

**IONIA COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 10, 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)
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Public Hearing to receive comments regarding the proposed Homeowner Emergency Program
 - B. Request Approval of the Ionia County Emergency Home Improvement Guidelines and Signature on Certifying Officer Designation and Authorized Signature Designation Form- Marilyn Smith/Patrick Jordan
 - C. Reappointment to Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services Emergency Coordinator (ARES/ RACES Coordinator)
 - Michael Carigon, 3 year term
 - D. Reappointment to Commission on Aging Board
 - Laura Linebaugh, 3 year term
 - E. Appointment to Department of Human Services Board
 - Nancy Haga, 3 year term
 - F. Request for signatures on OAA Contract No. 61.54-FY25.1 with Area Agency on Aging of Western Michigan- Carol Hanulcik
 - G. Request Ratification of Agency Signature on MDOT Agreement 2022-0075 P4- Carol Hanulcik

- H. Request Approval to Repair Bridges 4031, 4054, and 4064-Linda Pigue
- I. Request for Sunfield Highway repair and moving Gunn and Ramsey Drain-Linda Pigue

IX. Department Reports

- A. Road Department

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

- Central Dispatch-One-two-year Emergency Medical Representative and one-two-year Township Board Representative
- Department of Human Service 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

Appointments for consideration in the month of October 2024:

- Department of Human Services Board



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

August 27, 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 Jack Shattuck, County Commissioner Terence Frewen

Members Absent:

Others Present: County Administrator Patrick Jordan, County Finance Director Bernadette Blonde, County Clerk Greg Geiger

- I. Call to Order
Hodges called the meeting to order at 3:00 p.m.
- II. Pledge of Allegiance
Hodges led the pledge of allegiance.
- III. Invocation
Kelley led the invocation.
- IV. Approval of Agenda
Board discussed the agenda, removed old business item, added new business items.
Motion to Approve Agenda as Amended
Moved by Frewen
Supported by Kelley
Motion carried by voice vote
- V. Public Comment
Bob Cusack commented on property sales.
- VI. Action on the Consent Calendar
Consent Agenda was approved by unanimous consent as amended.
- VII. Unfinished Business
No unfinished business.



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

VIII. New Business

Milestone Wealth Management made a presentation regarding the County Pension Plan. Board discussed investment policy statement as internal communication device with Wealth Management as opposed to the actual County Investment policy. Board reviewed the investment policy statement.

Board discussed second quarter budget amendments. Blonde presented the budget amendments and recommended approval. Board discussed use of fund balance.

Motion to Approve First and Second Quarter Budget Amendments

Moved by Tiejema

Supported by Kelley

Motion carried by voice vote

Board discussed updated personnel policy. County Human Resources Director Priscilla Walden presented the policy and recommended approval.

Motion to Approve Amended Personnel Policy

Moved by Frewen

Supported by Tiejema

Motion carried by voice vote

Board discussed Secondary Road Patrol & Traffic Accident Prevention Program Grant Agreement. Sheriff Charlie Noll presented the grant and recommended approval.

Motion to Approve Grant Agreement

Moved by Wirtz

Supported by Frewen

Motion carried by voice vote

Board discussed motion to reconsider vote regarding walk in freezer at the jail.

Motion to Reconsider

Moved by Frewen

Supported by Hesche

Motion carried by voice vote

Board discussed walk in freezer at the jail. Maintenance Director Rod Steel presented quotes for repair and replacement and recommended replacement.

Motion to Approve Replacement

Moved by Wirtz

Supported by Tiejema

Motion carried by voice vote

Hodges Dissented



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Boad discussed appointment of Gary Pitsch to the materials management committee. Conservation District Director Melissa Eldridge presented and

Motion to Appoint Gary Pitsch

Moved by Kelley

Supported by Wirtz

Motion carried by voice vote

IX. Department Reports

MSU Extension Director Bill Hendrian presented a written and oral report.
Conservation District Director Melissa Eldridge presented a written and oral report.

X. Reports of Officers, Boards, and Standing Committees

Hodges commented on WMRPC meeting, Mental Health Board Meeting.
Kelley commented on Facilities Committee projects.
Hesche commented on Rails to Trails meeting.
Frewen commented on Road Department Projects and financing.
Tiejema commented on Michigan Works meeting.
Shattuck commented on Public Hearing regarding landfill expansion.
Jordan commented on Medical Examiner contract.
Bernadette commented on the approved budget amendments.

XI. Reports of Special or Ad Hoc Committees

No Special or Ad Hoc Committee reports.

XII. Public Comment

Bob Cusack commented on property sales.

XIII. Closed Session

No closed session



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

XIV. Adjournment

Motion to Adjourn at 4:30 pm

Moved by Shattuck

Supported by Frewen

Motion carried by voice vote

David Hodges, Chairman

Greg Geiger, County Clerk

IONIA COUNTY EMERGENCY HOME IMPROVEMENT GUIDELINES

Date Approved and Signed: _____

Chair, IONIA COUNTY Board of Commissioners _____



IONIA COUNTY

Community Development Block Grant (CDBG) Program Income Emergency-Repair Guidelines

National Objectives:

All CDBG funded activities fulfill one of three National Objectives established by Congress. The following paragraphs discuss the process of selecting one of the three National Objectives. This includes the procedures for documenting that the Ionia County's activities fulfill the selected objective.

As outlined in Application Guide federal regulations stipulate that before any activity can be funded in whole or in part with CDBG funds, it shall be determined that the activity (e.g., economic development, public infrastructure) is eligible under Title I of the Housing and Community Development Act of 1974, as amended. In addition, CDBG requirements mandate that each funded activity (except for program administration and some planning initiatives, and described below) shall meet one of the established three National Objectives. The three National Objectives are:

- Benefiting Low and Moderate Income (LMI) persons.
- Aiding in the prevention or elimination of slums or blight.
- Meeting community development needs made urgent by conditions posing serious and immediate threats to community health or welfare, conditions that are of recent origin or recently became urgent, and where other financial resources are not reasonably available to meet such needs.

Reference Chapter 1-National Objective in MSHDA's CDBG POLICY MANUAL for further information.

[Link to the CDBG POLICY MANUAL:](#)

LMI Housing:

The following documentation of program benefit is required with the application for all CDBG-funded activities that are carried out under the LMI Housing National Objective:

For each unit to be assisted, the size and income of the occupant household.

- The family size and income at or under 80% AMI for total household income for all occupants of a household, and the amount of CDBG funds spent on rehabilitation shall be reported.
- Data on the racial, ethnic and gender characteristics of persons who are applicants for, participants in, and/or beneficiaries of CDBG activities.

Therefore, Ionia County is required to report income and demographic information for the adult members living in a household.

Reference MSHDA CDBG Policy Manual for further information.

<https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant/cdbg-policy-manual>

Requirements for Household Eligibility:

Ionia County shall certify that CDBG program recipients meet the HUD eligibility requirements. Ionia County shall follow the HUD guidance for income calculations (80% Area Median Income for Ionia County), using **HUD Part 5, (reference Chapter 10-B income and asset computation)** method:

Ionia County is responsible for maintaining all documents used to determine and verify CDBG program recipient's income used with the HUD income calculator.

Homeowner Rehabilitation-Emergency Repair:

- Program Income has been used in accordance with Title I requirements, in accordance with CDBG Program Income Emergency Repair, and program requirements outlined in MSHDA's CDBG POLICY MANUAL.
- Ionia County has a system for tracking Program Income generated by CDBG Program funds.
- Program Income shall be deposited into a separate fund or account (may be interest-bearing).
- Program Income information in Ionia County's accounting records shall match the information reported to the State.
- Program Income received is directly tied to an original Ionia County mortgage and note or net proceeds of sale.

Ionia County shall have the flexibility under CDBG Program Income Emergency Repair to meet the needs of their residents, and may include:

CDBG Program Income Emergency Repairs shall be performed to safeguard against imminent danger to human life, health or safety, or to protect the property from further structural damage due to natural disaster, fire or structural collapse - which typically bring the property up to local codes and standards. For example:

- repairs to a roof that is leaking, but the whole house is not rehabilitated
- Malfunctioning hot water equipment resulting in total lack of running hot water in the household

- Plumbing repairs in cases where water supply or drainage lines have ruptured, and the house is without running water
- Septic tank is overflowing, or the drain field has deteriorated
- Electrical or gas repairs in electrical fire or gas hazard situations and or cases where the faulty electrical wiring has resulted in total lack of illumination in the household or inability to use such necessary major appliances as the refrigerator or range or furnace or water heater
- Structural damage that creates an emergency safety situation
- Emergency Handicapped accessibility improvements, such as installation of a ramp can be approved with an emergency health, triggering event
- Other emergency items not listed above shall be approved by MSHDA's CDBG Program Specialist

Citizen Participation General:

Public hearings shall be provided to obtain citizen views and to respond to proposals and questions at all stages of CDBG Program Income Emergency Repair, including the revisions of proposed activities, and review of program performance. Hearings shall be held after adequate notice at times and locations convenient to potential or actual beneficiaries, and with accommodations for the handicapped. At a minimum, two hearings shall be provided: one at the time of program income certification, and one at the end of the program year.

Reference - Chapter 3-Citizen Participation and Other Requirements in MSHDA's CDBG POLICY MANUAL for further information.

<https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant/cdbg-policy-manual>

Lien Requirements:

Ionia County shall require loan repayment for all loans over \$2,499, and loans shall be repayable at time of sale of the home or when the title is transferred. Loan repayment shall be proceeds-driven. If the sale of the property does not allow full repayment, then the amount that remains after all closing costs are calculated and paid shall be the total due. No debt shall be assumed for the difference between the original loan and the amount that remains with the proceeds from the sale.

Land Contracts: If the applicant for home repairs is under a Land Contract, then the Land Contract seller(s) shall sign Ionia County's mortgage (if over \$2,499), and a Land Contract Subordination Agreement. The Land Contract Subordination Agreement would be recorded and would give Ionia County a superior lien position to the Land Contract seller(s).

Lead Safe Housing Rule-Exemptions:

Some CDBG projects may be exempt from the Lead Safe Housing Rule, if they meet the criteria listed below:

- Housing units constructed after 1978
- CDBG Program Income Emergency Repairs are being performed to safeguard against imminent danger to human life, health or safety, or to protect the property from further structural damage due to natural disaster, fire or structural collapse. The exemption applies only to repairs necessary to respond to the emergency.
- Housing “exclusively” for the elderly or persons with disabilities, with the provision that children less than six years of age will not reside in the dwelling unit.
- An inspection performed according to HUD standards found the property contained no lead-based paint.
- Documented methodologies provided evidence that lead-based paint was identified and removed, and the property has achieved clearance.
- The rehabilitation will not disturb any painted surface.

Ionia County shall implement the emergency repair program with lead requirements where applicable. Where no lead shall be disturbed (e.g. replacement of an existing water heater), no lead test or assessment shall be required.

All exemptions shall be documented in the project file. A Program Income Exempt Project Determination and a Lead-Based Paint Requirements Applicability Worksheet shall be submitted to and approved by MSHDA for each activity.

Reference Chapter 7-Environmental Review in MSHDA’s CDBG POLICY MANUAL for further information.

<https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant/cdbg-policy-manual>

Lead-Based Paint Compliance:

Ionia County acknowledges that failure to comply with the lead-based paint requirements under the regulation will render it subject to sanctions authorized under the Federal funding programs providing assistance to the property. Violations may be subject a recipient to other penalties available under state or local law. Notifying owners, purchasers, or occupants of possible lead-based paint hazards does not relieve Ionia County of its responsibilities under the new regulation.

Not complying may expose households and contractors with potentially dangerous levels of lead dust and debris that can cause life threatening illnesses and developmental delays.

Reference Chapter 7-Environmental Review in MSHDA’s CDBG POLICY MANUAL for further information.

<https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant/cdbg-policy-manual>

Asbestos:

Ionia County shall comply with EPA Asbestos regulations for home repairs. Since asbestos is a mineral fiber that was frequently added to products to strengthen them, and to provide heat insulation and fire resistance, it is commonly found in older homes. It was used for pipe and furnace insulation, in asbestos shingles, millboard and transite siding, floor tiles, and a variety of other coating materials. If it is determined that repairs could disturb or come in contact with asbestos, an asbestos review through a certified asbestos professional using Polarized Light Microscopy shall be utilized.

The handling of asbestos-containing materials is regulated by the Environmental Protection Agency (EPA) under the National Emissions Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, and the Occupational Safety and Health Administration (OSHA) under regulation delineated in 29 CFR 1926.1101.

Reference Chapter 7-Environmental Review in MSHDA's CDBG POLICY MANUAL for further information.

<https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant/cdbg-policy-manual>

Fair Housing and Equal Opportunity:

Ionia County shall be required to comply with state and federal laws that provide for equal opportunity and non-discrimination in all aspects of the projects undertaken with program income. Applicable state and federal laws were established to ensure that protected groups are not subjected to discrimination under any program supported in whole or in part with CDBG funds. Extending opportunities to minority- and women-owned businesses (MBE/WBE), residents of project areas, training, and providing fair and equal access to housing is and has been a priority for Ionia County.

Various laws, regulations, and executive orders apply to four general areas:

- Project beneficiaries
- Employment opportunities
- Contracting opportunities
- Fair Housing

These laws are applicable to private businesses and contractors involved in the covered projects, as well as Ionia County.

Reference Chapter 8-Fair Housing and Equal Opportunity in MSHDA's CDBG POLICY MANUAL for further information.

<https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant/cdbg-policy-manual>

Procurement and Contracting - Conflict of Interest:

An organizational conflict of interest means that, because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

Conflicts of interest in the award and/or administration of contracts shall be avoided. "No employee of Ionia County shall participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, any member of his or her immediate family, his or her partner has a financial or other interest in the firm selected for award" [24 CFR 85.36(b) (3)]. Other federal regulations with which Ionia County shall comply are the conflict of interest requirements in 24 CFR 570.611, which are included as Form 4-C.

Note: HUD considers the awarding of an engineering contract and an administrative contract to the same firm as a conflict of interest. Contracts for both services to the same firm are prohibited. Reference Chapter 11-Procurement and Contracting in MSHDA's CDBG POLICY MANUAL for further information.

<https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant/cdbg-policy-manual>

Conflicts Prohibited:

No persons described above may obtain a financial interest or benefit from a Ionia County's program income emergency rehabilitation program -assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have a family or business ties, during their tenure or for one year thereafter.

General Policies:

Ionia County is charged with the fiscal responsibility of certifying that 100% of CDBG Program Income Emergency Repairs are being performed to safeguard against imminent danger to human life, health or safety, or to protect the property from further structural damage due to natural disaster, fire or structural collapse.

Superseding Information

Any memos, update bulletins or published manuals produced by MSHDA that change the requirements will supersede Ionia County's Program Income Guidelines.

Cooperation

At all times, Ionia County shall cooperate fully with MSHDA, HUD, Office of Inspector General or similar department, and law enforcement officials and agencies.

Citizen Participation -Conflict of Interest:

CDBG requirements pertaining to conflict of interest are summarized in the following paragraphs.

Conflicts Prohibited –Except for the use of CDBG funds to pay salaries and other related administrative or personnel costs, the general rule is that no persons (described below under “Persons Covered”) who exercise or have exercised any functions or responsibilities with respect to CDBG activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG -assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

Persons Covered – The conflicts of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the State, Ionia County.

Exceptions –Upon a written request, Ionia County may grant an exception to the provisions of this section on a case-by-case basis when it determines that such an exception will further the purposes of Title I and the effective and efficient administration of the program, project of the State, or Ionia County. An exception may be considered only after the following has been provided to Ionia County:

- A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made.
- A certification the affected person has withdrawn from his or her functions or responsibilities, or the decision -making process with respect to the specific assisted activity in question.
- An opinion of Ionia County’s attorney that the interest for which the exception is sought would not violate State or local law. In addition, grants administration may also require an opinion from the State Ethics Board that the conflict does not violate State law.

Factors to Be Considered for Exceptions – In determining whether to grant a requested Exception, Ionia County shall consider the cumulative effect of the following factors, where applicable:

- Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available.

- Whether an opportunity was provided for open, competitive bidding, or negotiation.
- Whether the person affected is a member of a group of low or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class.
- Whether the interest or benefit was present before the affected person was in a position as previously described.
- Whether undue hardship will result either to the State, Ionia County, or the person affected when weighed against the public interest served by avoiding the prohibited conflicts.

Reference Chapter 3-Citizen Participation and Other Requirements in MSHDA's CDBG POLICY MANUAL for further information.

<https://www.michigan.gov/mshda/neighborhoods/community-development-block-grant/cdbg-policy-manual>

David Hodges, Certifying Officer
Chairman, Board of Commissioners

8/13/2024
Date



CERTIFYING OFFICER DESIGNATION (for Local Units of Government)

The Certifying Officer, responsible for compliance with all environmental review requirements, is usually the chief elected official for the responsible entity/jurisdiction in which the project is located, or his/her designee. The designee should be an official with the legal authority to unilaterally sign a contract which obligates the grantee. The original of this executed form must be included in the Environmental Review Record.

DESIGNATION

Patrick Jordan, **Administrator**, of **IONIA COUNTY** is the Certifying Officer as defined in 24 CFR Sec. 58.13 for the Environmental Review requirements of CDBG funds, Program Year: 2023-2024

Date: 9/10/2024

Designated by: _____
David Hodges, Chairman, Board of Commissioners

ACKNOWLEDGEMENT

I, **Patrick Jordan, County Administrator**, accept the responsibilities of the Certifying Officer for **IONIA COUNTY**, as defined in 24 CFR 58.13. I consent to assume the status of "responsible Federal official" as that term is used in section 102 of the National Environmental Policy Act of 1969 and understand that I am responsible for all the requirements of section 102 of NEPA and the related provisions in 40 CFR parts 1500 through 1508, and 24 CFR part 58, including the related Federal authorities listed in Sec. 58.5 insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.

On behalf of the recipient, I personally accept the jurisdiction of the Federal courts for enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Date: 9/10/2024

Certifying Officer Signature: _____
Patrick Jordan
County Administrator

AUTHORIZED SIGNATURE DESIGNATION FORM

As the highest elected official of **IONIA COUNTY** designate the following individual(s) as Authorized Signer(s) for Grant # **NA - PROGRAM INCOME** to sign the associated Grant Agreement, submit FSR payment requests and Grant Amendments, if applicable, for the aforementioned grant.

AUTHORIZED SIGNER(S)

Date: _____

Patrick Jordan, County Administrator

Date: _____

APPROVED BY HIGHEST ELECTED OFFICIAL

Date: _____

David Hodges, Chairman, Board of Commissioners

**IONIA COUNTY COMMISSION ON AGING
REQUEST FOR DISCUSSION/ACTION**

Request for signatures on OAA Contract No. 61.54-FY25.1 with Area Agency on Aging of Western Michigan, for Services to Older Adults Under Title III of the Older Americans Act and/or Older Michiganians Act, for fiscal year 2025 and related Authorization of Signature document for reporting and contracts.

September 10, 2024

CONTACT:

Carol Hanulcik, Director, Ionia County Commission on Aging

DESCRIPTION:

This contract is for funding awarded by AAAWM for FY 2025 (October 1, 2024 - September 30, 2025). The Authorization of Signature document authorizes ICCOA staff to sign and submit required reporting through the year and authorizes the Chair of the Board of Commissioners to sign contracts and contract amendments.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

none

FINANCIAL ANALYSIS:

Funding under this agreement totals \$526,784 for FY 25 and supports Meals on Wheels, Congregate Meals, Homemaker Services, Respite Services, Disease Prevention/Health Promotion (Wellness), Senior Center Staffing and Transportation. The contract does not reflect a recent reduction of \$16,088 in NSIP funding.

LEGAL REVIEW:

none

DEADLINE:

As soon as possible. Services under this contract are to begin October 1, 2024.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the request from the Commission on Aging Director, to add the Board Chair's signature to Contract 61.54 FY 25.1, and to add board chair's signature to the Authorization of Signature document.

DEPARTMENT HEAD RECOMMENDATION:

I recommend the contract be signed and the Authorization of Signature document completed. AAAWM funding and support is vital to our agency. Non-electronic signatures are required on the Authorization of Signature document.

[Please return these documents to ICCOA for return to AAAWM Contract Administrators]

ADMINISTRATOR'S RECOMMENDATION: County Administrator Recommends Approval

EFFECTIVE DATE: 10/1/24

AUTHORIZATION OF SIGNATURE FOR AAAWM FUNDED PROGRAMS

1. Name and Address of Service Partner:

IONIA COUNTY COMMISSION ON AGING
115 Hudson St
Ionia MI 48846

Individuals authorized to sign documents on behalf of Partner:
(handwritten signatures only; circle all permissions that apply for each signer)

2. Signature, Typed Name and Title:

1. Signature: <u>Carol Hanulcik</u>	2. Signature: <u>Lisa Insley</u>
Name Carol Hanulcik	Name Lisa Insley
Title ICCOA Director	Title Nutrition Director
Contracts <u>Financial Reports</u> Contract Amendments <u>Service Reports</u>	Contracts <u>Financial Reports</u> Contract Amendments <u>Service Reports</u>
3. Signature:	4. Signature:
Name Emily Gray	Name David Hodges
Title In-Home Services Director	Title Chair, Ionia County Board of Commissioners
Contracts <u>Financial Reports</u> Contract Amendments <u>Service Reports</u>	<u>Contracts</u> <u>Contract Amendments</u> Financial Reports Service Reports

3. I certify that the signature (s) above is (are) of the individual (s) authorized to sign documents *as specified* on behalf of Service Partner.

Signature of Board Chairperson /Owner

Date

Name **David Hodges**

Title **Board Chair**

Note: The submitted form is valid for one year.
It is the Service Partner's responsibility to notify AAAWM of any changes.

CONTRACT AMENDMENT

STATEMENT OF PURPOSE

The **Area Agency on Aging of Western Michigan, Inc. (AAAWM)**, a Michigan non-profit Corporation, and **Ionia County Board of Commissioners (Service Partner)**, a public agency, entered in Contract numbered 61.54 in which the Service Partner undertook to provide certain services with state and federal funding for the three-year period ending 09/30/2025. The parties now agree to amend the provisions of that contract.

AGREEMENT OF PARTIES

As of 06/24/2024, AAAWM and the Service Partner agree:

1. That the amount of funds the AAAWM agrees to pay, for the budget period October 1, 2024 - September 30, 2025, as provided in the Contract of 10/01/2022 through 09/30/2025 shall not exceed **\$542,872.00 (Five hundred forty-two thousand eight hundred seventy-two and 00/100 dollars)**.
2. Service Partner is to provide services funded through this contract during each of the twelve (12) months of the fiscal year unless a waiver has been granted.
3. That the amount the Service Partner agrees to provide as Local Match, for the budget period October 1, 2024 - September 30, 2025, as specified in the Contract of 10/01/2022 through 09/30/2025, shall not be less than **\$54,353.00 (Fifty-four thousand three hundred fifty-three and 00/100 dollars)**.
4. That the amount of Nutrition Services Incentive Program (NSIP) funds the AAAWM agrees to pay, for the budget period October 1, 2024 - September 30, 2025, shall not exceed **\$53,691.00 (Fifty-three thousand six hundred ninety-one and 00/100 dollars)**.
5. That Service Budget Attachments I-A, I-B, I-C, I-D, I-E, I-F and I-G are deleted, and Service Budget Attachments I-A, I-B, I-C, I-D, I-E, I-F and I-G (dated 08/16/2024) are added.
6. The Older Americans Act Funding Distribution Schedule (Attachment II) is deleted and Older Americans Act Funding Distribution Schedule (Attachment II), dated 06/24/2024, is added.

AREA AGENCY ON AGING OF WESTERN MICHIGAN, INC.
A MICHIGAN NON-PROFIT CORPORATION

By:  8/28/2024
Kendrick Heinlein, Chief Executive Officer Date

By: _____
Person Authorized to Sign for Service Partner Date
Name: _____
Title: _____

UNIT RATE BUDGET

Older Americans Act FY2025

Partner: Ionian County Commission on Aging
Service: Congregate Meals
Date: 08/16/2024 **Budget Period:** 10/1/24-9/30/25
Prepared by: Carol Hanulcik

(Use whole dollar amounts unless otherwise specified)

I. FUNDING SUMMARY			
1.	Federal / State Funds Awarded		\$61,583
2.	One-time Funds Awarded		\$0
3.	TOTAL AAAWM FUNDING:		\$61,583
II. UNIT COST ANALYSIS			
(Per Unit: Dollars and Cents - 2 decimal places)			
4.	Administration & Fundraising Expenses		\$1.26
5.	Delivery & Direct Service Cost		\$5.41
6.	Raw Food		\$2.60
7.	Other (Occupancy, Communication, etc.)		\$0.61
8.	Total Cost BEFORE:		\$9.88
9.	Less Program Income		\$2.09
10.	Less NSIP		\$0.58
11.	Less 10% Unit Match		\$0.72
12.	Unit Rate to be Paid by AAAWM to Service Partner:		\$6.49
III. OTHER RESOURCES			
13.	Projected Program Income		\$18,550
14.	Other Resources		\$1,000
IV. LOCAL MATCH			
Required Match Amount: \$6,843			
	Source of Local Match	Cash	In-Kind
15.	Senior Millage	\$6,843	\$0
16.			\$0
17.			\$0
18.			\$0
19.	Total Match:	\$6,843	\$0
(total match on line 19 must be equal to/greater than Required Match Amount above)			
V. UNITS & CLIENTS			
20.	Total Number of Units to be Provided		9,489.00
21.	Estimated Number of Clients to Receive Service		500

VI. PROGRAM COST NARRATIVE

(Complete this section by describing the basis for unit rate expenses in each category)

A. Administration & Fundraising:

Portion of Nutrition Director Salary and admin support.

B. Direct Service Cost:

Site Host wages, food prep costs, packaging.

C. Equipment & Supplies:

Food cost.

D. Other:

Occupancy, license fees.

UNIT RATE BUDGET

Older Americans Act FY2025

Partner: Ionia County Commission on Aging
Service: Disease Prevention / Health Promotion
Date: 08/16/2024 **Budget Period:** 10/1/24-9/30/25
Prepared by: Carol Hanulcik

(Use whole dollar amounts unless otherwise specified)

I. FUNDING SUMMARY		
1.	Federal / State Funds Awarded	\$15,876
2.	One-time Funds Awarded	\$0
3.	TOTAL AAAMW FUNDING:	\$15,876
II. UNIT COST ANALYSIS		
(Use Dollars and Cents - 2 decimal places)		
A. A Matter of Balance		
1.	Administration & Fundraising Expenses	\$120.37
2.	Direct Service Cost	\$876.37
3.	Equipment & Supplies	\$114.37
4.	Other (Occupancy, Communication, etc.)	\$0.00
5.	Total Cost BEFORE Match:	\$1,111.11
6.	Less 10% Unit Match	\$111.11
7.	A Matter of Balance Unit Rate to be Paid by AAAMW:	\$1,000.00
8.	Total Number of Units to be Provided	1.00
9.	Estimated Number of Clients to Receive Service	12
B. Arthritis Exercise Program		
1.	Administration & Fundraising Expenses	\$5.36
2.	Direct Service Cost	\$29.21
3.	Equipment & Supplies	\$0.00
4.	Other (Occupancy, Communication, etc.)	\$0.00
5.	Total Cost BEFORE Match:	\$34.57
6.	Less 10% Unit Match	\$3.46
7.	Arthritis Exercise Program Unit Rate to be Paid by AAAMW:	\$31.11
8.	Total Number of Units to be Provided	96.00
9.	Estimated Number of Clients to Receive Service	60
C. EnhanceFitness		
1.	Administration & Fundraising Expenses	\$6.49
2.	Direct Service Cost	\$28.19
3.	Equipment & Supplies	\$0.25
4.	Other (Occupancy, Communication, etc.)	\$0.00
5.	Total Cost BEFORE Match:	\$34.93
6.	Less 10% Unit Match	\$3.49
7.	EnhanceFitness Unit Rate to be Paid by AAAMW:	\$31.44
8.	Total Number of Units to be Provided	238.00
9.	Estimated Number of Clients to Receive Service	100

D. Tai Chi for Arthritis			
1.	Administration & Fundraising Expenses		\$1.50
2.	Direct Service Cost		\$42.17
3.	Equipment & Supplies		\$1.00
4.	Other (Occupancy, Communication, etc.)		\$2.00
5.	Total Cost BEFORE Match:		\$46.67
6.	Less 10% Unit Match		\$4.67
7.	Tai Chi for Arthritis	Unit Rate to be Paid by AAAWM:	\$42.00
8.	Total Number of Units to be Provided		96.00
9.	Estimated Number of Clients to Receive Service		50
III. OTHER RESOURCES			
1.	Projected Program Income		\$4,500
2.	Other Resources		
IV. LOCAL MATCH			
Required Match Amount: \$1,764			
	Source of Local Match	Cash	In-Kind
1.	Senior Millage	\$1,764	\$0
2.			\$0
3.			\$0
4.			\$0
5.	Total Match:	\$1,764	\$0

(total match on line 5 must be equal to/greater than Required Match Amount above)

VI. PROGRAM COST NARRATIVE

(Complete this section by describing the basis for unit rate expenses in each category)

A. Administration & Fundraising:

Documentation/data entry, client donations, outreach and promotion.

B. Direct Service Cost:

Class instruction, set up, mileage reimbursement, training.

C. Equipment & Supplies:

Class supplies.

D. Other:

Occupancy cost.

UNIT RATE BUDGET

Older Americans Act FY2025

Partner: Ionian County Commission on Aging

Service: Home Delivered Meals

Date: 08/16/2024 **Budget Period:** 10/1/24-9/30/25

Prepared by: Carol Hanulcik

(Use whole dollar amounts unless otherwise specified)

I. FUNDING SUMMARY			
1.	Federal / State Funds Awarded		\$270,003
2.	One-time Funds Awarded		\$0
3.	TOTAL AAAWM FUNDING:		\$270,003
II. UNIT COST ANALYSIS			
(Per Unit: Dollars and Cents - 2 decimal places)			
4.	Administration & Fundraising Expenses		\$1.18
5.	Delivery & Direct Service Cost		\$4.01
6.	Raw Food		\$2.07
7.	Other (Occupancy, Communication, etc.)		\$0.40
8.	Total Cost BEFORE:		\$7.66
9.	Less Program Income		\$1.22
10.	Less NSIP		\$0.58
11.	Less 10% Unit Match		\$0.59
12.	Unit Rate to be Paid by AAAWM to Service Partner:		\$5.27
III. OTHER RESOURCES			
13.	Projected Program Income		\$65,000
14.	Other Resources		\$15,000
IV. LOCAL MATCH			
Required Match Amount: \$30,000			
	Source of Local Match	Cash	In-Kind
15.	Senior Millage	\$30,000	\$0
16.			\$0
17.			\$0
18.			\$0
19.	Total Match:	\$30,000	\$0
(total match on line 19 must be equal to/greater than Required Match Amount above)			
V. UNITS & CLIENTS			
20.	Total Number of Units to be Provided		51,234.00
21.	Estimated Number of Clients to Receive Service		525

VI. PROGRAM COST NARRATIVE

(Complete this section by describing the basis for unit rate expenses in each category)

A. Administration & Fundraising:

Portion of Nutrition Director and Admin Aide salaries for supervision, data entry, recruiting.

B. Direct Service Cost:

Wages for drivers, cooks, assessments, delivery expenses, packaging.

C. Equipment & Supplies:

Food cost.

D. Other:

Memberships, license fees, software cost, fundraising, kitchen maintenance.

UNIT RATE BUDGET

Older Americans Act FY2025

Partner: Ionia County Commission on Aging
Service: Homemaker
Date: 08/16/2024 **Budget Period:** 10/1/24-9/30/25
Prepared by: Carol Hanulcik

(Use whole dollar amounts unless otherwise specified)

I. FUNDING SUMMARY			
1.	Federal / State Funds Awarded		\$60,000
2.	One-time Funds Awarded		\$0
3.	TOTAL AAAM FUNDING:		\$60,000
II. UNIT COST ANALYSIS			
(Per Unit: Dollars and Cents - 2 decimal places)			
4.	Administration & Fundraising Expenses		\$2.00
5.	Direct Service Cost		\$20.28
6.	Equipment & Supplies		\$0.00
7.	Other (Occupancy, Communication, etc.)		\$0.02
8.	Total Cost BEFORE Match:		\$22.30
9.	Less 10% Unit Match		\$2.23
10.	Unit Rate to be Paid by AAAM to Service Partner:		\$20.07
III. OTHER RESOURCES			
11.	Projected Program Income		\$11,000
12.	Other Resources		
IV. LOCAL MATCH			
Required Match Amount: \$6,667			
	Source of Local Match	Cash	In-Kind
13.	Senior Millage	\$6,667	\$0
14.			\$0
15.			\$0
16.			\$0
17.	Total Match:	\$6,667	\$0
(total match on line 17 must be equal to/greater than Required Match Amount above)			
V. UNITS & CLIENTS			
18.	Total Number of Units to be Provided		2,990.00
19.	Estimated Number of Clients to Receive Service		200

VI. PROGRAM COST NARRATIVE

(Complete this section by describing the basis for unit rate expenses in each category)

A. Administration & Fundraising:

Portion of administrative wages for In Home Services Director for scheduling, donation requests, documentation, recruiting.

B. Direct Service Cost:

Aide wages, benefits, supplies, mileage, plus a portion of caseworker wages and mileage for assessments.

C. Equipment & Supplies:

D. Other:

Portion of cell phone stipend.

UNIT RATE BUDGET

Older Americans Act FY2025

Partner: Ionia County Commission on Aging
Service: Respite
Date: 08/16/2024 **Budget Period:** 10/1/24-9/30/25
Prepared by: Carol Hanulcik

(Use whole dollar amounts unless otherwise specified)

I. FUNDING SUMMARY			
1.	Federal / State Funds Awarded		\$35,000
2.	One-time Funds Awarded		\$0
3.	TOTAL AAAWM FUNDING:		\$35,000
II. UNIT COST ANALYSIS			
(Per Unit: Dollars and Cents - 2 decimal places)			
4.	Administration & Fundraising Expenses		\$2.00
5.	Direct Service Cost		\$20.28
6.	Equipment & Supplies		\$0.00
7.	Other (Occupancy, Communication, etc.)		\$0.02
8.	Total Cost BEFORE Match:		\$22.30
9.	Less 10% Unit Match		\$2.23
10.	Unit Rate to be Paid by AAAWM to Service Partner:		\$20.07
III. OTHER RESOURCES			
11.	Projected Cost Share		\$3,500
12.	Projected Program Income		\$350
IV. LOCAL MATCH			
Required Match Amount: \$3,889			
	Source of Local Match	Cash	In-Kind
13.	Senior Millage	\$3,889	\$0
14.			\$0
15.			\$0
16.			\$0
17.	Total Match:	\$3,889	\$0
(total match on line 17 must be equal to/greater than Required Match Amount above)			
V. UNITS & CLIENTS			
18.	Total Number of Units to be Provided		1,744.00
19.	Estimated Number of Clients to Receive Service		55

VI. PROGRAM COST NARRATIVE

(Complete this section by describing the basis for unit rate expenses in each category)

A. Administration & Fundraising:

Portion of administrative wages for In Home Services Director for scheduling, income/cost share, documentation, recruiting.

B. Direct Service Cost:

Aide wages, benefits, supplies, mileage, plus a portion of caseworker wages and mileage for assessments.

C. Equipment & Supplies:

D. Other:

Portion of cell phone stipend.

UNIT RATE BUDGET

Older Americans Act FY2025

Partner: Ionia County Commission on Aging
Service: Senior Center Staffing
Date: 08/16/2024 **Budget Period:** 10/1/24-9/30/25
Prepared by: Carol Hanulcik

(Use whole dollar amounts unless otherwise specified)

I. FUNDING SUMMARY			
1.	Federal / State Funds Awarded		\$11,719
2.	One-time Funds Awarded		\$0
3.	TOTAL AAAM FUNDING:		\$11,719
II. UNIT COST ANALYSIS			
(Per Unit: Dollars and Cents - 2 decimal places)			
4.	Administration & Fundraising Expenses		\$0.60
5.	Direct Service Cost		\$16.50
6.	Equipment & Supplies		\$0.00
7.	Other (Occupancy, Communication, etc.)		\$0.00
8.	Total Cost BEFORE Match:		\$17.10
9.	Less 10% Unit Match		\$1.71
10.	Unit Rate to be Paid by AAAM to Service Partner:		\$15.39
III. OTHER RESOURCES			
11.	Projected Program Income		
12.	Other Resources		\$3,500
IV. LOCAL MATCH			
Required Match Amount: \$1,302			
	Source of Local Match	Cash	In-Kind
13.	Senior Millage	\$1,302	\$0
14.			\$0
15.			\$0
16.			\$0
17.	Total Match:	\$1,302	\$0
(total match on line 17 must be equal to/greater than Required Match Amount above)			
V. UNITS & CLIENTS			
18.	Total Number of Units to be Provided		761.00
19.	Estimated Number of Clients to Receive Service		800

VI. PROGRAM COST NARRATIVE

(Complete this section by describing the basis for unit rate expenses in each category)

A. Administration & Fundraising:

Admin cost for planning and scheduling programming.

B. Direct Service Cost:

Staff wages.

C. Equipment & Supplies:

D. Other:

UNIT RATE BUDGET

Older Americans Act FY2025

Partner: Ionia County Commission on Aging

Service: Transportation (Assisted)

Date: 08/16/2024 **Budget Period:** 10/1/24-9/30/25

Prepared by: Carol Hanulcik

(Use whole dollar amounts unless otherwise specified)

I. FUNDING SUMMARY			
1.	Federal / State Funds Awarded		\$35,000
2.	One-time Funds Awarded		\$0
3.	TOTAL AAAWM FUNDING:		\$35,000
II. UNIT COST ANALYSIS			
(Per Unit: Dollars and Cents - 2 decimal places)			
4.	Administration & Fundraising Expenses		\$5.55
5.	Direct Service Cost		\$24.36
6.	Equipment & Supplies		\$0.27
7.	Other (Occupancy, Communication, etc.)		\$0.25
8.	Total Cost BEFORE Match:		\$30.43
9.	Less 10% Unit Match		\$3.04
10.	Unit Rate to be Paid by AAAWM to Service Partner:		\$27.39
III. OTHER RESOURCES			
11.	Projected Program Income		\$1,500
12.	Other Resources		
IV. LOCAL MATCH			
Required Match Amount: \$3,889			
	Source of Local Match	Cash	In-Kind
13.	Senior Millage	\$3,889	\$0
14.			\$0
15.			\$0
16.			\$0
17.	Total Match:	\$3,889	\$0
(total match on line 17 must be equal to/greater than Required Match Amount above)			
V. UNITS & CLIENTS			
18.	Total Number of Units to be Provided		1,278.00
19.	Estimated Number of Clients to Receive Service		60

VI. PROGRAM COST NARRATIVE

(Complete this section by describing the basis for unit rate expenses in each category)

A. Administration & Fundraising:

Budgeting, driver scheduling, grant writing, recruiting, data entry.

B. Direct Service Cost:

Staff wages or volunteer stipend or mileage, client intake and trip scheduling, fuel costs, maintenance.

C. Equipment & Supplies:

Software expense, service fees for tablets.

D. Other:

Communication costs.

Area Agency on Aging of Western Michigan
Older Americans Act (OAA) Funding Distribution
Contract Period: October 1, 2024 – September 30, 2025

Funding as of: June 24, 2024

Partner: Ionia County Commission on Aging

Service:	Funding Source	CFDA	Award Amount
1. Congregate Meals	IIIC-1	93.045	\$61,583
2. Home Delivered Meals	IIIC-2	93.045	\$190,003
	SHDM	N/A	\$80,000
		Total for Service:	\$270,003
3. Congregate & Home Delivered NSIP	NSIP**	93.053	\$53,691
4. Disease Prevention/Health Promotion	IIID	93.043	\$15,876
5. Homemaker	IIIB	93.044	\$2,000
	SIH	N/A	\$58,000
		Total for Service:	\$60,000
6. Respite	IIIE	93.052	\$2,000
	SAC	N/A	\$8,000
	SRC	N/A	\$10,000
	Tobacco	N/A	\$15,000
		Total for Service:	\$35,000
7. Senior Center Staffing	IIIB	93.044	\$11,719
8. Transportation - Assisted	IIIB	93.044	\$35,000
Total Funding:			\$542,872

**The NSIP amount is only an approximation. We do not expect NSIP funding to be finalized by the state until September of 2025.

**IONIA COUNTY COMMISSION ON AGING
REQUEST FOR DISCUSSION/ACTION**

Ionia County Commission on Aging requests ratification of agency signature on MDOT
Agreement 2022-0075 P4
September 10, 2024

CONTACT:

Carol Hanulcik, Director

DESCRIPTION:

The Ionia County Commission on Aging has been awarded up to \$206,641 in grant funding to replace 3 transportation vehicles (minivans with ramps) and 2 computers/computer equipment for transportation staff.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

ICCOA's Transportation Program benefits clients from many local agencies.

FINANCIAL ANALYSIS:

This funding for vehicles and equipment allows us to direct Senior Millage and other funding toward the cost of operations. This revenue and related expenditures were included in our 2025 budget.

LEGAL REVIEW:

[Click here to enter text.](#)

DEADLINE:

[Click here to enter text.](#)

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

I move to approve the request of the ICCOA Director, to ratify agency's signature on MDOT Agreement 2022-0075/P4.

DEPARTMENT HEAD RECOMMENDATION:

I recommend ratification.

ADMINISTRATOR'S RECOMMENDATION:

Administrator Recommends Approval.

Date: June 28, 2024
Agreement No.: 2022-0075
Authorization No.: P4
Job No.: 221012NI

**PROJECT AUTHORIZATION
IONIA COUNTY COMMISSION ON AGING
FY 2024 SECTION 5310
ENHANCED MOBILITY OF SENIORS AND
INDIVIDUALS WITH DISABILITIES PROGRAM**

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:

Authorization Expiration Date: Three years from the effective date of the authorization.

Fiscal Year of Effective Contract Clauses: 2024

The Federal grant associated with the PROJECT AUTHORIZATION is Permanent No. MI-2023-037-01. Award Year: 2024

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 bi-annual milestone reports as required. The AGENCY also agrees to submit annual performance reports as required by the Federal Transit Administration.

Timely Expenditure of Funds

Sufficient progress toward the obligation of funds must be made within six (6) months of receiving the awarded PROJECT AUTHORIZATION or MDOT may cancel the PROJECT AUTHORIZATION and the AGENCY will no longer have access to the funds. Sufficient progress may be documented by placing an order, issuing a solicitation, having a third-party contract awarded, or taking other documentable action to utilize 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.

<u>Line No.</u>	<u>Item</u>	<u>Line Item</u>	<u>Federal</u>	<u>State</u>	<u>Total</u>
<u>Revenue vehicles:</u>					
1	Three replacement vans with ramps	11.12.15	\$160,273	\$40,068	\$200,341
<u>Terminal/office equipment:</u>					
2	Computer/computer equipment	11.42.20	<u>5,040</u>	<u>1,260</u>	<u>6,300</u>
Total			\$165,313	\$41,328	\$206,641

Funding sources:

2024/65150/3120 \$165,313 (F)
C87750/1120 \$ 41,328 (S)

PRF No.: 2024-570

IONIA COUNTY COMMISSION ON AGING

Authorized Signer

MICHIGAN DEPARTMENT OF TRANSPORTATION

Title: Department Director



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

Title: Repair Bridges 4031, 4054, and 4064

Date: September 10, 2024

CONTACT: Linda Pigue, Managing Director

DESCRIPTION: The annual bridge inspection report highly recommended repairs for North Plains Township, Primary bridge 4031 Stoudt Road over Fish Creek; Boston Township, Local bridge 4054 Peck Lake Road over Lake creek; and Easton Township Local bridge 4064 Dildine Road over Bellamy Creek. The nature of the repairs is such that we will need to hire a contractor to do the repairs since we do not have the necessary equipment. Current Road Department policy is that regardless of whether the bridge is primary or local the Road Department and the township each pay 50% of the repair cost.

OTHER DEPARTMENTS/AGENCIES AFFECTED: None

FINANCIAL ANALYSIS: Estimated cost of repairs to Bridge 4031 is \$84,700. North Plains Township has indicated they do not have the funds to cover 50% this year. MCL 46.11 Powers of County Board of Commissioners, Section 11. "A county board of commissioners, at a lawfully held meeting, may do 1 or more of the following: (v.) "Loan money to a township within the county for the purpose of funding a road construction project or providing matching funds for a joint project between the county and the township. A loan under this subdivision must not exceed a term of 10 years". Estimated cost of repairs for Bridge 4054 is \$114,900. Boston Township has indicated they have funds sufficient to cover 50% of the repairs. Estimated cost of repairs to Bridge-4064 is \$38,000. Easton Township is discussing this at their September 3, 2024 Township meeting but they believe they would have sufficient funds to cover 50% of the repairs if their Board approves.

LEGAL REVIEW: Not applicable.

DEADLINE: September 10, 2024.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board authorize the Road Department Managing Director to (1) proceed with soliciting bids for repairing bridges 4031, 4054 & 4064. (2) sign an agreement with Easton & Boston Townships in which they agree to reimburse the Road Department for 50% of the repair cost. Authorize the Board of Commissioners' Chairman to sign a loan agreement with North Plains Township for 50% of Bridge-4031 repair costs, loan to be paid within one year if the township so desires.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

BOARD POLICY	EFFECTIVE DATE September 11, 2017	NUMBER 02
	PREPARING ORGANIZATION Ionia County Road Commission	SUPERCEDES NUMBER 2 DATE: 8/22/2007
SUBJECT: Construction on Primary Roads and Bridges		
Any and all gravel upgrades to a paved surface on the Primary Road system will be funded, at minimum, 25% from funds generated by the Township(s) from any source. Primary Road bridge projects will be funded 50% by the Township where the bridge is located and 50% by the County Road Commission. This applies to all bridge preservation, rehabilitation, and replacement projects including those constructed under the Local Bridge Program with state and federal funds. These projects and associated costs will include all engineering (survey, design and construction), permitting, and right-of-way expenses.		
Adopted by the Board of County Road Commissioners		September 11, 2017

BOARD POLICY	EFFECTIVE DATE	NUMBER
	August 23 2017	03
	PREPARING ORGANIZATION	SUPERCEDES
	Ionia County Road Commission	NUMBER 3
		DATE 8/8/2007

SUBJECT: Construction on Local Roads and Bridges

Local Roads:

All paved or gravel road improvements or preventative maintenance on the Local Road system will be funded 100% from funds generated by the Township(s) from any source.

The Road Commission does not have sufficient funds or staff to provide preliminary surveying, design engineering, plans, permits and bid documents on all local road construction projects that may be requested by the townships. Therefore, all preliminary and design engineering, surveys, etc. will be at 100% township cost up to the time of construction (may include road commission labor, fringes & equipment or consultant costs). On those local road construction projects that actually go to construction and are completed, the Road Commission will credit the township for the cost of the design engineering.

Local Bridges:

Local Road bridge projects will be funded 50% by the Township and 50% by the County Road Commission. This applies to all bridge preservation, rehabilitation, and replacement projects including those constructed under the Local Bridge Program with state and federal funds.

These projects and associated costs will include all engineering (survey, design and construction), permitting, and right-of-way expenses.

Adopted by the Board of County Road Commissioners

August 23, 2017

designate a violation as a municipal civil infraction if that violation may be designated as a civil infraction under subsection (2). A statute may provide that a violation of a specific type of ordinance is a municipal civil infraction whether or not the ordinance designates the violation as a municipal civil infraction.

(4) An ordinance shall not make an act or omission a municipal civil infraction if that act or omission constitutes a crime under any of the following:

(a) Article 7 or section 17766a of the public health code, 1978 PA 368, MCL 333.7101 to 333.7545 and 333.17766a.

(b) The Michigan penal code, 1931 PA 328, MCL 750.1 to 750.568.

(c) The Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923.

(d) The Michigan liquor control act, 1933 (Ex Sess) PA 8, MCL 436.1 to 436.58.

(e) Part 801 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.80101 to 324.80199.

(f) The aeronautics code of the state of Michigan, 1945 PA 327, MCL 259.1 to 259.208.

(g) Part 821 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.82101 to 324.82159.

(h) Part 811 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.81101 to 324.81150.

(i) Sections 351 to 365 of the railroad code of 1993, 1993 PA 354, MCL 462.351 to 462.365.

(j) A law of this state under which the act or omission is punishable by imprisonment for more than 90 days.

History: Add. 1994, Act 18, Eff. May 1, 1994;—Am. 1996, Act 40, Imd. Eff. Feb. 26, 1996;—Am. 1998, Act 97, Imd. Eff. May 15, 1998.

46.10c Violation of MCL 168.1 to 168.992 applicable to petitions; penalties.

Sec. 10c. A petition under section 11(m) asking that an ordinance or act of incorporation be submitted to electors or under section 16b, including the circulation and signing of the petition, is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. A person who violates a provision of the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, applicable to a petition described in this section is subject to the penalties prescribed for that violation in the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

History: Add. 1998, Act 146, Eff. Mar. 23, 1999.

46.11 Powers of county board of commissioners.

Sec. 11. A county board of commissioners, at a lawfully held meeting, may do 1 or more of the following:

(a) Purchase or lease for a term not to exceed 20 years, real estate necessary for the site of a courthouse, jail, clerk's office, or other county building in that county.

(b) Determine the site of, remove, or designate a new site for a county building. The exercise of the authority granted by this subdivision is subject to any requirement of law that the building be located at the county seat.

(c) Authorize the sale or lease of real estate belonging to the county, and prescribe the manner in which a conveyance of the real estate is to be executed.

(d) Erect the necessary buildings for jails, clerks' offices, and other county buildings, and prescribe the time and manner of erecting them.

(e) Borrow or raise by tax upon the county those funds authorized by law. The exercise of the authority granted by this subdivision is subject to any voting requirement provided by the law authorizing the borrowing or tax if different from the voting requirement under section 3.

(f) Provide for the repayment of a loan made by the board, by tax upon the county. The loan must be repaid within 15 years after the date of the loan, except that a loan to erect a county building for a public function must be repaid within 30 years after the date of the loan.

(g) Prescribe and fix the salaries and compensation of employees of the county if not fixed by law and, except in a county having a board of county auditors, adjust claims against the county. The sum allowed in the adjustment of a claim is subject to appeal as provided by law.

(h) Direct and provide for the raising of money necessary to defray the current expenses and charges of the county and the necessary charges incident to or arising from the execution of the board's lawful authority, subject to the limitations prescribed in this act. The county board of commissioners may borrow in a year, in anticipation of the levy or collection of taxes for the year, a sum of money, not exceeding 50% of the tax to be levied or collected for the general fund of the county, necessary to defray current expenses of the county. The money borrowed must be repaid from the tax when levied and collected.

adopting a county road system with a board of county road commissioners to a vote of the electors of the county as provided in chapter IV of 1909 PA 283, MCL 224.1 to 224.32.

(v) Loan money to a township within the county for the purpose of funding a road construction project or providing matching funds for a joint project between the county and the township. A loan granted under this subdivision must not exceed a term of 10 years.

History: 1851, Act 156, Imd. Eff. Apr. 8, 1851;—CL 1857, 345;—Am. 1859, Act 244, Eff. May 18, 1859;—Am. 1867, Act 81, Eff. June 27, 1867;—CL 1871, 477;—Am. 1877, Act 165, Eff. Aug. 21, 1877;—How. 483;—CL 1897, 2484;—Am. 1905, Act 98, Eff. Sept. 16, 1905;—Am. 1909, Act 322, Eff. Sept. 1, 1909;—Am. 1913, Act 397, Eff. Aug. 14, 1913;—CL 1915, 2274;—Am. 1925, Act 69, Eff. Aug. 27, 1925;—CL 1929, 1130;—CL 1948, 46.11;—Am. 1955, Act 108, Imd. Eff. June 3, 1955;—Am. 1956, Act 132, Imd. Eff. Apr. 13, 1956;—Am. 1958, Act 59, Eff. Sept. 13, 1958;—Am. 1959, Act 193, Imd. Eff. July 22, 1959;—Am. 1964, Act 182, Eff. Aug. 28, 1964;—Am. 1975, Act 206, Imd. Eff. Aug. 21, 1975;—Am. 1978, Act 51, Eff. Mar. 30, 1979;—Am. 1978, Act 278, Imd. Eff. July 6, 1978;—Am. 1978, Act 629, Imd. Eff. Jan. 8, 1979;—Am. 1980, Act 334, Eff. Dec. 30, 1980;—Am. 1985, Act 171, Eff. Mar. 31, 1986;—Am. 1988, Act 227, Imd. Eff. July 8, 1988;—Am. 1994, Act 18, Eff. May 1, 1994;—Am. 1996, Act 22, Imd. Eff. Feb. 16, 1996;—Am. 1996, Act 396, Imd. Eff. Oct. 8, 1996;—Am. 1998, Act 97, Imd. Eff. May 15, 1998;—Am. 2003, Act 94, Imd. Eff. July 24, 2003;—Am. 2012, Act 15, Imd. Eff. Feb. 21, 2012;—Am. 2015, Act 236, Imd. Eff. Dec. 22, 2015;—Am. 2016, Act 77, Imd. Eff. Apr. 12, 2016;—Am. 2020, Act 1, Imd. Eff. Jan. 27, 2020.

Compiler's note: Act 259 of 1937 purported to amend this section, but the effective date of that act depended on the approval of Act 258 of 1937, which was defeated by referendum.

46.11a Armistice day celebration; appropriation by board of supervisors.

Sec. 11a. The board of supervisors is hereby authorized to appropriate such sum as they deem fit for the purpose of a public celebration on Armistice day. The board shall provide for the expenditure of this money in any way they see fit.

History: Add. 1927, Act 280, Eff. Sept. 5, 1927;—CL 1929, 1131;—CL 1948, 46.11a.

46.11b Contract or agreement to purchase lands, property, or equipment; installment payments; limitations.

Sec. 11b. (1) A county, by resolution of the county board of commissioners, may enter into a contract or agreement for the purchase of lands, property, or equipment to be used for public purposes and, except as provided in subsection (6), to be paid for in installments over a period of not more than 10 years, or the useful life of the property, whichever is less. A contract or agreement described in this section made before August 21, 1975, is validated and made legal.

(2) The aggregate outstanding balance of purchases made by a county pursuant to this section, excluding interest, shall not exceed 1/2 of 1% of the equalized assessed value of real and personal property in the county at the date of the contract or agreement, except that a contract or lease entered into pursuant to Act No. 31 of the Public Acts of the First Extra Session of 1948, as amended, being sections 123.951 to 123.965 of the Michigan Compiled Laws, or a contract or lease entered into with a public corporation or municipality, shall not be included in a calculation of the aggregate outstanding balance.

(3) The county board of commissioners shall include in its budget and pay the sum or sums necessary each year to meet the payments of the installments, including interest, when they become due and overdue installments.

(4) This section shall not authorize the county board of commissioners to levy taxes in excess of statutory limitations without the approval of the electors.

(5) The limitations imposed in this section shall not be applicable to a contract for purchase of land declared surplus by the United States government or any of its agencies.

(6) The installments for a contract or agreement to purchase lands, property, or equipment may be for a period of not more than 15 years if all of the following conditions are satisfied:

- (a) The lands, property, or equipment is entirely within the county.
- (b) The lands, property, or equipment is purchased from a city which is entirely within the county.
- (c) The lands, property, or equipment is used for airport purposes.
- (d) The purchase is made after June 30, 1983, and before July 1, 1984.

History: Add. 1975, Act 206, Imd. Eff. Aug. 21, 1975;—Am. 1983, Act 142, Imd. Eff. July 18, 1983.

46.11c Energy conservation improvements; acquisition or financing; resolution; payment; acquisition by contract, lease-purchase agreement, or notes; reports; forms; terms of lease-purchase agreement.

Sec. 11c. (1) A county board of commissioners may provide by resolution for the acquisition or financing of energy conservation improvements to be made to county facilities or infrastructure and may pay for the improvements or the financing or refunding of the improvements from the general fund of the county or from

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

Title: Sunfield Highway & Gunn & Ramsey Drain
Date: September 10,2024

CONTACT: Linda Pigue, Managing Director

DESCRIPTION:

A portion of the Gunn and Ramsey drain is located very close to Sunfield Highway. The road and its' shoulder is being damaged by the drain. The Road Department and County Drain Commissioner have been discussing this problem for 2 years. Since the drain is functioning as designed, the Drain Commissioner has indicated he cannot assess the cost of moving the drain. The Road department has been monitoring the situation and has determined road damage continues. Maintaining the road in a safe condition warrants expending Road Department funds to relocate the drain and repair the road.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

None

FINANCIAL ANALYSIS:

The Road Department has estimated the total cost will be \$209,006 which includes cost of moving the drain away from the road, \$80,900, repairing the road, \$98,266 and a contingency.

LEGAL REVIEW:

Not applicable.

DEADLINE: September 10, 2024.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request the Board authorize the Road Department Managing Director to solicit sealed bids for moving the Gunn & Ramsey drain and repair approximately 1,100 feet of Sunfield Highway.

ADMINISTRATOR'S RECOMMENDATION:

Administrator recommends approval.

Ionia County Board of Commissioners

Road Department Report

September 10, 2024

Current Activities & Accomplishments

- Other than “short haul”, have completed graveling of the primary and local roads including the primary roads on which non-spec gravel was placed last year.
- Facility repairs: Radiant Heat Tubes in Riverside Truck Barn replaced; Riverside Garage Wash Bay steel supports replaced; Riverside Garage Fissure and sinking floor repaired; roof repairs have started.
- Millage projects completed: Clarksville/Keefer roads, Potters Road, Nash Highway & David Highway bridge.
- ICRD crack seal completed.
- Chip & Fog Seal underway for ICRD projects.
- Townships and villages – Chip & Fog Seal & Paving underway.
- Grand River \$900,000 Transportation Work Authorization (TWA) progress: Paving \$668,760 done, Chip & Fog Seal being scheduled, Guardrail being scheduled.
- Brining 1st & 2nd applications done; 3rd application underway.
- Union 3-year contract completed and implemented.
- Request for Proposal (RFP) for Engineering Services issued, Proposals due 9/23/24.
- RFP for Bridge repairs developed and ready for issuance.
- State Trunkline (STL) 23-24 budget, \$2,309,177, year ends 9/30/24. Status 8/29/24 \$2024,228.48 spent. Work to be done in thru 9/30/24: Paving area on north M-66 \$70,000; Mowing Trunklines approximately \$95,525; Portland & Saranac Rest Areas maintenance approximately \$100,000 (July-Sept).
- Draft Policy Documents internal review underway.

Upcoming

- Pavement Marking: Grand River, NW Quadrant & other roads as needed.
- Township projects -Limestone roads.
- Compile quotes to replace man-doors: Riverside, Belding & Jordan Lake.
- Do physical inventory.
- Develop & issue RFPs for expiring contracts.
- Begin planning for winter.