUMBER	DESCRIPTION	Budget Amendment Amount	Explanation
101-301.000-715.275	BENEFITS - LIFE INSURANCE	2,610	Higher than expected
		15,100	
Dept 301.001 - SHERIFF - UNIFORMED SERVICES			
101-301.001-671.000	OTHER REVENUE	11,000	Grant received for Continuing Education
101-301.001-701.097	WAGES - PAID TIME OUT	7,328	Employee resignation payouts
101-301.001-715.275	BENEFITS - LIFE INSURANCE	8,820	Higher than expected
101-301.001-715.820	BENEFITS - MERS, JAIL OFFICERS & CLERKS	207	Reallocation of Budgeted expenditures
101-301.001-715.822	BENEFITS - MERS, DEPUTIES	(207)	Reallocation of Budgeted expenditures
101-301.001-715.824	BENEFITS - MERS, COMMAND, DEPUTIES	340,280	MERGER Costs
101-301.001-726.150	SUPPLIES - UNIFORMS	3,000	Reallocation of Budgeted expenditures
		359,428	
Dept 301.011 - SHERIFF - ACT 302 TRAINING GRANT			
101-301.011-539.306	ACT 302 CRIMINAL JUSTICE TRAINING	654	Higher than expected
Dept 301.021 - SHERIFF-ACADEMY			
101-301.021-539.314	MCOLES TRAINING GRANT	24,000	Academy Assistance Program
101-301.021-701.052	WAGES - UNION, JAIL OFFICERS & CLERKS	15,170	Grant was unknown at time budget was created
101-301.021-701.080	WAGES - OVERTIME	270	Grant was unknown at time budget was created
101-301.021-715.001	BENEFITS - FICA	1,150	Grant was unknown at time budget was created
101-301.021-715.100	BENEFITS - HEALTH INSURANCE	2,701	Grant was unknown at time budget was created
101-301.021-715.275	BENEFITS - LIFE INSURANCE	166	Grant was unknown at time budget was created
101-301.021-715.500	BENEFITS - WORKERS COMP	530	Grant was unknown at time budget was created
101-301.021-715.820	BENEFITS - MERS, JAIL OFFICERS & CLERKS	1,236	Grant was unknown at time budget was created
101-301.021-715.822	BENEFITS - MERS, DEPUTIES	102	Grant was unknown at time budget was created
101-301.021-850.153	OPERATING - TRAINING	9,000	Cost for Police Academy
		30,325	
Dept 311.000 - CMET			
101-311.000-701.097	WAGES - PAID TIME OUT	1,268	Vacation Payout - current employee
101-311.000-715.275	BENEFITS - LIFE INSURANCE	275	Higher than expected
		1,543	
Dept 331.000 - MARINE SAFETY			
101-331.000-970.000	CAPITAL OUTLAY	90,408	Marine Patrol Boat - Approved by Board - offset by ARPA interest
Dept 333.000 - SECONDARY ROAD PATROL			
101-333.000-701.051	WAGES - UNION, DEPUTIES	(6,000)	Reallocation of Budgeted expenditures
101-333.000-701.080	WAGES - OVERTIME	6,000	Reallocation of Budgeted expenditures
101-333.000-715.275	BENEFITS - LIFE INSURANCE	250	Higher than expected
		250	
Dept 351.000 - JAIL			
101-351.000-600.200	FEES	1,000	Higher than expected
101-351.000-701.052	WAGES - UNION, JAIL OFFICERS & CLERKS	(200,000)	Reallocation of Budgeted expenditures
101-351.000-701.080	WAGES - OVERTIME	200,000	Reallocation of Budgeted expenditures
101-351.000-701.099	WAGES - OTHER	2,000	Paid Bonus
101-351.000-715.275	BENEFITS - LIFE INSURANCE	6,900	Higher than expected
101-351.000-715.823	BENEFITS - MERS, COMMAND, JAIL	(18,001)	Combined divisions in 2022
101-351.000-801.600	SERVICES - MEDICAL DOCTOR	200,000	Higher than expected
101-351.000-955.005	OTHER - EQUIPMENT RENTAL	1,696	Heat Pump Rental
		192,595	
Dept 426.000 - EMERGENCY MANAGEMENT			
101-426.000-501.400	FEDERAL GRANT - REIMBURSEMENT	22,457	Reimbursement for BPV
101-426.000-701.020	WAGES - CLASSIFIED, SUPPORT	(317)	Reallocation of Budgeted expenditures
101-426.000-701.080	WAGES - OVERTIME	317	Reallocation of Budgeted expenditures
101-426.000-715.270	BENEFITS - HSA EMPLOYER	(7)	Amount not know when creating the budget
101-426.000-715.275	BENEFITS - LIFE INSURANCE	450	Higher than expected
101-426.000-955.100	OTHER - REIMBURSEABLE	22,457	BPV expense (covered by grant)
		22,900	
Dept 430.000 - ANIMAL CONTROL			
101-430.000-715.270	BENEFITS - HSA EMPLOYER	2,700	Amount not know when creating the budget
101-430.000-715.275	BENEFITS - LIFE INSURANCE	1,250	higher than expected
101-430.000-726.050	SUPPLIES - PROGRAM	180	Higher than expected
101-430.000-726.350	SUPPLIES - RADIO	(800)	Reallocation of Budgeted expenditures
		3,330	
Dept 430.001 - ANIMAL SHELTER			

1st 2nd Quarter Budget Amendments
2024 Budget
Ionia County

GL NUMBER	DESCRIPTION	*Budget Amendment Amount*	Explanation
101-430.001-674.000	CONTRIBUTIONS AND DONATIONS	*30,000*	New Donation
101-430.001-726.609	SUPPLIES - ANIMAL MEDICAL	24,000	Higher intake , more medications needed
101-430.001-726.609-DON	SUPPLIES - ANIMAL MEDICAL	*20,000*	To budget new expense allowed by donation
101-430.001-726.620	SUPPLIES - BEDDING TOYS ETC	*10,000*	With higher intake more items are needed
101-430.001-801.100-DON	SERVICES - CONTRACTUAL	*10,000*	To budget new expense allowed by donation
101-430.001-850.800	OPERATING - UTILITIES	*10,000*	Higher than expected
		74,000	
	Dept 445.000 - DRAIN AT-LARGE		
101-445.000-999.801	TRANSFER TO DRAIN FUND	*11,472*	Drain at Large was higher than expected
	Dept 751.000 - PARKS & RECREATION		
101-751.000-671.300	CONTRIBUTIONS & DONATIONS	*10*	Higher than expected
101-751.000-600.701	CAMPING FEES	*500*	Higher than expected
101-751.000-600.703	ANNUAL PARK PERMIT	*900*	Higher than expected
101-751.000-715.270	BENEFITS - HSA EMPLOYER	*1,100*	Amount not know when creating the budget
101-751.000-715.275	BENEFITS - LIFE INSURANCE	*575*	Higher than expected
101-751.000-850.800	OPERATING - UTILITIES	*1,500*	Higher than expected
		3,175	
	Dept 851.000 - INSURANCE & BONDS		
101-851.000-801.152	SERVICES - PHYSICALS	*(12,000)*	Moved expense to HR Department
101-851.000-955.001	OTHER - INSURANCE & BONDS	*3,516*	Item not budgeted - Summer tax bond
		(8,484)	

1st 2nd Quarter Budget Amendments
2024 Budget
Ionia County

GL NUMBER	DESCRIPTION	*Budget Amendment Amount*	Explanation
	MERS MERGER	340,280	
	BENEFITS - HSA EMPLOYER	65,782	
	BENEFITS - LIFE INSURANCE	55,834	
	HEALTH INSURANCE	20,701	
	MARINE BOAT	90,408	
	SERVICES - MEDICAL DOCTOR	*200,000*	
	WAGES - PAY OUT	41,213	
		814,218	
	Total Expenditures	931,210	
	Total Revenue	267,813	

GL NUMBER	DESCRIPTION	Budget Amendment Amount	Explanation
102-000.000-664.001	INVESTMENT INTEREST	18,000	Higher than anticipated
102-000.000-699.516	TRANSFER IN - DTRF	(120,013)	Reconciled to the 2022 audit
102-301.000-501.000	FEDERAL GRANTS	23,093	Body Worn Camera Grant
102-301.001-695.001	INSURANCE RECOVERIES	44,148	Insurance recovery on vehicle crashes
102-351.000-501.000	FEDERAL GRANTS	544	SCAAP BJA Grant from 2020
102-720.000-671.400-FLAG-CON	REIMBURSEMENTS	7,622	Donations for Civil War Flag Conservation Project
		(26,606)	
102-261.000-970.000	CAPITAL OUTLAY	10,862	MSU Furniture
102-301.000-970.000	CAPITAL OUTLAY	59,328	Body Worn Camera
102-720.000-970.000-FLAG-CON	CAPITAL OUTLAY	7,622	Budgeted the expenses to go along with the donations received
		77,812	
	NET FROM FUND BALANCE	**(104,418)**	
Fund 221 - PUBLIC HEALTH FUND			
221-000.000-664.001	INVESTMENT INTEREST	**35,000.00**	Higher than expected
	NET TO FUND BALANCE	**35,000.00**	
Fund 225 - RESOURCE RECOVERY FUND			
225-000.000-664.001	INVESTMENT INTEREST	**15,000.00**	Higher than expected
225-621.002-850.800	OPERATING - UTILITIES	500.00	Utilities for recycling center
		500.00	
	NET TO FUND BALANCE	**14,500.00**	
Fund 249 - BUILDING INSPECTION FUND			
249-000.000-664.001	INVESTMENT INTEREST	8,000.00	Higher than expected
	NET TO FUND BALANCE	**8,000.00**	
Fund 256 - REGISTER OF DEEDS AUTOMATION FUND			
256-000.000-664.001	INVESTMENT INTEREST	**1,000.00**	Higher than expected
256-268.000-701.020	WAGES - CLASSIFIED, SUPPORT	(4,000.00)	Reallocation of budgeted expenditures
256-268.000-715.275	BENEFITS - LIFE INSURANCE	(23.00)	Reallocation of budgeted expenditures
256-268.000-715.500	BENEFITS - WORKERS COMP	(49.00)	Reallocation of budgeted expenditures
256-268.000-715.801	BENEFITS - RETIREMENT, COUNTY PLAN	(1,981.00)	Reallocation of budgeted expenditures
256-268.000-801.270	SERVICES - IMAGING	(1,157.00)	Reallocation of budgeted expenditures
256-268.000-801.430	SERVICES - SOFTWARE SUPPORT	2,860.00	Reallocation of budgeted expenditures
256-268.000-850.153	OPERATING - TRAINING	4,350.00	Reallocation of budgeted expenditures
		-	
	NET TO FUND BALANCE	**1,000.00**	
Fund 257 - BUDGET STABILIZATION FUND			
257-000.000-664.001	INVESTMENT INTEREST	100.00	Higher than expected
	NET TO FUND BALANCE	**100.00**	
Fund 259 - COUNTY SPECIAL PROJECTS			
259-000.000-664.001	INVESTMENT INTEREST	20,000.00	Higher than expected
	NET TO FUND BALANCE	**20,000.00**	
Fund 260 - MICHIGAN INDIGENT DEFENSE			
260-138.000-701.097	WAGES - PAID TIME OUT	2,285.00	Amount not know during budget process
260-138.000-715.270	BENEFITS - HSA EMPLOYER	3,800.00	Amount not know during budget process
260-138.000-715.275	BENEFITS - LIFE INSURANCE	5,200.00	Higher than expected
	NET FROM FUND BALANCE	**(11,285.00)**	
Fund 261 - CENTRAL DISPATCH FUND			
261-000.000-664.001	INVESTMENT INTEREST	26,000.00	Higher than expected
261-325.000-664.001	INVESTMENT INTEREST	(15,000.00)	move budgeted amount to correct line item
261-325.000-671.400	REIMBURSEMENTS	8,500.00	Higher than expected
		19,500.00	
261-325.000-701.079	WAGES - LONGEVITY	4,850.00	Amount not budgeted
261-325.000-701.097	WAGES - PAID TIME OUT	2,802.00	Amount not budgeted
261-325.000-715.270	BENEFITS - HSA EMPLOYER	323.00	Amount not know during budget process
261-325.000-715.275	BENEFITS - LIFE INSURANCE	6,175.00	Higher than expected
261-325.000-726.003	SUPPLIES - EDUCATIONAL	10,000.00	Moved from other miscellaneous
261-325.000-801.800	SERVICES - BUILDING MAINTENANCE	(13,200.00)	Move expenses to other budgeted line items
261-325.000-970.000	CAPITAL OUTLAY	345,828.00	Finished upgrade to central dispatch
261-325.000-999.101	TRANSFER TO GENERAL FUND	(31,180.00)	Incorrect amount not budgeted
261-325.001-955.990	OTHER - MISCELLANEOUS	(10,000.00)	Moved to correct line item
		315,598.00	
	NET FROM FUND BALANCE	**(296,098.00)**	

GL NUMBER	DESCRIPTION	Budget Amendment Amount	Explanation
Fund 262 - COMMUNITY CORRECTIONS FUND			
262-000.000-664.001	INVESTMENT INTEREST	750.00	Higher than expected
262-352.102-539.000	STATE GRANTS	14,900.00	Grant Reimbursement
		15,650.00	
262-352.108-801.100	SERVICES - CONTRACTUAL	**12,000.00**	Grant expenses
	NET TO FUND BALANCE	**3,650.00**	
Fund 263 - CONCEALED PISTOL			
263-000.000-664.001	INVESTMENT INTEREST	**1,500.00**	Higher than expected
263-215.000-995.990	OTHER - MISCELLANEOUS	**(1,900.00)**	Will not spend in 2024
	NET TO FUND BALANCE	**3,400.00**	
Fund 264 - CORRECTIONS TRAINING FUND			
264-000.000-664.001	INVESTMENT INTEREST	**150.00**	Higher than expected
264-351.000-701.052	WAGES - UNION, JAIL OFFICERS & CLERKS	808	Amount not know during the budget process
264-351.000-701.055	WAGES - UNION, CORRECTIONS COMMAND	169	Amount not know during the budget process
264-351.000-701.080	WAGES - OVERTIME	(1,471.00)	Will not spend in 2024
264-351.000-715.275	BENEFITS - LIFE INSURANCE	10.00	Higher than expected
264-351.000-850.153	OPERATING - TRAINING	484.00	Membership to Sheriffs Association & American Jail Association
		-	
	NET TO FUND BALANCE	**150.00**	
Fund 265 - VEHICLE FORFEITURE FUND			
265-000.000-664.001	INVESTMENT INTEREST	**50.00**	Higher than expected
	NET TO FUND BALANCE	**50.00**	
Fund 266 - SOBRIETY/DRUG COURT FUND			
266-000.000-664.001	INVESTMENT INTEREST	**2,500.00**	Higher than expected
266-131.150-850.910	OPERATING - TRAVEL	110.00	Reimbursement of Travel expenses for a conference
266-131.250-715.275	BENEFITS - LIFE INSURANCE	408.00	Higher than expected
266-136.100-726.913	SUPPLIES - GRAD SUPPLIES	67.00	Unknown expense during budget process
266-136.150-801.100	SERVICES - CONTRACTUAL	49.00	Unknown expense during budget process
266-136.150-850.910	OPERATING - TRAVEL	709.00	Reimbursement of travel expenses for conferences
		1,343.00	
	NET TO FUND BALANCE	**1,157.00**	
Fund 267 - SPECIAL INVESTIGATIVE FUND			
267-000.000-664.001	INVESTMENT INTEREST	**25.00**	Higher than expected
	NET TO FUND BALANCE	**25.00**	
Fund 269 - LAW LIBRARY FUND			
269-000.000-664.001	INVESTMENT INTEREST	500.00	Higher than expected
	NET TO FUND BALANCE	**500.00**	
Fund 273 - AGING FUND			
273-000.000-664.001	INVESTMENT INTEREST	50,000.00	Higher than expected
	NET TO FUND BALANCE	**50,000.00**	
Fund 274 - CDBG HOUSING GRANT FUND			
274-000.000-664.001	INVESTMENT INTEREST	225.00	Higher than expected
274-700.001-664.001	INVESTMENT INTEREST	10.00	Higher than expected
	NET TO FUND BALANCE	**235.00**	
Fund 284 - OPIOID SETTLEMENT FUND			
284-000.000-664.001	INVESTMENT INTEREST	5,000.00	Higher than expected
284-000.000-688.001	OPIOIDS SPECIAL REVENUE	507,480.00	Unknown during budget process
		512,480.00	
284-000.000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	**100,731.00**	Awarded Grants for 2024
	NET TO FUND BALANCE	**411,749.00**	
Fund 292 - CHILD CARE FUND			
292-000.000-664.001	INVESTMENT INTEREST	**60.00**	Higher than expected
292-662.001-715.275	BENEFITS - LIFE INSURANCE	1,247.00	Higher than expected
292-662.001-726.001	SUPPLIES - OFFICE	550.00	
		1,797.00	
	NET FROM FUND BALANCE	**(1,737.00)**	
Fund 296 - COURTS SECURITY FUND			
296-000.000-664.001	INVESTMENT INTEREST	**7,000.00**	Higher than expected
296-137.002-701.053	WAGES - UNION, COMMAND OFFICERS	(106.00)	Reallocation of budgeted expenses
296-137.002-701.080	WAGES - OVERTIME	106.00	Reallocation of budgeted expenses

GL NUMBER	DESCRIPTION	*Budget Amendment Amount*	Explanation
296-137.002-715.100	BENEFITS - HEALTH INSURANCE	192.00	Reallocation of budgeted expenses
296-137.002-726.150	SUPPLIES - UNIFORMS	(192.00)	Reallocation of budgeted expenses
		-	
	NET TO FUND BALANCE	**7,000.00**	
Fund 581 - AIRPORT FUND			
581-000.000-664.001	INVESTMENT INTEREST	**1,250.00**	Higher than expected
581-500.000-701.200	WAGES - PER DIEM	(1,000.00)	Expense will not happen in 2024
581-500.000-715.001	BENEFITS - FICA	(50.00)	Expense will not happen in 2024
581-500.000-715.100	BENEFITS - HEALTH INSURANCE	(500.00)	Expense will not happen in 2024
581-500.000-726.800	SUPPLIES - BUILDING MAINTENANCE	11,143.00	Water Barrier Filter Replacement and Work done on AST Tank Probe Sensor
581-500.000-801.821	SERVICES - AIRPORT MANAGER	4,855.00	Increase in Airport Manager's Contract
581-500.000-960.000	INDIRECT COST ALLOCATION	49,140.00	Indirect costs not budgeted
		63,588.00	
	NET FROM FUND BALANCE	**(62,338.00)**	

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Personnel Policy Amendment - Vacation
August 27, 2024

CONTACT: Priscilla Walden, HR

DESCRIPTION: Amendment to the Personnel Policy – Vacation

- Annual vacation allotment will be loaded to an employee's vacation bank in January instead of accruing monthly.
- New hires will receive two weeks of vacation upon hire, prorated, and available after 90 days.
- Accelerated vacation schedule (current employees will be moved to new schedule on 1/1/2025).
- 20 vacation days may be rolled over with payout of excess in November. This is a change from the current 20 days.
- Vacation time will be paid out upon separation of employment with
  - a minimum of 1-year of employment and;
  - a 2-week notice.
  - Vacation time cannot be used to extend a termination date.

OTHER DEPARTMENTS/AGENCIES AFFECTED: Nonunion employees, Health Department

FINANCIAL ANALYSIS:

LEGAL REVIEW: Not necessary.

DEADLINE:

SPECIFIC ACTION REQUESTED: Approve amendment to the Personnel Policy – Vacation.

ADMINISTRATOR'S RECOMMENDATION: Approval of amendment.

VACATION (Proposed 8/27/24)

A. Regular full-time employees will receive their annual vacation bank on the first January pay day of the year according to the following schedule. Days are defined by an employee's regular workday - 7.5 or 8 hours, based on either a 37.5 or 40 hour work week.

B. Regular part time employees who work a minimum of 30 hours per week will receive their annual vacation bank on the first January pay day of the year according to the following schedule. Days are defined by an employee's regular workday - 6 hours.

C. Vacation Schedule

1. New Hire

   a. An employee will receive 2 weeks of prorated vacation days based on their average pay period of either 75 or 80 hours and date of hire though 12/31 of their first year of employment. For example, a new hire beginning on July 1 will receive a vacation bank of 1 week.

   b. A new employee may begin using their vacation time 90 days after date of hire.

2. Year 1 – the first pay period in January after DOH — 10 vacation days

3. Year 2 through Year 5 – the first pay period in January — 15 vacation days

4. Year 6 and greater – the first pay period in January — 20 vacation days

D. Earned vacation time may be taken upon approval of an employee's Department Head or their designee.

E. No more than twenty (20) vacation days may be carried over to the following calendar year. (This is equivalent to 150 hours for 7.5 hour per day employees, and 160 hours for 8 hour per day employees, or 120 hours for 30 hours/week employees.)

   The balances over the maximum rollover hours will be paid out in November of each year unless a form to calculate your year-end payout is completed and submitted to Payroll no later than November 1 of each year. The payout form is available in the Payroll or Human Resources office, or in *Employee Navigator* under "Documents."

F. Upon termination of employment, earned and unused vacation time will be paid in full at 100% of an employee's pay rate, to employees who;
   1. have attained a minimum of one year of employment **and**,
   2. have submitted a two-week notice of their resignation, retirement, or have been terminated by the employer.
   3. Paid time off cannot be used in lieu of the final two weeks of employment or to extend the termination date of employment.

IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION

Secondary Road Patrol & Traffic Accident
Prevention Program Grant Agreement
8/27/24

CONTACT:
Sheriff Charlie Noll

DESCRIPTION:
Agreement for 2025 Fiscal year Secondary Road Patrol & Traffic Accident Program

OTHER DEPARTMENTS/AGENCIES AFFECTED:
None

FINANCIAL ANALYSIS:
The Office of Highway Safety Planning (OHSP) has awarded the Sheriff's Office $148,676.00 for FY25. These funds cover wages & fringes of one FT deputy and can also cover the cost of mileage or automotive cots, equipment expenses, and supplies specifically for the secondary roads deputy.

LEGAL REVIEW:
Click here to enter text.

DEADLINE:
08/27/24 board meeting.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):
Ionia County Board of Commissioners approve the Secondary Road Patrol & Traffic Accident Program agreement for 2025 fiscal year.

ADMINISTRATOR'S RECOMMENDATION:
Click here to enter text.

Secondary Road Patrol Agreement

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Completion of this page is required for application submission.**

Secondary Road Patrol Agreement

Funding Period — October 1, 2024 - September 30, 2025

State Allocation

$148,676.00
Maintenance of Effort (MOE) Requirement

9.00 FTEs
Background:

The Office of Highway Safety Planning (OHSP) is responsible for administering the Secondary Road Patrol and Traffic Accident Prevention Fund. Before a county obtains its grant from the amount annually appropriated for secondary road patrol and traffic accident prevention, the county shall enter into an agreement for the secondary road patrol and traffic accident prevention services with the OHSP.

In each fiscal year, $15,000,000 of the proceeds deposited in the state treasury for taxes on the retail selling price of spirits must be allocated to the secondary road patrol and training fund (MCL 256.629e). A county's share of the amount annually appropriated for secondary road patrol and traffic accident prevention must be the same percentage that the county received, or was eligible to receive, of the total amount allocated to all counties under section 12 of 1951 PA 51, MCL 247.662, less the amounts distributed for snow removal and engineers, during the period of July 1, 1976, through June 30, 1977. As such, this funding formula has not changed since 1977.

Maintenance of Effort (MOE):

The county agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the county's official accounting system **must** be submitted with each Quarterly Financial Report. The ledger must reconcile to reported costs.

County agrees to use funding solely on secondary roads for the following services to be provided:

- Patrolling and monitoring traffic violations.
- Enforcing the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's office while providing the services required by Public Act 416 of 1978 (P.A. 416).
- Investigating accidents involving motor vehicles.
- Providing emergency assistance to persons on or near a highway or road patrolled as required by P.A. 416.

The sheriff's office can provide these services on secondary roads within a city or village if the legislative body of the local unit of government passes a resolution requesting the services, with the exception of taking complaints.

How funds can be spent:

- Employing additional personnel
- Purchasing additional equipment
- Enforcing laws in state and county parks
- Providing selective motor vehicle inspection programs
- Providing traffic safety information and education programs that are in addition to those provided before the effective date of P.A. 416, October 1, 1978

Eligible Expenses:

Eligible expenses include:

- Salaries and fringe benefits for time that deputies spend on secondary road patrol assignments.
- Mileage reimbursement OR Actual automotive costs.
  NOTE: If using a mileage rate that includes an allowance for depreciation of the vehicle, including the IRS rate, the county may not also request reimbursement for a vehicle.
- Equipment expenses.
- Supplies and Operating expenses.

Ineligible Expenses:

Ineligible expenses include:

- Salaries and fringe benefits for time that deputies did not spend on secondary roads.
- Indirect costs no longer allowed.
- Any costs related to non-secondary road patrol activity.

Quarterly Reimbursement Requests:

The county agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the county's official accounting system must be submitted with each Quarterly Financial Report. The ledger **must** reconcile to reported costs.

Funds are allocated each fiscal year beginning October 1. Sheriff offices must submit for reimbursement requests quarterly. Quarterly reports are due:

1. January 20
2. April 20
3. July 20
4. October 20

Reimbursement requests must be made using the OHSP MGX system. All personnel costs, automotive expenses, equipment, and operating costs must be listed and provided with the general ledger. All costs requested must reconcile with the general ledger.

Method of Payment:

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. Reimbursement may be delayed should the county fail to provide all required reports and other documentation or is not in compliance with P.A. 416 and the Agreement Conditions and Requirements. Unallowable costs will not be reimbursed.

Quarterly SRP Statistical Reporting Requirements:

The county agrees to submit Quarterly SRP Statistical Report at the same time as the Quarterly Financial Report through MGX within 20 days of the completion of each quarterly period beginning with the date of this agreement. The report **must** contain the following information:

1. Number of FULL TIME equivalent certified SRP Funded Road Patrol Deputies.
2. Number of FULL TIME equivalent certified County-Funded Road Patrol Deputies.
3. The total number of sworn officers in the sheriff's office.
4. Number of miles traveled performing road patrol by SRP Funded Road Patrol Deputies.
5. Number of miles traveled performing road patrol by County-Funded Road Patrol Deputies.
6. Number of traffic stops made by SRP Funded Road Patrol Deputies.
7. Number of traffic stops made by County-Funded Road Patrol Deputies.
8. Number of traffic-related verbal warnings given by SRP-Funded Road Patrol Deputies.
9. Number of traffic-related verbal warnings given by County-Funded Road Patrol Deputies.
10. Number of traffic-related citations issued by SRP-Funded Road Patrol Deputies.
11. Number of traffic-related citations issued by County-Funded Road Patrol Deputies.

SRP Related Activities (Only report on SRP activities for below)

12. Number of traffic citations issued in county parks.
13. Number of non-traffic arrests made in county parks.
14. Number of calls for assistance in county parks.
15. Number of crashes investigated which occurred on trunk lines.
16. Number of crashes investigated which occurred on secondary roads.
17. Number of crashes investigated which occurred in villages or cities.
18. Number of fatal crashes investigated which occurred on trunk lines.
19. Number of fatal crashes investigated which occurred on secondary roads.
20. Number of fatal crashes investigated which occurred in villages or cities.
21. Number of OWI arrest involving alcohol.
22. Number of OWI arrest involving drugs.
23. Number of alcohol offenses resulting in open container in vehicle arrests.

24. Number of crimes investigated resulting in crime reports filed.

25. Number of crimes investigated resulting in criminal arrests.

26. Number of motorist assists.

27. Number of law enforcement assists to your department.

28. Number of law enforcement assist to other departments or agencies.

29. Number of community traffic safety training sessions held.

30. Number of citizens attending the community safety training sessions.

Annual Reporting Requirements:

The county is required to submit their annual report through the MGX system which contains:

(a) A description of the services provided by the sheriff's department of the county under MCL 51.76, other than the services provided in a county park.

(b) A description of the services provided by the sheriff's department of the county under MCL 51.76 in county parks in the county.

(c) A copy of each resolution by a city or village of the county which requests the sheriff's department of the county to provide the services described in MCL 51.76.

(d) A copy of each contract between a county and a township of the county in which township the sheriff's department is providing a law enforcement service, as required by MCL 51.77(7).

(e) The law enforcement plan developed under subsection (7), i.e., the Sheriff of each county and the director of the Department of Michigan State Police, or their authorized representatives shall meet and develop a law enforcement plan for the unincorporated areas of the county.

(f) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76; improving the training programs of law enforcement officers.

(g) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76; improving the communications system of the sheriff's department.

(h) The recommendations of the sheriff's department of the county on improving the services provided by the Secondary Road Patrol Program.

(i) The recommendations of the sheriff's department of the county on improving coordination of the enforcement agencies in your county.

(j) The description of the role alcohol played in the incidences of personal injury, traffic accidents, and traffic fatalities in the county.

Record Keeping Requirements:

The county must maintain accounting records, following generally accepted accounting procedures, to receive reimbursement for expenditures under this agreement. Documentation supporting all expenditures shall be maintained for at least three years after the expiration of the fiscal year covering this agreement. The Sherriff agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified. All revenue and expenditures shall be recorded in a fund or account separate from the provider's other funds or accounts. The general ledger is required and must reconcile to reported costs.

1. Personnel Costs. Amounts expended under this agreement for P.A. 416-Funded Road Patrol Deputies shall be based upon payrolls documented and approved in accordance with the policies and practices of the Sheriff and shall be supported by time and attendance records and daily activity logs for individual employees. The daily logs must detail all activities engaged in, locations of activities, and times engaged in each activity.

2. All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Automotive expenses can be reported based either on the actual costs incurred for vehicles, gasoline, maintenance, insurance, and other vehicle costs, or on actual miles driven times a mileage rate. If the county chooses to use a mileage rate, they may either use the most recently published IRS business rate, in which case no further calculation is required, or calculate the mileage rate based on the county's actual costs. Supporting documentation for the county's calculated rate must be kept on file for review during monitoring.

Monitoring and Audit:

The OHSP, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Sheriff which are related to this agreement, for purpose of monitoring and audit.

The county shall comply with the requests of the OHSP for information on reports related to the manpower, expenditures, and services of the county.

Termination

The agreement is void if the county reduces its expenditures or level of road patrol below that which the county was expending or providing immediately before October 1, 1978, or October 1, 2021, whichever year the expenditures or level of road patrol is less. (MCL 51.77(1)). If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the Sheriff in writing and afford the Sheriff with an opportunity to demonstrate compliance. If compliance cannot be established, OHSP shall notify the Sheriff in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.

Sanctions:

If the county materially fails to comply with the terms and conditions of the agreement, the OHSP may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the county.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current agreement.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

Signature Agreement

Instructions

- Select the checkbox below to provide an electronic signature for the grant agreement.
- **An electronic signature from each of the specified roles is required before application submission.**

Agency Project Director - Sheriff

* [X]Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Authorized Official - County Chairperson

* Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

Agency Financial Officer

* [X]Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

MICHIGAN STATE UNIVERSITY | Extension

Ionia County Semi-Annual update, August 27, 2024

Program Name	# of participants from Ionia	Hours of programming	Contact hours for participants
Start Simple With My Plate	32	1.5	48.0
Wastewater Conference	3	17.0	51.0
Changes Ahead for Renewable Energy Permitting	1	1.3	1.3
MI Great Beer State Conference and Trade Show	1	28.5	28.5
Adulting 101: The Psychology of Spending and Saving	1	1.0	1.0
Pesticide In-Person Meeting	1	4.0	4.0
West Michigan Dairy Educational Dinner	3	3.0	9.0
How Soon is Too Soon: When to teach your children money habits	1	1.5	1.5
Birth Management for Sheep and Goats	2	8.0	16.0
Birth Management for Sheep and Goats Hands-on	1	4.0	4.0
State 4-H Rabbit and Cavy Show	6	11.0	66.0
Produce Safety Alliance Grower Training	1	8.0	8.0
RELAX – Alternatives to Anger for Parents and Caregivers	1	1.5	1.5
Michigan Manure Management Summit	3	6.0	18.0
RELAX – Alternatives to Anger Fast Track Online	1	4.0	4.0
Birds and the Bees Extension Extras Parenting Hour	1	1.5	1.5
Great Lakes Regional Dairy Conference	3	0.3	0.9
2023 Farm Policy & Risk Management Series	1	3.0	3.0
Mindful Self-Compassion	1	1.0	1.0
2024 Pesticide In-Person Meeting	3	4.0	12.0

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Kalamazoo Bee School – Colony Necropsy	1	1.0	1.0
Soil Fertility & Nutrient Management Training	1	6.5	6.5
Wheat Program Annual Meeting	2	6.5	13.0
Online : RELAX	1	4.0	4.0
Changing Negative Self-Talk	1	1.0	1.0
Project FISH Workshop	1	16.0	16.0
MI Job Challenge Program	3	12.0	18.0
4-H Trick Training Challenge	2	1.3	2.6
Christmas Tree Winter Webinar Series	1	6.0	6.0
Michigan Ag Ideas to Grow With 2024	4	43.0	172.0
4-H Spring Livestock Workshop 2024	9	6.5	58.5
Small Ruminants for Small Farms	4	4.0	20.0
Michigan Cottage Food Law	7	9.1	9.1
Farmers Appreciation Event at Williams Farm Machinery	8	3.0	24.0
Great Lakes Forage & Grazing Conference	6	6.0	36.0
2024 4-H Animal Science Skillathon	6	7.0	42.0
Fiscally Ready Communities – Budgeting for Fiscal Sustainability	1	1.5	1.5
Learn how to Build a Terrarium	8	2.0	16.0
Mindful Walking	1	1.0	1.0
Safe Food = Healthy Kids	2	6.0	6.0
Virtual Breakfast Series	28	15.5	23.0

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Michigan Bee Keeping Office Hours Webinar	1	1.5	1.5
Keep Moving to Prevent Health Problems Lunch & Learn	1	1.0	1.0
Conversations and Coffee with Michigan Department of Natural Resources	1	1.5	1.5
String Art	15	2.0	30.0
2024 GIG Bare Root Plant Event	1	1.5	1.5
Caring for the Caregiver Lunch & Learn	1	1.0	1.0
FIT24 – City of Ionia	9	1.8	16.2
2024 Pesticide Meeting	6	8.0	24.0
Ionia Great Start Readiness Parent Coalition Healthy Choices For Every Body	18	9.0	162.0
Fiscally Ready Communities – Capital Asset Management and Planning	1	1.0	1.5
Protecting your flock – Biosecurity for back yard flock owners	13	1.0	13.0
Cover Crop Termination Field Day	1	5.0	5.0
2024 Making It In Michigan Trade Show	2	6.0	12.0
HBE – Homeownership Education	1	4.0	4.0
Preserving MI Harvest – The Fungi Among Us – Foraging and Preserving Mushrooms	1	1.0	1.0
Gastrointestinal Parasites for Small Ruminants Hands On	4	9.0	18.0
MI Agritourism Summit	1	15.5	15.5
Fiscally Ready Communities – Managing Internal Controls	1	1.5	1.5
Michigan 4-H Volunteer Webinar: Preparing 4-Hers for Fairs and Showcases	1	1.0	1.0
Recycled Bird House Workshop	4	2.0	8.0
Mindfulness for Children Extension Extras Parenting Hour	1	1.0	1.5

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Brentwood Housing_Planting Seeds for Health	7	9.0	63.0
MM – Your Money Your Goals Training	1	4.0	4.0
Michigan 4-H Dairy & Poultry Open office	1	1.0	1.0
Invited presentation to Consumers Energy Virtual Herbicide Class – Pollinator stewardship – pesticide applicators	1	1.0	1.0
IPM Breakfast Meetings – Belding	19	7.3	138.7
Farm Succession, Ionia field crops	2	1.5	3.0
Michigan Deer – Update on CWD and TB	1	1.0	1.0
Cash Composition 2024	3	0.0	0.0
Total	**287**	**374.1**	**1,149.5**

Miscellaneous:

Agriculture and Agribusiness Institute (AABI)	30 programs
Children and Youth Institute (CYI)	16 programs
Community, Food, and Environment Institute (CFEI)	16 programs
Health and Nutrition Institute (HNI)	14 programs

2024 Fair Sale Amount/Entries

Large Animal

Beef Market: $119,313.50 with 24 entries

Market Goat: $21.303.25 with 35 entries

Sheep Market: $49,731.25 with 65 entries

Swine Market: $234,972.00 with 172 entries

Large Animal Mkt Total: $425,320.00 / 296 entries

Small Animal

Market Poultry Eggs: $610.00 with 14 entries

Market Poultry: $26,820.00 with 138 entries

Rabit Market: $9,549.00 with 59 entries

Small Animal Mkt Total: $36,979.00 / 211 entries

Gallon of Milk and Dairy Feeders

Gallon of Milk: $29,724.60 with 1 entry

Dairy Feeders: $76,708.75 with 43 entries

Gallon of Milk Sale Total: $106,433.35 with 44 entries

2024 Fair Show Exhibitors/ Entries

Total Exhibitors: 604

Total Entries: 3782